BUILDING DEPUTY MANUAL FOR WEST LAFAYETTE

PURDUE UNIVERSITY

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Greetings from the Associate Vice President of Facilities Operations and Environmental Health and Safety

Building Deputies,

First and foremost, I want to thank you for your ongoing work to support not only Facilities Operations and Environmental Health and Safety, but the Purdue community as a whole.

The importance of your role as a building deputy cannot be overstated. As subject matter experts on the facilities you serve, your collaboration with Facilities Operations and Environmental Health and Safety ensures that we are well positioned to meet the evolving needs of our dynamic campus community.

While not intended as a substitute for interaction with Administrative Operations or Facilities Operations and Environmental Health and Safety staff, we have attempted to make this manual a comprehensive resource to assist you in the wide variety of situations you may encounter in the context of your role. Additional information is shared at regularly scheduled building deputy meetings that typically take place in the spring.

If you or the occupants of the facilities you represent need assistance, please contact my office at 765-494-8003. It is by working together as partners that we will continue to ensure the safe, effective and efficient operation of our university facilities.

Sincerely,

Ryan Gallagher
Associate Vice President, Facilities Operations and Environmental Health and Safety

Being a Building Deputy

Job Description

A building deputy is assigned to each university facility on the West Lafayette campus to coordinate and facilitate the efficient use of departmental and Facilities Operations and Environmental Health and Safety services so that buildings and grounds can be effectively maintained.

The building deputy coordinates the building's operations with Facilities Operations and Environmental Health and Safety. Duties also include the following:

- Coordinates custodial activities
- Discusses and resolves complaints concerning building operations
- Issues building keys and keeps key inventory records
- Initiates electronic requests to Facilities Operations and Environmental Health and Safety for building maintenance

Note: The after-hours telephone number for building concerns is 765-494-8221, the Purdue Public Safety Dispatch Center. The dispatch center is staffed 24/7, 365 days per year and coordinates time-sensitive services outside of regular business hours. Regular business hours are 7:30 a.m. to 4 p.m. Monday through Friday, excluding holidays. Use the phone number above for needs outside of these hours, including evenings and weekends.

Your Role

Whether you were assigned building deputy responsibilities as an addition to your primary job at Purdue or hired to be a full-time building deputy, it can be a demanding job.

As a building deputy, you will have daily contact with your building occupants and employees of Facilities Operations and Environmental Health and Safety. Keeping your building running smoothly by helping the occupants and Facilities Operations and Environmental Health and Safety employees work together is the main goal.

You will handle inquiries from faculty, staff and student occupants about the need for maintenance to the building or equipment located in the building. While some building deputies make minor repairs themselves, most assess the situation to determine the severity of the problem and then initiate a notification (work order request) in SAP. SAP is the business software used by Purdue to manage finances, resource planning and other business topics.

In the event of an unusual circumstance or emergency, you may be contacted after hours.

A working understanding of university rules and regulations is helpful. Please reference [Purdue's Faculty and Staff Handbook](https://www.purdue.edu/faculty_staff_handbook) (https://www.purdue.edu/faculty_staff_handbook) and [university policies](https://www.purdue.edu/policies) (https://www.purdue.edu/policies).

A building deputy's most important job is getting to know the building and its occupants. As the contact person for Facilities Operations and Environmental Health and Safety, you need to be familiar with the normal locations of your occupants. For instance, you need to have a record of who teaches in your building and in which classrooms. You need to know where research is taking place and how this affects the operation of the building under both normal and emergency circumstances.

The Purdue University Fire Department (PUFD) and Environmental Health and Safety (EHS) personnel try to be aware of the location of hazardous material. In an emergency, you may be asked for information about the location of solvent storage, significant quantities of dangerous chemicals or gas cylinder storage. You need to know if research animals are housed in your building and where they are located.

Experienced building deputies will tell you that becoming familiar with your area takes time, tact and talent. Remember many problems are the result of misunderstandings. The best and fastest solution comes from education and compromise, not from confrontation.

Some building deputies like to make a daily or weekly walk-through inspection of the public areas of their building. In addition to being available to occupants who might want to ask about building policy or report the need for repair, this gives the building deputy a chance to look for maintenance items that might need attention. A building deputy may often be the first to notice cracked glass, missing fire extinguishers and broken or missing Americans with Disabilities Act (ADA) equipment (e.g., handicapped push-button operator, signage, etc.).

Experience has shown that many of the facility issues reported are related to building and room access. Room access falls under the responsibility of the occupying department, including the method of issuing keys. You should refer all matters involving access and the issuance of keys to the appropriate department head for resolution.

Unless a building director or departmental representative handles the job, you will be the contact person for organizations wishing to display posters and announcements in your building. Each building has its own policies regarding signs, announcements and posters. university policies (https://www.purdue.edu/policies/facilities-safety/ivb2.html) must be followed. Beyond that, the building deputy and the occupants determine the most effective way to use the building's bulletin boards and display spaces. Please reference the Posting Policy (IV.B.2) (https://www.purdue.edu/policies/facilities-safety/ivb2.html)for specifics regarding the building deputy role and postings inside buildings.

Administrative Operations, the parent organization of Facilities Operations and Environmental Health and Safety, issues a weekly electronic newsletter to building deputies: *AO Connection*. Some of the information in these newsletters is specific to building deputies, such as upcoming trainings related to space management or instructions to help with a broad initiative like posting or removing signage in buildings. Campus construction, travel impacts and other information relevant to the campus community is also shared. When information in these newsletters may be relevant to your building occupants, you are encouraged to share the emails. Additionally, all articles are hosted on the Administrative Operations website (https://www.purdue.edu/operations/home/news).

Authority

The degree to which you are empowered as a building deputy depends on the dean, department, or director to whom you report. Some areas want an active building deputy who contacts occupants directly about matters of building operation, safety and security. Other building deputies report concerns to a department head or supervisor. It is important that you establish a working relationship with the departments in your building and have a clear understanding of your authority before a problem develops.

