

# ADMINISTRATIVE OPERATIONS

# WHO WE ARE

**PURPOSE:** *Defines why we exist as an organization and allows each person in AO to understand how they contribute to the organization*

## WE POWER PURDUE

**GUIDING PRINCIPLES:** *Define what we do and serve as the foundation for our organizational goals*

### SAFE / RELIABLE / TRANSFORMATIVE

We reduce risk and harm for staff, faculty, students and visitors

We deliver timely, dependable service with care to ensure buildings and infrastructure are in service allowing other departments to fulfill their service commitments

We think differently, innovate and are creative in how we operate; contribute to student affordability; lead the competition; and help make Purdue the university of choice

**VALUES:** *Behaviors that define how we perform our jobs*

**BE  
RESPECTFUL**

**DEMONSTRATE  
TEAMWORK**

**COMMIT TO  
PERFORMANCE  
EXCELLENCE**