Advancing the Academic Mission through Craftsmanship, Artistry and Exceptional Service
Facility Services:
Facility Services consists of the following work units:

- Maintenance (2 shifts)
- Recycling
- Engineering
- Transportation
- Mail Services
- Surplus Property
- Heating Plant
- Custodial (2 shifts)
- Grounds
- Internal Project Management
- Central Stores
- Purchasing
- Auto Repair
- Work Control Center

Much like your department, Facility Services takes our role in the campus very seriously. We have deployed many strategies that are consistent with the competitive nature of the private sector. We continue to support our mission statement...

“Advancing the academic mission through craftsmanship, artistry and exceptional services”.

and our core values...

Safety, Cooperation, Innovation, Integrity and Service.

Our team (especially our managers and supervisors) leverage these core values in our daily decision making process. It is our hope and expectation that, within the operational limitations facing us, we provide our customers with the very best services available.

Innovations (2019):

- Continue to Streamline Work Processes
- Implemented Vending Machines to Manage Parts & Supplies
- Implemented Robotic Cleaning
- Implemented ISSA Training Standards for Custodial Team
- Continued Web Page Upgrades
Work Control Center Hours:

Monday through Friday 7am to 10pm
Call x4219  
Facilities.Services.Office@uwsp.edu

After hours and weekends, call Campus Police and Security Services x3456.

Submit a Work Request:

- Submit a Request via Facility Services webpage or myPoint, Administrative Tab.
- Complete the request form.
- The requestor will receive a confirmation email after submitting the work request.
- After the request is assessed and accepted, the requestor will receive an email confirming that the request has been converted into a work order, giving the requestor the work order number.

*Always call x4219 for all urgent or emergency issues and then submit the work request.

Work Order Communications:

- iService Desk
  - Requestor can monitor progress and related charges by the work order number.

- E-mail
  - Facilities.Services.Office@uwsp.edu is monitored from 7 am to 10 pm Monday - Friday.
  - Accepted, Finished and Completed automated e-mails are sent out as the status of the work order is updated.

Work Order Charges:

- Chargeback Rates
  - Calculated every fiscal year based from UW-System Policy.
  - Facility Services Chargeback Policy can be found at the UWSP Maintenance website http://www.uwsp.edu/facsv/Pages/Maintenance.aspx
Vehicle User Agreement Form:

• All drivers for State/University business must complete and submit the Online Vehicle User Agreement Form (VUA) found on the Transportation website.
• All drivers will have their driving record reviewed monthly by the Transportation Services Fleet Manager.

Authorized Driver:

• Transportation has an online database to verify if an individual is an authorized driver for State/University business.

Requirements to be an Authorized Driver:
• Must have a valid operator’s license,
• Must have minimum of two year licensed driving experience, and
• Must be eighteen (18) years of age.

Driver Disqualifications:
• Three or more moving violations and/or at-fault accidents in the past two years.
• An Operation While Intoxicated (OWI)/Driving Under the Influence (DUI) citation within 12 months.
• Suspension or revocation of driver’s license.

Vehicle Request:

Transportation has 24 vehicles available for University Staff and Students to use for University related business.
• 7-Subcompacts
• 7-Sedans
• 10-Mini-vans

• Online vehicle reservation requests can be made at https://campus.uwsp.edu/sites/trnsprt/campus/forms/SitePages/ReservationRequests.aspx
**Surplus Sales:**

- The UWSP Surplus Property Office processes items from the UWSP Campus and other state organizations to sell to the public. The Surplus Property Office also donates to charities and non-profit groups, recycles and otherwise functions as a means of disposal for property the university no longer uses.
- Located at 601 Division, weekly public sales are from 1 pm to 5 pm on Fridays. Closed on holidays or days prior to holiday weekends.

**Declaration Form:**

- Surplus Property Declaration Form must be received by the Surplus Property Office before surplus property will be accepted.

**Revenues from Sales:**

- Revenues generated from sales of $100 or less will remain with the Surplus Property. Sales of $100 or more will be assessed a $100 handling fee plus 10% of the amount over $100 (sales tax will also be deducted).

**Purchasing:**

- Facility Services can assist in purchasing needs
- Quoted items usually are a significant amount less than the state contract price
- Many items are being purchased from suppliers that are not on state contracts

**Central Stores:**

- Please use iService Desk for your purchases from Central Stores
- Please feel free to contact Central Stores for any items not listed in the catalog on iService Desk.