Areas in which a building deputy frequently exercises judgment and authority include the day-to-day safe operations of the building. Making occupants aware that the hallways, doorways and exits must be kept clear is part of this job. The building deputy handles investigating and reporting complaints of unsafe activity in the public areas of the building.

Building Deputy Listing

Additionally, other building deputies are valuable resources for information. You may want to spend some time to get to know a few of the other deputies in your zone—or look over the Building Deputy Directory (https://www.purdue.edu/physicalfacilities/units/facilities-operations/building-deputies/directory.html) to see if anyone you know is a building deputy.

You may also want to use the linked directory to find someone who can cover for you while you are on vacation or are off campus. While some departments use an in-house person to assume the building deputy's duties when you are not readily available, others have found it beneficial to call on another building deputy.

One of the first steps for requesting updates to a building deputy listing or contact information is to complete the online form included at the link above that provides Administrative Operations with all the information needed to update systems and grant you the necessary access as a building deputy. Please note that your building occupants may be unable to report facility issues through the Fix It portal (https://www.purdue.edu/fix-it/) until this step is done.

If there are any questions regarding the Building Deputy Directory, please send them to the Administrative Operations Communications department (aocomm@purdue.edu).

Resources for Building Deputies:
www.purdue.edu/physicalfacilities/units/facilities-operations/building-deputies/index.html

Your Building

University Facilities Use Policy Definitions

[Use of Facilities (IV.B.1)](https://www.purdue.edu/policies/facilities-safety/ivb1.html) (https://www.purdue.edu/policies/facilities-safety/ivb1.html)

Controlled Areas
University Facilities where official university activities are carried out and that are not open to the public, such as classrooms, laboratories, offices and residence halls.

Electric or Motor-Powered Personal Vehicles
Any wheeled vehicle not required to be registered with the Indiana Bureau of Motor vehicles that utilizes battery power to fully or partially propel its operator, including, but not limited to electric skateboards, scooters, bikes, hover boards, and Segways. This definition does not include assistive devices such as motorized wheelchairs.

Public Areas
University Facilities open to orderly unsupervised access by faculty, staff, students and visitors, such as streets, sidewalks, lawn areas, malls and designated portions of some University buildings and recreation areas during regular building hours.

Restricted Areas
University Facilities off limits to unauthorized persons, such as utility areas, rooftops and any area marked that access to the area is limited to authorized personnel only.

University Facilities
Any university owned, leased, used or occupied building or structure, or any land or infrastructure owned, used or leased by the university.

Criteria to Maintain Campus Buildings and Grounds – Who Pays for What?

Facilities Operations and Environmental Health and Safety is responsible for the maintenance, alteration, repair and operation of academic and administrative buildings, grounds and equipment.

The cost to repair, replace and maintain qualifying building structures and building equipment is paid by Facilities Operations and Environmental Health and Safety.

Building equipment is defined as mechanical or electrical machinery or equipment that is permanently attached to the structure as original equipment, as a replacement for original equipment, or as an upgrade to the facility. This equipment will normally provide service to the entire building or to a major section of the building. Examples of building equipment include air handlers, exhaust fans, boilers, electrical panel boards, drinking fountains, building air compressors for HVAC controls, electrical buss ducts and elevators.

Departments are responsible for the maintenance, alteration, repair and operation of their own departmental equipment purchased and installed in the building.

Departmental equipment is defined as equipment or machinery that has been purchased directly by a department(s). Examples include the following:

- Wall-mounted shelves
- Single-room usage package air conditioners
- Fume hoods
- Sinks and fixtures in laboratories
- Laboratory benches and cabinets
- Carpet
- Modular office panel systems
- Furniture
- Walk-in coolers (even if installed at the time of the original building construction)
- Freezers
- Lab polishers
- Cage washers
- Kilns, ovens
- Ultra-cold freezers
- Air compressors for shops and laboratories
- Eyewash and safety showers
- Backflow preventers that service departmental equipment

The cost to repair, replace and maintain departmental equipment is paid by the department.

Departments are encouraged to establish service agreements for routine/preventive maintenance on their equipment to prevent costly breakdowns in service. Contact the Work Request Center at 765-494-9999 or pfwrc@purdue.edu to coordinate service agreements. Please provide an account number, scope of work and contact person.

As a general guide as to who should pay the cost of repair or replacement of equipment, Facilities Operations and Environmental Health and Safety pays if it is a function of the building. If it is a function of the department, the department should pay.

Generally, Facilities Operations and Environmental Health and Safety pays all utility bills for water, gas, sewage and electricity (pending policy to address the exceptions). The repair, maintenance, replacement, production and distribution are also the responsibility of Facilities Operations and Environmental Health and Safety.

If any equipment, utility system or building is abused, the person responsible must pay the cost to repair or replace the equipment.

Facilities Operations and Environmental Health and Safety is funded to meet the normal operation and maintenance needs of the buildings on campus that are designated as Facilities Operations and Environmental Health and Safety maintained. Normal operation and maintenance means routine grounds, custodial, operations and maintenance activities for the building or facility to operate as it was originally intended. Generally, this includes all

academic and administrative buildings on the West Lafayette campus, excluding housing units, athletic facilities and all related structures. Most farm buildings are not maintained by Facilities Operations and Environmental Health and Safety, other than those specifically identified on the Animal Science Research farms.

Repair and Rehabilitation Funds (R&R)

To be eligible for repair and rehabilitation funds (R&R), the building must be included in the State of Indiana's R&R formula calculation. Full funding of the R&R formula generates approximately 0.75% of the current replacement value (CRV) of the covered facilities. This is about half of the minimum recommended funding necessary to maintain the condition of the facilities. While attempts are made to address the highest priorities in each of the categories listed below, the R&R funds available frequently do not address all the needs. In establishing R&R priorities, the following guidelines will generally be followed:

Priority 1: Basic building structure, including foundation, exterior walls, roofs, windows, etc. Emphasis will first be to preserve the building structure and avoid further deterioration or damage.

Priority 2: Building systems repair and planned replacement to avoid failure. This includes the building's mechanical, electrical and plumbing systems. Replacement will be to restore the system to operate as originally designed and intended, not to meet new loads or demands created because of departmental activities. Increases in capacity or quality to meet new needs, etc. may require supplemental departmental funding, or may be deferred until sufficient R&R funds are available from the adaptation or renovation categories.

