**Maintenance/Facilities Management**

The Facilities Management Department is responsible for the general maintenance and upkeep of the campus and provides limited special services.  The Maintenance Division is responsible for the general maintenance of all University buildings, vehicles, and ground. Since the Facilities Management Department receives budget allocations for their maintenance division services are performed without charge. Some of the services provided by the maintenance division include: \* Interior and exterior repairs and renovations to campus buildings including most mechanical equipment.

* All interior and exterior painting.
* Maintenance of heating, ventilating, air conditioning, plumbing and electrical systems.
* The care of trees, shrubbery, lawns, flower gardens, sidewalks and parking lots.
* [Snow removal, winter treatment of campus walks and parking lots.](http://facilities.umf.maine.edu/general-resources/snow-removal/)
* The maintenance of all door locks and the distribution of keys.
* Limited moving services.

Departmental services are special services rendered to departments and organizations on special request. Since there is no budget allocation for these services, they are chargeable to the requesting department. Charges are based on cost of materials and equipment use.

Typical chargeable services include:

* Repair of office furniture.
* Apartment cleaning.
* Engraved plastic signs.
* Equipment assembly and set up.
* Extra set up costs for functions.
* Minor construction such as shelving, cabinets, etc.
* Modifications or alterations required for the installation of departmental equipment, e.g. electrical circuitry.
* Any work performed for a department which has not been included in the Facilities Management budget.

Anyone desiring a Departmental Service should have it approved by their department head or authorized designee. If the request is of a minor nature (shelving, desk sign, etc.) and does not change the function of the existing facility then the request can be made in writing to the Facilities Management office. An account number must be provided before the work is started.

In the case where work requested changes the use of a space, or results in a major alteration (wall relocation, new partition, etc.), the request must be approved by the president’s council. The request can be submitted through the Director of Facilities Management who will estimate the cost of the work and submit it to the Vice President for Administration. When approved the council allocates funding for the project.