**Mail Services:**

- Mail Services has reduced its deliveries to one run per day due to a reduction in mail and budgets. Please feel free to contact Mail Services at ext. 3102 for any special requests or needs.
Team Cleaning:

• In this era of tightening budgets and increased expectations, custodial managers needed to evaluate how they currently clean and identify the most productive way. This is the reason for the change to Team Cleaning in the Academic Custodial Work Unit. Overall Team Cleaning has been proven to increase productivity from 20-40 percent or more.

• Academic custodians work together in a group environment which has been found to boost morale. One may clean the floors while another may clean desktops and boards, similar to a racing pit crew. As each team member’s work is completed, they move on to the next room or area. Supervisors update custodian’s schedules of rooms to be cleaned utilizing the EMS scheduling system each semester.

• You will also see a rotation of staff members in teams as everyone is being cross trained. This helps to keep everyone fresh and allows for the opportunity for any team member to cover any academic or administrative building that we serve.

Summer Deep Cleaning:

• Forms are available on our website to assist in scheduling office deep cleaning over the summer break. Please look for the “Summer Deep Cleaning Request Form”. Most summer deep cleaning is not chargeable to departments, it is part of the annual upkeep of our physical plant.

• The Facility Services - Academic Custodial web page will feature a “Summer Projects Update” page where a schedule for hallway deep cleaning and wax re-coating will be updated each week throughout the summer. We will also be reminding people of deep cleaning projects using the “Message of the Day”. Teams may be stripping wax in hallways this summer and/or deep scrubbing floors. Please remember to stay off areas that are clearly marked with fresh wax signs for your safety.

• Supervisors will be using the EMS scheduling software to block off rooms for deep cleaning and will be out in buildings often, checking the progress and quality of the deep cleaning projects.

Event Scheduling:

• All Event requests MUST be scheduled with Facility Services a minimum of 2 WEEKS PRIOR to the event date. The Facility Services web page has essential information regarding planning your event. Visit http://www.uwsp.edu/facsv/Pages/default.aspx and look for the “Planning an Event at UWSP” link as your first step or call 715-346-4219 for information.

• Custodial services during your event are chargeable to your department. More special focus and coordination of our services is required during events. This is the reason our essential services during event times is chargeable.
Summer Deep Cleaning Scheduling
with the Academic Custodial Staff

Soon, our staff will begin deep cleaning offices, along with scrubbing and recoating flooring in this building. To assist us with these tasks, we would like you to fill in the form below.

It is just as important that you help us with the process by removing any boxes, files, books or other materials from the floor. This will help protect your materials from any possible water damage.

Please keep in mind that we always try to accommodate your schedule but we cannot always schedule work for Thursdays and Fridays. Please keep this in mind when completing this request.

If you have any questions, please call the Academic Custodial Office at extension 3647.

ALL FORMS MUST BE TURNED IN PRIOR TO JUNE 1ST. Please send to Academic Custodial via inter-office mail care of Nelson Hall Room 014.

Dates that would be best for summer deep cleaning in your office/offices are...

DATES: ____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Please check this box if you prefer to not have your office deep cleaned this summer.

YOUR BUILDING: _____________________________________________________________________

YOUR OFFICE NUMBER/NUMBERS: ______________________________________________________

PRINT NAME: _______________________________________________________________________

SIGNATURE: ____________________________ DATE: ________________________________

IF A SCHEDULING REQUEST IS NOT RETURNED TO ACADEMIC CUSTODIAL, CLEANING WILL TAKE PLACE WHEN WE ARE IN YOUR BUILDING / AREA.

RETURN FORM TO ACADEMIC CUSTODIAL: NELSON 014
AVERAGE INSPECTION SCORE BY SERVICE LOCATION

Service Location ........ DEBOT CENTER - TEAM 7 - A,B,C
Date Range ............... 11-1-16 thru 2-17-17

Report Description:
This report displays the average inspection service scores for the selected service location organized by month.