Priority 3: Adaptation to install or improve building fire alarm and sprinkler systems to present code, comply with ADA requirements, etc.

Priority 4: Aesthetic improvements including painting, other than that required to protect the building structure or components. This category includes wall and floor covering, ceiling tile replacement, etc. Public areas will receive the first consideration with the funds available.

Within this priority structure, a matching funds program has been established for departments to share in deferred R&R needs by matching costs with their funds to resolve priorities that are important to their mission.

Monitoring Unauthorized Construction

You are responsible for monitoring the building for unauthorized construction. Administrative Operations must approve any alterations to facilities per the university policy *Assignment, Construction, Alterations, Improvements and Maintenance to Facilities (IV.B.4)* (https://www.purdue.edu/policies/facilities-safety/ivb4.html).

"All work that involves construction, alteration, improvement or installation to University Facilities must be performed with the full knowledge and written consent of the CFO or designee. All planning, development, estimates, coordination of work and other processes associated with construction, alterations, improvements, installations and maintenance of University Facilities must be overseen and coordinated by the campus Administrative

Operations department. The CFO and Chancellor may assign responsibility for maintenance that does not involve construction, alterations or improvements to a unit other than Administrative Operations for specific University Facilities. Administrative Operations departments will ensure compatibility with established university standards and compliance with applicable laws and regulations, including but not limited to those related to public works, contracts, building codes, and environmental health and safety, and will coordinate with the requirements of the department or unit for which the work is being planned."

Discourage unauthorized construction, and if necessary, refer the problem to the dean, director, or department head in the affected area. In this situation, understanding the views and needs of others is important, but regulations and policies of the university must be followed.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) changed the way public buildings are designed. For people with disabilities, this act has meant less stress and strain in going about daily activities that most of us take for granted.

The ADA changes to buildings include the installation of automatic doors, wider classroom and office doors, lowered drinking fountains, and restrooms that are accessible. It is important to be sensitive to the need for ADA improvements and keep all ADA facilities unobstructed and in good repair.

Additional information about accessibility at Purdue can be found at the Accessibility Resources website (https://www.purdue.edu/accessibilityresources/). Additionally, the online campus map (https://www.purdue.edu/campus-map/) includes information on the location of accessible building entrances.

The director of the Office of Institutional Equity (https://www.purdue.edu/oie/index.php) is Purdue University's ADA coordinator. The director coordinates the efforts of the university to comply with the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA). For questions or concerns, please contact the Office of Institutional Equity at 765-494-7253 or equity@purdue.edu.

As a practical matter, it is good practice to keep hallways unobstructed—not just for accessibility, but because of fire code. If you encounter a person with a disability that is having trouble in your building, please ask how you can help.

Please be proactive about checking door operators. If you find an automatic door or other ADA device inoperative, requests for repair should be submitted through a notification in SAP. For further assistance, please contact the Work Request Center at 765-494-9999.

Lost and Found

Your building should have a conveniently located lost and found area with clearly posted hours. Sometimes a department may operate the lost and found; however, it is often one of the building deputy's responsibilities.

Items classified as found are held at the building where the finder turned them in for a period of one week. Following that time, the person within each building designated to administer lost and found is required to send all unclaimed items to Central Lost and Found. Items will be held at Central Lost and Found for the owner to claim for a period of one month. Upon the completion of the one month holding period, all unclaimed items will be sold through the [Purdue University Surplus Store Lost and Found](https://www.purdue.edu/surplus/lost-and-found/Index.html) (https://www.purdue.edu/surplus/lost-and-found/Index.html).

The Central Lost and Found office is located at Purdue University Surplus Store at 698 Ahlers Dr., West Lafayette, IN 47907.

The Central Lost and Found office hours are 12 p.m. to 4 p.m. Monday through Friday. The phone number is 765-494-2125. In addition, an email can be sent to surplus@purdue.edu.

Operation of Facilities during Holidays

During the holidays, and at other times when buildings are generally unoccupied, the heating and ventilation systems of most buildings are adjusted to save energy costs. Notifications will routinely inform building deputies of these adjustments.

If you are concerned that these adjustments may interfere with ongoing activities in your building, please contact Energy and Utilities at 765-494-6285. The staff will work with you to ensure that acceptable environmental conditions are maintained for these activities. Since certain laboratory apparatus must continue to operate during these periods, please urge staff members responsible for this equipment to check on its operation as often as possible. If not detected quickly, the malfunction of an unattended apparatus connected to utilities can result in fire and/or flooding.

For building locations where card readers have been installed to provide occupant entrance, a plan should be established and carried out for securing the exterior of the building during extended periods. This will alleviate campus buildings remaining unlocked when unoccupied.

Operational Outage Communication Process

Building deputies are a key component of the process for maintaining campus communications in the event of a campus-wide operational outage (e.g. power failure, full technology system outage inclusive of email and websites) during regular working hours.

In the unlikely event of a campus-wide outage in which typical communication methods like email and website updates are not possible, campus administration will send a [PurdueALERT](https://www.purdue.edu/ehps/emergency-preparedness/purduealert/index.php) (https://www.purdue.edu/ehps/emergency-preparedness/purduealert/index.php) text message to all building deputies, requesting their assistance in communicating with their building occupants.

Due to the nature of this type of outage, building deputies would be asked to create and post simple, handwritten signs around their building and verbally communicate updates to occupants. The text may also contain a brief description of the situation, an anticipated time of the next update message and/or a resource or location in which more information may be found, if available.

Building deputies should provide their mobile phone numbers to Facilities Operations and Environmental Health and Safety by calling 765-496-0578, and they should confirm that their mobile phone is set to receive PurdueALERT text messages. This can be done through the [Purdue IT website](https://www.purdue.edu/apps/account/cas/login?service=https%3A%2F%2Fwww.purdue.edu%2Fapps%2Faccount%2FEmergencyContact) (https://www.purdue.edu/apps/account/cas/login?service=https%3A%2F%2Fwww.purdue.edu%2Fapps%2Faccount%2FEmergencyContact) by entering the mobile number and selecting "activate emergency texts now." Once this process is complete, all PurdueALERT emergency text messages, including those related to operational outages, will be issued to the mobile number provided.

