

MEMORANDUM

TO: Deans, Directors, Department Heads, Managers, Coordinators and Building Deputies  
FROM: Martha A. May, Senior Director, Buildings & Grounds  
DATE: August 14, 2007  
RE: Lighting Services moves from Building Services to Operations & Maintenance

In an effort to expedite lighting repairs and provide “one-stop shopping” for our campus customers, Buildings & Grounds’ Lamp Crew will move from our Building Services department to our Operations & Maintenance department effective Monday, August 20, 2007.

The majority of our Lighting Technician staff will transfer into Zone Maintenance, while one technician will transfer to our Electronics Central Shop and retain services for emergency lighting systems.

As our customer, we hope you experience a seamless transition. My staff is working hard to identify and transfer all open work requests for lighting services to the appropriate zone staff for completion.

For lighting repairs and services after August 17<sup>th</sup>, please submit your work requests via OnePurdue to Physical Facilities’ Work Request Center as you would for any other building maintenance request or call 49-49999 for additional assistance. Work orders will be issued to the proper Operations & Maintenance area for completion.

If you experience any difficulties during our transition, please feel free to contact Dave Lucas, Zone Maintenance General Manager, at 49-49257 or [dmlucas@purdue.edu](mailto:dmlucas@purdue.edu).

Thank you.