GOAL
ACTUAL

LEVEL 1
LEVEL 2
LEVEL 3
LEVEL 4
LEVEL 5

14-NOV 29-NOV 29-DEC 13-JAN 28-JAN 14-FEB

CT MOBILE APP / WHAT INSPECTORS SEE ON IPAD
<table>
<thead>
<tr>
<th>Sublocation</th>
<th>Section</th>
<th>Area</th>
<th>Service/Tracking Item</th>
<th>Inspection Notes</th>
<th>Date &amp; Time</th>
<th>Rating</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>0011-3rd Floor</td>
<td>0011-M001-01</td>
<td>Restrooms</td>
<td>Dust High and Low Surfaces including Ceiling, Vents, Lights and Baseboards</td>
<td>Can be cleaned better</td>
<td>11/29/16 7:31 PM</td>
<td>Casual</td>
<td>Inattentiveness</td>
</tr>
<tr>
<td>0011-Basement</td>
<td>0011-0001 LOUNGE</td>
<td>Break Rooms, Cafeterias, Kitchens, and Lounges</td>
<td>Chairs, Other Furniture: Wipe Clean and Straighten</td>
<td>Dusting completed under tables. Stretchers under lamp tables wiped off.</td>
<td>2/16/17 7:30 PM</td>
<td>Ordinary</td>
<td>Tidiness</td>
</tr>
<tr>
<td>0011-Basement</td>
<td>0011-0001 LOUNGE</td>
<td>Break Rooms, Cafeterias, Kitchens, and Lounges</td>
<td>Chairs, Other Furniture: Wipe Clean and Straighten</td>
<td>Heavy waiting room seating, all straightened. Bottom rungs of lamp tables need wiping off. Clear evidence on one where office personnel have been checking lack of dusting.</td>
<td>2/15/17 7:21 PM</td>
<td>Casual</td>
<td>Inattentiveness</td>
</tr>
<tr>
<td>0011-Basement</td>
<td>0011-0001 LOUNGE</td>
<td>Break Rooms, Cafeterias, Kitchens, and Lounges</td>
<td>Clean Glass and Mirrors</td>
<td>Average cleaning on glass offices look good main entry door has a few fingermarks</td>
<td>2/15/17 7:21 PM</td>
<td>Ordinary</td>
<td>Tidiness</td>
</tr>
<tr>
<td>0011-Basement</td>
<td>0011-0001 LOUNGE</td>
<td>Break Rooms, Cafeterias, Kitchens, and Lounges</td>
<td>Clean Glass and Mirrors</td>
<td>East inner entry door glass was washed. Finger marks gone.</td>
<td>2/16/17 7:30 PM</td>
<td>Ordinary</td>
<td>Tidiness</td>
</tr>
<tr>
<td>0011-Basement</td>
<td>0011-0001 LOUNGE</td>
<td>Break Rooms, Cafeterias, Kitchens, and Lounges</td>
<td>Dispensers: Restock and Wipe Clean</td>
<td>Purcell dispenser in lobby is clean, wall protector is wiped off from spills.</td>
<td>2/15/17 7:21 PM</td>
<td>Ordinary</td>
<td>Tidiness</td>
</tr>
<tr>
<td>0011-Basement</td>
<td>0011-0001 LOUNGE</td>
<td>Break Rooms, Cafeterias, Kitchens, and Lounges</td>
<td>Dust Mop Floors / Sweep Floors</td>
<td>Tile portion was cleaned during my visit. Shine holding up well.</td>
<td>2/15/17 7:21 PM</td>
<td>Ordinary</td>
<td>Tidiness</td>
</tr>
<tr>
<td>0011-Basement</td>
<td>0011-0001 LOUNGE</td>
<td>Break Rooms, Cafeterias, Kitchens, and Lounges</td>
<td>Dust Mop Floors / Sweep Floors</td>
<td>Vinyl portion is clean, shined, edges swept out, corners have no grit or dust.</td>
<td>2/16/17 7:00 PM</td>
<td>Ordinary</td>
<td>Tidiness</td>
</tr>
<tr>
<td>0011-Basement</td>
<td>0011-0001 LOUNGE</td>
<td>Break Rooms, Cafeterias, Kitchens, and Lounges</td>
<td>Floors, Carpet and Mats: Vacuum</td>
<td>Corners and between seating in public lobby have been vacuumed.</td>
<td>2/16/17 7:00 PM</td>
<td>Ordinary</td>
<td>Tidiness</td>
</tr>
<tr>
<td>0011-Basement</td>
<td>0011-0001 LOUNGE</td>
<td>Break Rooms, Cafeterias, Kitchens, and Lounges</td>