Mechanical Space

Mechanical spaces on campus are restricted areas. In the event that you need immediate access to a mechanical space, please contact your respective [Zone Maintenance](https://www.purdue.edu/physicalfacilities/units/facilities-operations/operations-maintenance/index.html) (https://www.purdue.edu/physicalfacilities/units/facilities-operations/operations-maintenance/index.html) staff (see page 32). If you need more frequent access to a mechanical space, please complete the "Academic Department Restricted Area Request for Exception Form" (found below at the end of the Your Building section) and send to the director of Operations and Maintenance for review.

Certain areas in your building are designated as mechanical rooms (see the University Facilities Use Policy Definitions section above). They are marked as such on the door and on your building plans. The Use of Facilities (IV.B.1) university policy prohibits using these spaces for storage. Locks to most equipment rooms have been changed to limit access.

Except in rare cases, you will not have a key to mechanical rooms. This is due to the nature of the mechanical and electrical systems commonly found in these rooms. Entry to some of these rooms requires the use of special protective equipment or other precautions.

Keys

Security of university facilities is important, so attention to detail in maintaining a key file and accurate key record system is essential.

Usually a department head, or the head's representative, will request that keys be issued to a staff member or student. You should be certain at the start of the academic year that you and all your departments agree about how keys will be issued.

The [Lock Shop](https://www.purdue.edu/physicalfacilities/units/facilities-operations/operations-maintenance/index.html) (https://www.purdue.edu/physicalfacilities/units/facilities-operations/operations-maintenance/index.html) can provide the necessary form required for the issuance of any building master key. The shop can be reached at 765-494-4906 or 765-496-2517. No master keys will be produced unless this form is filled out and has the required signatures.

Each department should create a key request form to be used for issuing keys to anyone in your facility. The completed forms should be kept in a secure location and used to reconcile your key inventory at least annually. All keys issued to staff or students are to be returned to the building deputy when the person leaves a position or permanently leaves the university.

An example key request form can be found at the end of the Your Building section in this document.

One essential part of building security is to know the location of issued keys. Wherever you decide to keep your key record file, this location must be secure. The Lock Shop can provide you with advice on establishing a key storage area.

When room and building locks must be changed, or when additional keys are requested, it is the responsibility of the requesting department(s) to provide the funds. Re-keying requests should be submitted through a notification in SAP, and a departmental account number for recharging should be provided. For further assistance, please contact the Work Request Center at 765-494-9999.

Building security is compromised by several factors: a key holder may lose his/her keys, areas may be inadvertently left unlocked, and sometimes keys are loaned to unauthorized users. In case of a security breakdown, advise the appropriate departmental representative and work with that person to rectify the problem. A police report should be filled out for any lost or stolen keys. Often the Lock Shop can offer insight into creating workable security procedures. No matter what size building you manage, you will need to establish a uniform system for issuing keys.

Academic Department Restricted Area Request for Exception Form

Staff Person Requesting Exception: _____ Phone # _____

Department Name: _____

Location/Type of Restricted Area for Requested Exception: _____

Number of Keys Requested: _____

Name(s) of Department Staff Responsible for Key(s): _____

Reason for Exception (should address anticipated frequency to restricted area, necessity vs. convenience factor, essential/critical to research/project, etc.):

_____

_____

_____

_____

_____

_____

_____

Building Deputy Signature: _____ Printed Name: _____

Date: _____

Department Head Recommending: _____ Printed Name: _____

Date: _____

Dean Approving Recommendation: _____ Printed Name: _____

Date: _____

Send completed form via campus mail to the director of Operations and Maintenance (O&M), at the Physical Facilities Service Building (PFSB).

PURDUE UNIVERSITY | Administrative Operations

Purdue University Building Master Key Authorization Request

Building Name _____ **Department** _____

Person Requesting Master Key _____

Reason for Requesting Building Master Key _____

_____

Approval by all department heads is required for approval
(Careful consideration should be given to the reason for the request)

Name of Department	Department Head Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Building Deputy Name	Signature	Date
_____	_____	_____

This form must be signed by all department heads, and the Building Deputy of the respective facility prior to any Building Master Keys being issued.
The completed form must be sent to the Purdue University Lock Shop PFSB Room 1250.

Safety and Emergencies

What is an Emergency?

You may hear problems described as an emergency on a regular basis. Please be sensitive to the severity of a situation when reporting a problem for others or when you discover a problem yourself.

Emergencies are handled by the Purdue University Police Department and/or the Purdue University Fire Department.

- **Call/Text 911** for all campus emergencies; including:
    - Fire
    - Hazardous waste spill
    - Chemical fumes (gas or chemical odors)
    - Active threats, bomb threats
    - Injuries to student, employee or guest
    - Broken elevator carrying passengers

Safety or time-sensitive situations are handled by Operations and Maintenance.

- Call 765-494-9999 during business hours*; for after-hours assistance, call the Public Safety Dispatch Center at 765-494-8221 to report the following scenarios:

    - Security risk
        - Broken glass
        - Doors that will not lock
        - Failure of outdoor lighting
    - ADA denial of access or use
        - Automatic door not working
        - Handicap restroom stall broken
        - Malfunctioning elevator
    - Utility interruption
        - Electric power outage
        - Steam line break
        - Water main break
        - Failure of heating, ventilation and air conditioning systems
    - Any situation that puts laboratory animals at risk

    * Regular business hours are 7:30 a.m. to 4 p.m. Monday through Friday, excluding holidays.

Emergency Procedures Guide

The [Emergency Procedures Guide](https://www.purdue.edu/ehps/emergency-preparedness/emergency-plans/emergency-procedures-guide.php) (https://www.purdue.edu/ehps/emergency-preparedness/emergency-plans/emergency-procedures-guide.php) can help inform your preparedness and response planning for all-hazards emergencies that may occur on campus.

