Facilities Management
Maintenance, Renovation & Move Policy

****PLEASE DO NOT RESPOND TO THIS E-MAIL. WE ARE SENDING IT ON BEHALF OF BOB BERTRAM, EXECUTIVE DIRECTOR OF FACILITIES MANAGEMENT. CONTACT BOB AT rbertram@usm.maine.edu OR AT 780-4160 WITH ANY QUESTIONS.****

Dear Faculty and Staff Colleagues:

Facilities Management gets many questions about who can do what with University facilities, what staff moves can take place on your own, etc. We occasionally even find that renovations, installations, or staff moves take place without our knowledge. After discussions with President Botman and others about these issues, and with her full support, the following Facilities Management policy will be effective immediately.

Thanks for your cooperation with this important policy.

Bob Bertram
Executive Director
Facilities Management
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780-4160

The office of Facilities Management is responsible for the operation, maintenance and construction supervision of all physical facilities, grounds, and trash and recycling at the University of Southern Maine’s campuses, including all remote locations managed by the University. Additionally, Facilities Management is responsible for maintaining the University space inventory, which includes the use of every space and the personnel assigned to every space. In order for Facilities Management personnel to fulfill their responsibilities, they must have knowledge and control of the condition of the physical facilities and knowledge of who is in what space at all times.

Therefore:
1. All repairs, modifications, renovations, and new construction must be performed by Facilities Management personnel, or by contractors under the supervision of Facilities Management, to ensure compliance with statutory requirements, established policies and standards of the Board of Trustees and the University of Southern Maine.

2. In no instance shall facilities or grounds construction, alterations or repairs be performed by other employees without written authorization of Facilities Management. This applies to all projects such as painting, installation of air conditioners, carpeting (or any floor covering), dumpster rental, etc.

3. Any of the above, or any personnel movement within a University
building, or between University buildings, must submit a “Facilities Permit” with all appropriate approvals, available on the Facilities Web site prior to the move taking place.

This permit is not intended to replace the Facilities work order system, rather it is to use when the work order system does not meet the need.

Any and all changes in personnel location, building or room modifications, grounds, utilities, or waste management must be done through the Facilities Management office by either the work order system or a Facilities Permit Request.