<td>Floors, Carpet and Mats: Vacuum</td>
<td>General middle areas are clean, salt and dust in between seating and around edges and corners.</td>
<td>2/15/17 7:21 PM</td>
<td>Ordinary</td>
<td>Tidiness</td>
</tr>
<tr>
<td>0011-Basement</td>
<td>0011-0001 LOUNGE</td>
<td>Break Rooms, Cafeterias, Kitchens, and Lounges</td>
<td>Horizontal Surfaces including Desk, Tables, and Counters: Wipe Clean</td>
<td>Tops are dusted. See note and photo from earlier observation.</td>
<td>2/15/17 7:21 PM</td>
<td>Ordinary</td>
<td>Tidiness</td>
</tr>
<tr>
<td>0011-Basement</td>
<td>0011-0001 LOUNGE</td>
<td>Break Rooms, Cafeterias, Kitchens, and Lounges</td>
<td>Wet Mop Floors</td>
<td>Tile area swiffered on edges and corners.</td>
<td>2/16/17 7:30 PM</td>
<td>Ordinary</td>
<td>Tidiness</td>
</tr>
<tr>
<td>0011-Basement</td>
<td>0011-0001 LOUNGE</td>
<td>Break Rooms, Cafeterias, Kitchens, and Lounges</td>
<td>Wet Mop Floors</td>
<td>Vinyl tile to be auto scrubbed.</td>
<td>2/15/17 7:21 PM</td>
<td>Ordinary</td>
<td>Tidiness</td>
</tr>
<tr>
<td>0011-Basement</td>
<td>0011-0004 RESTROOM-UNISEX</td>
<td>Restrooms</td>
<td>Dispensers: Restock and Wipe Clean</td>
<td>Supplies stocked, should not run out during the day or afternoon. Dispensers wiped clean.</td>
<td>2/16/17 7:12 PM</td>
<td>Ordinary</td>
<td>Tidiness</td>
</tr>
<tr>
<td>0011-Basement</td>
<td>0011-0004 RESTROOM-UNISEX</td>
<td>Restrooms</td>
<td>Dust High and Low Surfaces including Ceiling, Vents, Lights and Baseboards</td>
<td>Much better job today. Note on floor by urinal and wash basin...needs a scrubbing to get to match the rest of the edges, probably hand soap residue.</td>
<td>2/16/17 7:12 PM</td>
<td>Ordinary</td>
<td>Tidiness</td>
</tr>
<tr>
<td>0011-Basement</td>
<td>0011-0004 RESTROOM-UNISEX</td>
<td>Restrooms</td>
<td>Dust High and Low Surfaces including Ceiling, Vents, Lights and Baseboards</td>
<td>The vents in this bathroom need to be cleaned</td>
<td>1/25/17 10:12 PM</td>
<td>Casual</td>
<td>Inattentiveness</td>
</tr>
<tr>
<td>0011-Basement</td>
<td>0011-0004 RESTROOM-UNISEX</td>
<td>Restrooms</td>
<td>Toilets and Urinals: Disinfect and Wipe Clean</td>
<td>Marked improvement...problems addressed. More time was spent cleaning and noticing the details today.</td>
<td>2/16/17 7:12 PM</td>
<td>Ordinary</td>
<td>Tidiness</td>
</tr>
<tr>
<td>0011-Basement</td>
<td>0011-0004 RESTROOM-UNISEX</td>
<td>Restrooms</td>
<td>Toilets and Urinals: Disinfect and Wipe Clean</td>
<td>Visible soil on bottom of seat. Particle of TP left in bowl which was blue from cleaner. Statement given to me that the TP was on the floor and put in bowl...why not sweep floor? Poor excuse. Bottom of bowl has visible urine streak. Urinal was streaked with blue cleaner, not rinsed properly.</td>
<td>2/15/17 7:34 PM</td>
<td>Casual</td>
<td>Inattentiveness</td>
</tr>
<tr>
<td>0011-Basement</td>
<td>0011-0004 RESTROOM-UNISEX</td>
<td>Restrooms</td>
<td>Touch Points including Handles, Light Switches, Push Plates and Railings: Disinfect, Wipe Clean</td>
<td>Generally good. Exception on handicap push plate.</td>
<td>2/15/17 7:34 PM</td>
<td>Ordinary</td>
<td>Tidiness</td>
</tr>
</tbody>
</table>
UWSP Facility Services
Grounds