Weather-Related Emergencies

During adverse weather conditions, Purdue's primary concern is the safety of everyone who makes up the campus community. Ensuring that the facilities are maintained is the secondary concern. More information can be found in the university's *Adverse Weather Conditions Policy (IV.A.6)* Adverse Weather Plan (https://www.purdue.edu/ehps/emergency-preparedness/emergency-plans/iemp-docs/attachment12.pdf).

Tornadoes or Other Outdoor Hazards
The university's 7 All-Hazards Outdoor Warning Sirens are an integral layer of our PurdueALERT emergency warning system. The emergency sirens may be activated during a weather event (such as a tornado warning), a serious civil disturbance (such as an active threat), or a hazardous release of toxic chemicals in the outside air. When the outdoor all-hazards outdoor warning sirens are activated, immediately seek shelter ("shelter in place") in a safe location within the closest campus building. "Shelter in place" means seeking immediate shelter inside a building. For an active threat siren activation, seek shelter in a securable location, without windows if possible, and attempt to obtain clarifying information while monitoring the Campus Safety Status website (www.purdue.edu/ea) for incident and/or operational updates.

Extreme Cold Warning
Conditions
When existing or predicted low temperatures and wind conditions have the potential to pose a severe health threat to students walking to and from class, an Extreme Cold Warning may be declared. This is most likely when the sustained wind chill is -20 degrees Fahrenheit or colder.

If an Extreme Cold Warning is declared:

- In person classes may be suspended. Students should connect with their professors to determine any alternate learning expectations in advance.
- Routine operations of the university will continue. West Lafayette campus employees who can do so safely should report to work.
- Those who cannot report to work when scheduled may request authorization from their supervisor for telework or absence under the appropriate university paid or unpaid leave of absence policy.

Snow or Ice Emergency
Conditions
When severe snow or ice accumulation is predicted or occurs, impacting roads and sidewalks on campus, a Snow or Ice Emergency may be declared.

If a Snow or Ice Emergency is declared:

- In person classes will be suspended. Students should connect with their professors to determine any alternate learning expectations.
- Routine operations of the university will be suspended. Most employees will be asked to leave campus and/or not report to work until further notice.
- Parking will be restricted on campus roads as posted.

Employees pre-designated as Essential Personnel should follow their unit's procedures and make a reasonable effort to report to campus.

- Affected unit heads will designate Essential Personnel annually and notify them in writing of their status as such, providing additional unit-specific procedures as appropriate.
- Essential Personnel are Purdue employees who are required to report to campus to provide the minimum level of operations on the West Lafayette campus (e.g. emergency services, utilities, snow removal, provision of food and housing, animal caregivers) and those needed to prevent irreparable damage to animals, research facilities and mechanical systems.
- Essential Personnel may be required to stay on campus in advance of, or for all or part of the duration of a Snow or Ice Emergency, as directed by their supervisor, to ensure the continuing operation of the university at the necessary level.
- Emergency housing and meals will be provided at university expense to Essential Personnel as needed. Each unit will be responsible for reimbursing the vendors providing housing and/or meals.
- The appropriate director of financial affairs will distribute information on specific pay practices for a Snow or Ice Emergency to departments.

Vandalism, Fire and Injury

Vandalism
Reports of vandalism to the public areas of a building come to the building deputy. Contact the Purdue University Police Department at 765-494-8221 to make a report of the vandalism and create a notification in SAP for needed repairs. If there are witnesses or other information that could assist in apprehending the responsible parties, please inform the police.

Fire
In the case of a fire, evacuate the area and call 911 immediately. The university does not want you, or anyone else, to risk their life trying to extinguish a fire. The university has a full-time staff of professional firefighters on duty 24 hours a day, 365 days per year.

Most building deputies are familiar with the materials that are stored and used in the building. Knowing where compressed gasses or combustible materials are located could be critical information for the fire department in the event of an emergency. Many building deputies keep this information documented and readily at hand.

Injury/Illness
If a building occupant comes to you with an injury or illness, call 911. The Purdue

University Fire Department also staffs two full-time Advanced Life Support ambulances to provide patient care. Whenever there is doubt about the severity, err on the side of caution and call an ambulance. Do not attempt to transport an injured person to a medical treatment facility. Misdiagnosis of the seriousness of an injury or the appropriateness of a medication could result in serious consequences for the injured or ailing individual, as well as for the university.

Blood and bodily fluid cleanup must be handled by trained individuals as some diseases could be transmitted in these conditions. You should not do this work yourself. The university has special training programs for those personnel who may come in contact with blood and other bodily fluids. Call 765-494-1496 for more information.

[Blood Spill Procedures](https://www.purdue.edu/ehps/rem/laboratory/spills/Blood%20Spills.html) can be found online (https://www.purdue.edu/ehps/rem/laboratory/spills/Blood%20Spills.html).

University Safety Programs

The university offers a variety of safety programs and services for campus community members. The focus of these programs and services change depending on the community's need.

- *Safe Walk Program* – Purdue Student Security Patrol provides a safe walking service for students, faculty and staff during the spring and fall semester. This activity is limited to on-campus and certain adjacent areas. Police officers will provide this walking service when Student Patrol members are not on duty. Anyone who desires this service can make a request by calling SafeWalk at 765-494-SAFE (7233).

- *Citizens Police Academy* – This is an eight- to ten-week program presented by the Purdue University Police Department that exposes participants to all aspects of police work. The Citizens Police Academy seeks to build relationships between the police and the public they serve and is open to all faculty, staff and students. Interested individuals can contact the department at 765-494-8221.

- *Building Security* – Most academic buildings must remain unlocked until late at night because of evening classes, research projects, and special events. Building Services personnel are instructed to report any suspicious situations to the police immediately. Building Services personnel are not to admit strangers without proper identification to a building or office.

- *[Office of the Dean of Students (ODOS)](https://www.purdue.edu/odos/)* (https://www.purdue.edu/odos/) – Various services are available for students from the staff of the ODOS. These include, and are not limited to, victim assistance, confidential counseling about personal concerns and information about university resources.

Emergency Telephone System (ETS)

Over 300 emergency telephone call boxes are located throughout the West Lafayette campus, many at street intersections and other strategic locations. The Emergency Telephone System (ETS) boxes have a blue light on top and ring directly to our public safety dispatch center.

To use the Emergency Telephone System, push the button. In a matter of a few seconds a member of our public safety dispatch team will answer. Please speak clearly and slowly into the box.

Police and Fire

Purdue University has its own police and fire departments to provide students, faculty, and staff with a safe and secure environment for education and research.

Police Department
The Purdue University Police Department (PUPD) is located at 205 South Martin Jischke Dr. and is available 24 hours a day, seven days a week. Call or text 911 for any campus emergency and 765-494-8221 for non-emergency calls.

Besides direct efforts in crime prevention and detection, PUPD carries out a number of programs to foster safety and security (https://www.purdue.edu/ehps/police/community-services/services/index.php).

- **Purdue Student Security Patrol** – Specially selected and trained students patrol parking garages and other areas of the campus. They carry two-way radios to report vandalism or suspicious activities to police. They operate the "Safe Walk" program that provides walking escorts to and from campus buildings when students do not feel safe to walk alone.
- **Group Presentations** – Purdue police officers present safety and security talks to campus and community groups upon request which can be located on their webpage, outreach programs (https://www.purdue.edu/ehps/police/community-services/outreach-programs/index.php).

  Safety outreach programs include:
  - Active Threats (C.R.A.S.E.)
  - Candy Bars and Consent
  - K-9 Demonstration
  - Verbal De-escalation

- **Bicycle, Electric Vehicle and Laptop Registration** – Students are encouraged to register their bicycles, EMPVs and laptop computers as an aid to recovery in case of theft. Bicycles and EMPVs can be registered by bringing them and a cell phone to Parking Operations or the police department and asking about registration of any of these items. Additional information and registration forms are available online (https://www.purdue.edu/ehps/police/community-services/services/laptop-registration.php).

Fire Department
The Purdue University Fire Department (PUFD) is located at 1250 W. Third Street. PUFD is responsible for fire protection, hazardous materials emergencies, emergency medical ambulance service, airport crash/rescue emergency response, fire prevention and education. Call or text 911 for any campus emergency and 765-494-6919 for non-emergency calls.

CPR/Stop the Bleed Training – The Purdue Fire Department offers no cost CPR and Stop the Bleed training to the Purdue community. Email fire@purdue.edu if interested in hosting a class.

Fire Extinguisher Training – Fire extinguisher training is also available upon request. Email fire@purdue.edu if interested.

Fire Safety Plan
In all cases when a faculty member, staff, student or visitor becomes aware of fire and/or smoke, the fire department MUST be notified immediately.

- Go to the nearest safe location and activate the fire alarm system at the pull station or shout the alarm as you evacuate the building. If possible, call 911 and provide the following information:

  - Name of the building
  - Location of the fire within the building
  - A description of the fire and (if known) how it started

EMERGENCY ACTION
1. When alarm sounds, leave the building immediately.
2. Alert others to the emergency and ask if they will need help in evacuation.
3. Do not use elevators unless instructed to do so by emergency personnel.

- If you can hear instructions coming over the building's emergency public address system, listen carefully and follow the instructions.
- Evacuate the building following the established building evacuation procedures (see Building Evacuation below.)
- Know the location of fire extinguishers, fire exits and alarm systems in your area and know how to use them.
- Do not fight a fire if you have not been trained. Make sure the fire department has been called, and the building alarm has been sounded. In all cases, possible injury and excessive risks should be avoided. If the fire is or could get out of control, the building should be evacuated.
- If you become trapped in a building during a fire:

  - Stay calm and take steps to protect yourself.
  - If possible, move to a room with an outside window.
  - If there is a phone, call 911 and tell the dispatcher where you are. Do this even if you can see fire department personnel from the window.
  - Stay where rescuers can see you through the window and wave a light-colored item to attract their attention.
  - Stuff clothing, towels, or paper around the cracks in the door to help keep smoke out of your refuge area.
  - If possible, open the window at the top and bottom. Be ready to shut the

window quickly if smoke rushes in.
- o   Be patient. Rescue of occupants within large structures will take time.

Building Evacuation

- Full building evacuations must occur when a fire alarm sounds continuously and/or upon notification by emergency personnel.
- If necessary or if directed to do so by a designated emergency official, activate the building alarm.
- Be aware of people with disabilities in your area that might require assistance in an emergency evacuation. Be prepared to render assistance if necessary.

Emergency Building Evacuation for Persons with Disabilities
In the event of an emergency that may require the evacuation of a campus building, the following procedures are recommended:

- Always evacuate if a fire alarm is sounding. If you can evacuate, please do so at that time. Remember to use the stairs, if able. Never use the elevator during a fire alarm.
- If you are unable to evacuate, shelter-in-place and call 911 immediately. Let the 911 dispatcher know where you are located, that you are unable to evacuate, and you need assistance.
- If you are unable to call 911, advise others around you of your location and have them inform emergency personnel of your location.
- If you are in no immediate danger, remain where you are and wait for emergency personnel to arrive.
- If you are in immediate danger, then move to an area where you can shelter-in-place (recommended areas would be a pre-determined designated refuge area, a room with an outside window or a room with a sprinkler system if available).
- You are also encouraged to carry a sounding/signaling device like a small whistle, flashlight and cell phone to alert emergency personnel of your location.
- It is best to have arrangements pre-planned for evacuation assistance. Arrangements can be made to reasonably assure that assistance is provided to anyone who requires it. Having a plan and practicing it may save a life. Contact the Purdue University Fire Department for additional information at 765-404-6919.

Fire Equipment Services

Fire Equipment Services performs routine testing and maintenance of fire extinguishers, fire hoses, fire alarm systems, fire sprinkler systems and other related equipment. In addition, fire equipment personnel issue hot works permits needed by contractors and maintenance workers who perform activities such as welding and cutting of metals. You will probably deal with Fire Equipment Service most frequently when fire extinguishers located in your building become missing and when testing fire alarm systems. Phone 765-494-6877 or 765-494-6919 for Fire Equipment Service or e-mail fire@purdue.edu.