Grounds Staff: Four full time positions and student employees.

Grounds Work:

• Grounds Maintenance
  • Mowing
  • Edging
  • Pruning
  • Weeding
  • Leaf Removal
  • Snow Removal
  • Athletic Fields

• Landscaping Services
  • Sod replacement
  • Shrub bed renewal, installation and repair
  • Mulching
  • Seeding
  • Annual, Perennial and Bulb Planting

• Tree Services
  • Removal
  • Pruning/Trimming
  • Planting

Snow Removal Process:

• The Facility Services Department provides snow and ice removal for most of the UWSP campus, with the exception of areas immediately adjacent to residential living facilities. These areas are served by Residential Living staff. There are 12 miles of sidewalk, numerous driveways, numerous handicap ramps, loading docks, service roads, as well as 27 parking lots of various sizes.

• We currently pretreat our stairs and sidewalks with a liquid brine solution that limits snow and ice from sticking to pavement. The brine solution makes it much easier to remove snow from these surfaces and it greatly reduces the amount of rock salt needed for deicing.

Weather Focus Days:

• To better serve the needs of the campus, Facility Services has implemented the concept of “weather focus”. In short, this concept allows us to direct our staff (regardless of job classification) to address weather related emergencies.

Priority Routes and Event Focus:

• Please submit a work order if there are events, campus tours, or campus activities that require grounds to focus its maintenance to that area on specific dates or times.
Recycling:
• One full-time position, one halftime position and student employees.
• 7 day a week operation, serving the entire campus.

Recycled Materials:
• Paper
• Cardboard
• Wood
• Dairy and Juice Cartons
• Glass
• Fluorescent Lights / Bulbs
• Tires
• Cooking Oil
• Ink Cartridges
• Plastics
• Metals
• Aluminum Pallets
• Books
• Batteries
• Electronics
• Oil Filters / Oil Waste
• Antifreeze

Confidential Pick Up:
• Upon pickup from the customer, confidential materials are kept at the Waste Education Center in a locked container until confidential disposition is arranged. The vendor providing disposition shreds & recycles the materials upon collection.
• Please schedule your pickup of these materials by submitting a work order.

Special Events or Other Requests:
• Recycling staff will provide recycling bins for your event. Recycling bins will be transported to and from your event for your convenience.
• Please submit a work order for your event or other special requests.

Auto Shop Services:
• One Auto Mechanic.
• Maintains UWSP Fleet of 87 vehicles and campus equipment.
• Please submit a work order for repairs or maintenance to department vehicles.
**Maintenance Staff:**

- We have 4 electricians (one on 2nd shift), 2 carpenters, 2 painters, 1 welder/fabricator/mechanic, 1 plumber, 1 glazer/facility repair worker, 2 locksmiths, 3 mechanics, 3 facility repair workers, and 3 people in HVAC that take care of chillers, refrigeration, heating, heating controls, etc. and 1 project manager/engineer.

**Painting Work Requests:**

- Rooms qualify for maintenance painting if the room has not been painted in the past 10 years and the rooms are to be painted one color (no stripes, accent walls, etc.) All rooms being requested for painting prior to 10 years is fully chargeable to the department.
- Rooms that qualify for maintenance painting but requester is requesting a second color there will be a 75/25 split with the department paying for 25% of the total bill. If the requestor is 2 or 3 colors (2 accent walls or one accent wall and a stripe) there will be a 50/50 split with the department paying for 50% of the total bill. If the requestor is looking for something extravagant (multi-color stripe, mural, etc.) this is full chargeable to the department.
- Hallways, corridors, stairwells will be painted a neutral color (building color) for painting, any request beside that will be 100% billable to the department.

**Electronic Devices:**

- All maintenance staff now carries electronic devices, this either being an I-pad or I-phone. These electronic devices are provided to the maintenance technicians to streamline the work order process; no more paper worker orders, better tracking of time and materials used on a work order.

**Roofing and Concrete:**

- Division of Facilities Development (DFD) no longer supports roof repairs; this is now a new responsibility for Facility Services. Facility Services have been providing external training to several maintenance staff to handle troubleshooting and repairs. We still contract out larger repairs and replacement roofing and concrete projects.
Project Request Process:

• Submit a project request form through the Facility Services webpage
  http://www.uwsp.edu/facsv/Documents/Project%20Request%20Form11.pdf
• Set-up a meeting to conduct a site visit and define a scope of work.
• Project manager will develop a detailed estimate for the requestors review.
• Receive written approval (via-Email) to proceed with work and provide an charge account number.
  • Note: Project will not begin and project materials will not be ordered until a charge account is provided.
• Project manager coordinates and schedules work.
• Completion and written approval received from requestor accepting the finished project.

Planning a Project:

• Allow proper lead times for materials to be order and manpower scheduled.
• Doors typically have a 5 week lead time and can be up to 8 weeks during the manufacturer’s busy season.
• Trades workers are typically scheduled out up to 2 weeks as well as specific dates longer than 2 week lead time (i.e. – winter and Spring Breaks).
• It’s important to secure a spot in the Facility Services schedule for your proposed projects, but it is equally as important to turn over all material, ordering, and scheduling to the Facilities Project Manager. This will ensure items have the proper submittals/shop drawings prepared and reviewed to confirm that materials are ordered with the correct dimensions, colors, finishes, hardware, utilities, etc. Some items are better suited to be ordered by the department (such as a commercial cooking equipment, specific training equipment, etc.) however it is vital that these items are reviewed by Facility Services to confirm that the proper utilities can be provide to achieve a complete installation where the equipment/area functions properly.
• Having unrestricted access to the overall plan (from the requestor) allows Facilities Services to streamline the construction process which ultimately gets the requestor’s project completed more efficiently.
Project Name:
McCarty Softball Field Score Stand

Project Code: 2018-6300-Softball

Location: Women’s Softball Diamond

Objectives: The previous Softball Score Stand was the result of donations and volunteer labor. Built on a tight budget, it served the Team well throughout the years. Years of use and seasonal water damage had taken its toll on the building leading to safety concerns and it was determined that it needed to be replaced. A new Score Stand was constructed complete with concrete curb construction, storage space, announcing/videography on the second floor, new stereo and speaker system, and Wi-Fi hub. While this renovation took place, we also made numerous upgrades to the field fencing, infield mix, and dugouts including new decals showing our Pointer Pride!

Project Status: Completed.

Actual Timeframe: Demolition Started August 1, 2017 and project completed October 16, 2017

Project Description: Demolition of existing Score Stand and construction of new Score Stand with vinyl siding, staircase, stereo/speaker system, steel entrance doors, and Wi-Fi hub. Fencing repairs, new infield mix, power wash dugouts, paint dugouts and storage doors, and installation of new decals.
Project Name: Albertson Hall One Stop Shop

Project Code: 2018-0008-0108

Location: Albertson Hall One Stop Shop

Objectives: Create a “one stop shop” for students that have general questions. Question may include academic questions or general questions like: “where do I get a parking tag”, “how do I get a counselor”, and “where can I go if I am sick”. Student services and Financial Aid advising staff will occupy and maintain the space providing a quick, “One Stop” service to students as they go about their day. The One Stop Shop is conveniently located in the Library and shares public space with the Food for Thought Café.

Project Status: Completed.

Actual Timeframe: Demolition Started September 14, 2017 and project completed February 15, 2018

Project Description: Demo entire ceiling in room 108 of Albertson Hall. Conduct HVAC study to determine proper air exchange and install VAV boxes where necessary. Modify sprinkler and fire protection system per new floor plan. Install new LED lighting and acoustic ceiling tile throughout room 108. Construct One Stop Office suite and spec BSI office furniture throughout. Move Food for Thought Café Counter and all Vending Machines to support new service area.
Project Name:
SSC Accounts Receivable/Bursar’s Office Remodel

Project Code: 2018-0002-0003

Location: Student Services Accounts Receivable/Bursar’s Office

Objectives: Completely renovate Accounts Receivable and Bursar Office to combine both spaces allowing a more intuitive flow for advising, payments, and accounting practices. Design permanent office locations for eight full-time staff and up to four student workers. Create an A/V supported conference room complete with break room amenities. Ensure a safe and secure counting area and make modifications to the existing security system.

Project Status: In Progress.


Project Description:
Surplus all existing furniture and purchase new for each full-time staff space per BSI quote. Demolition of existing ceiling and multiple walls on site constructing new including finishing drywall and painting. Remove existing carpet and replace. Construct custom front service counter, offices, and conference room. Demolition of existing single doors and installation of new double door entry. Modifications to lighting/electrical, fire alarm system, Per Mar Security System, and HVAC. Install integrated A/V system in conference room. Make all necessary changes to signage throughout building.
Division of Facilities Development (DFD) Projects:

- Function as a liaison between campus and Division of Facilities Development (DFD) by overseeing complex building construction projects, new building or major structural changes for additions or remodels. Management of campus capital projects by writing, planning, submitting, and coordinating project requests to DFD to secure funding.

UWSP Campus Division of Facilities Development (DFD) Projects:

Please see the map on the next page for Summer of 2019 Projects.