Office of Emergency Preparedness

The office of Emergency Preparedness oversees the emergency preparedness and planning activities. The office is tasked with the oversight of the university's all-hazards Integrated Emergency Management Plan (IEMP) (https://www.purdue.edu/ehps/emergency-preparedness/emergency-plans/iemp.php), which would be used in the event that a natural disaster or a human-caused incident strikes the campus. The IEMP is the focal point for university planning and preparedness. It provides details for individual awareness and recommended response procedures in case of an emergency.

Building Emergency Plan (BEP)

Purdue University requires a Building Emergency Plan (BEP) to be completed by building safety committees and updated as needed for on-campus buildings occupied by 10 or more people. Building deputies and/or BEP developers complete, edit and update these plans online in conjunction with building-specific safety committees. These plans include basic information applicable to all campus buildings as well as building-specific procedures. Additional BEP resources may be found on the Office of Emergency Preparedness BEP webpage (https://www.purdue.edu/ehps/emergency-preparedness/emergency-plans/bep/).

It is recommended that existing BEPs be reviewed and updated annually, or as needed, due to changes in your building. Once the BEP has been reviewed and/or updated online, please send an email to the Office of Emergency Preparedness director at jfhowells@purdue.edu, indicating that the BEP has been reviewed or updated and is ready for publishing to the website. This will be reflected after each BEP's "Updated" date.

Completed BEPs are maintained online by the Building Deputy and/or BEP Developer using Purdue IT's Cascade content management system, or CMS. Please contact the Office of Emergency Preparedness for access to the Cascade CMS. In order to help our campus community be prepared for unexpected events, the BEP should also be routinely distributed to all building occupants to ensure they are aware of emergency procedures. BEP distribution can be done electronically by posting the BEP-specific URL to a website or any other method that gets the information to building occupants. Remember that occupants will come and go from campus buildings, and the information should be made available to all new employees.

If you need any assistance, visit the Office of Emergency Preparedness website (https://www.purdue.edu/ehps/emergency-preparedness/emergency-plans/bep/index.php) or call 765-494-0446.

Physical Facilities and Public Safety

Organizational Chart

Physical Facilities and Public Safety is made up of Campus Planning & Architecture and Capital Asset Management, in addition to Purdue Fire, Purdue Police and the Office of Emergency Preparedness, previously summarized in the Safety and Emergencies section of the manual.

If you would like the Physical Facilities and Public Safety organizational chart, please contact Brett Turner at 765-494-3124 or bturner1@purdue.edu.

Campus Planning and Architecture

The Campus Planning and Architecture unit is responsible for the campus planning process, architectural and landscape design standards and aesthetics.
Additional information can be found on the [Campus Planning andArchitecture website](https://www.purdue.edu/physicalfacilities/units/cpas/index.html) (https://www.purdue.edu/physicalfacilities/units/cpas/index.html).

Capital Asset Management

One of the roles of the Capital Asset Management department is to manage construction projects that are typically greater than $150,000. However, project managers (PMs) do manage projects less than $150,000, but some projects less than $150,000 are managed by Operations and Maintenance. The project types vary from minor renovations to large-scale building additions and new building construction. Capital project delivery can be accomplished via one of several different delivery methods. Projects greater than $150,000 are procured through one of the following project delivery methods: Design-Bid-Build, Design-Build or Construction Manager as Constructor. Each project has an assigned project manager who is responsible for managing the project's scope, schedule and budget.
Capital Asset Management works with departments or colleges that have a construction need. Clients should work through their designated departmental initiator and facility manager to initiate project or study estimate requests. Additional information is available on the [online](https://www.purdue.edu/physicalfacilities/units/capital-asset-management/project-delivery/starting.html) (https://www.purdue.edu/physicalfacilities/units/capital-asset-management/project-delivery/starting.html).

Department facility managers who have questions about the process may contact Hyla Hudson, project planning liaison, at 765-494-7154 or hnhudson@purdue.edu.

Building deputies play an important role for construction projects. They are part of the client team that interacts regularly with the PM. The PM works with the outside architect or engineering firm and client team to identify the objective and scope of work while maintaining consistency with established university standards. The building deputy serves as a liaison with building occupants to communicate project impacts on facility operations and to make the PM aware of occupant needs so that the best solution for the occupants and the project can be reached.

Information on starting a project may be found [online](https://www.purdue.edu/physicalfacilities/units/capital-asset-management/project-delivery/starting.html) (https://www.purdue.edu/physicalfacilities/units/capital-asset-management/project-delivery/starting.html).

After project initiation, the building deputy helps represent the department and will be involved in the following tasks:

- Assisting occupants/departments with completing and submitting a work order request
- Providing access to project spaces for surveyors, designers, potential bidders and vendors. Identifying to the PM any area to which the building deputy cannot provide access and identifying who can provide access. *Note: The PM does not have keys to buildings.*
- Attending plan reviews and/or design review meetings
- Attending construction progress meetings
- Assisting the PM in coordinating, scheduling and communicating utility shutdowns
- Assisting the PM and inspectors in coordinating and scheduling Purdue shops work
- Communicating who is responsible for scheduling classes, research and administrative activity of every room within the building so that the PM can coordinate noisy/dirty work with each responsible person and minimize inconveniences
- Assisting with occupant move-outs and move-ins
- Identifying available space for staging, storage or other flex needs
- Assisting with the distribution of communication from PM to building occupants and responsible persons associated with the building
- Assuring PMs are aware of all planned/ongoing projects or events associated with the building, including conferences, work orders to shops, other construction projects, etc.
- Developing a strategy for issuing new keys to a remodeled area
- Identifying applicable permits or regulations to which the facility or portions of the facility are subject
- Acting as an advocate for building occupants, indicating to the PM if at any time additional departmental representatives should be involved in project planning or decision-making

Engineering
The professional and technical staff in Capital Asset Management's Engineering group provide facilities engineering, project engineering, and condition assessment services. The team includes engineers and specialists in the civil, structural, mechanical, electrical and arc flash disciplines.

Project engineering includes consultation in planning and design, review of design documents and assistance with resolution of engineering system issues through construction and warranty. Engineering staff work with capital project managers, outside architects and engineers, and university departments to develop solutions that meet the needs of campus customers while adhering to appropriate codes and standards for facilities and infrastructure. Engineering includes consultation on day-to-day issues that require engineering expertise to resolve. Engineers work with Facilities Operations and campus clients to provide best value engineering solutions. Engineering should be consulted if change in use of space is being considered. The principal structural engineer should be contacted for review of potential equipment loads to be placed in buildings.

Engineers also serve as repair and rehabilitation component champions, performing facility and infrastructure condition assessments and making recommendations for repair needs on campus.

The Arc Flash team within the Engineering group is responsible for managing and providing services for electrical arc flash studies of campus and facility electrical systems. These studies are performed to meet current electrical regulations and result in equipment labeling that identifies safe working distances and minimum personal protective equipment (PPE) requirements for workers.

For questions related to these services, call 765-494-3970.

Client Services
Provides guidance/direction for "how to start a project." Manages the fiscal year planning process and estimate requests. Estimating staff develop preliminary scopes and budgets for both fiscal planning and segment/variance requests.
Note: The senior structural engineer should be contacted for review of potential equipment loads to be placed in buildings. For questions related to these services, call 765-494-3900.

- *Repair & Rehabilitation*
  The Repair and Rehabilitation (R&R) staff review condition assessments and oversee the program for academic/administrative buildings and infrastructure on campus. The R&R program focuses on addressing long-term maintenance of existing structures. See page 10 for more information.

Facilities Operations and Environmental Health and Safety

Organizational Chart

If you would like the Facilities Operations and Environmental Health and Safety organizational chart, please contact Kelli Stacey at 765-496-0578 or stacey0@purdue.edu. Information about Facilities Operations and Environmental Health and Safety departments is included below and in some previous sections.

Building Services

Building Services operates 24-hours a day to ensure campus buildings are properly maintained. While your building may have a main shift for custodial staff, there could also be multiple shifts, including a day, evening, and/or a night shift, to provide ongoing housekeeping and support throughout a given day.

Your building custodians may contact you regarding submission of a work order for building repairs. You may wish to work with your custodians in identifying trouble spots and finding solutions.

Building Services is organized in shifts. Each shift has a senior manager, supervisor, and a crew chief who directly oversee the daily work of custodial staff. It is highly encouraged to work with Building Services and arrange a time when you and the supervisor can meet to discuss your building needs. The supervisor will have valuable information about how your building's operational needs and occupants affect the cleaning requirements.

The Building Services cleaning frequency guidelines are available online: Building Services Standard Cleaning Frequencies (https://www.purdue.edu/physicalfacilities/units/facilities-operations/building-services/cleaning.html). If you have questions about the cleaning frequencies in your building, please contact the senior manager or supervisor.

People tend to be more aware of the level of housekeeping in restrooms than any other area of the building. The proper maintenance of restrooms is important for good sanitation and to create a pleasant atmosphere.

Your custodians should make a special effort to keep the restrooms clean. Please work with them and your occupants to find a solution if there are complaints. The custodian supervisor needs to know about situations before they become problems and can help find a solution to a complaint.

Custodians replace standard incandescent and fluorescent light bulbs in fixtures that can be reached safely using a 6-foot ladder. If a custodian is unable to restore a light to proper operation, they may refer the problem to the appropriate zone maintenance staff for repair and place a green tag on the fixture. You may also submit a notification in SAP or contact the Work Request Center to address any lighting needs.

Should critical lighting fail or other lighting problems occur when a custodian is unavailable, initiate a work order request in SAP. For further assistance, please contact the Work Request Center at 765-494-9999 between 7:30 a.m. and 4 p.m. Monday through Friday.

After hours, the dispatch center with Purdue police will handle time sensitive requests for service at 765-494-8221.

Carpet cleaning services are provided on an established schedule. Building Services can provide that information to you for your building. They also provide scrubbing/waxing services for the building, but requests for waxing over the established frequency may require a work order for the additional services.

Building Services personnel assist with campus security by locking and unlocking specified interior and exterior doors at regularly scheduled times, seven days a week. Building lock and unlock times are established by building deputies. Classroom lock and unlock times are Monday through Friday, 7:30 a.m. to 10:30 p.m. and Saturday, 7:30 a.m. to 12:30 p.m. If your lock or unlock schedule needs changed, please notify Building Services.

Building Services removes snow from building entrances, ramps, steps and sidewalks immediately adjacent to buildings. When needed, snow removal becomes the priority due to safety issues, so occasionally the cleaning frequency schedule may be modified to allow enough time to remove snow.

For time-sensitive issues, you can reach Building Services at their 24-hour phone number, 765-494-7107. For non-urgent matters, they can be contacted via email at bldg-svcs@purdue.edu. In the event of emergencies such as floods or vandalism, or if you are unable to reach Building Services, please contact the Purdue University Police Department at 765-494-8221.

Energy and Utilities (E&U)

Energy and Utilities provides energy production and distribution services for Purdue facilities and infrastructure.

Purdue University provides most of the following utility services for campus buildings:

- Heating steam (university-produced and purchased supply)
- Electricity (university-produced and purchased supply)
- Chilled water cooling (university-produced)
- Potable water (university-produced and purchased supply)
- Sanitary sewage (university-collected and purchased treatment)
- Storm sewer (university-collected and handled)
- Compressed air (university-produced)
- Natural gas (purchased supply)

A small number of campus buildings receive utility services for natural gas, electricity, potable water and sewage collection directly from local area utility service companies in lieu of main campus utilities due to geographical location.

Energy and Utilities is responsible for the energy management strategy on campus. In addition to overseeing commissioning activities for new buildings, this group administers the ongoing retro-commissioning program and implementation of other energy efficiency measures on building systems.

For the public areas of your building, creating a maintenance request through a Notification in SAP is all that is required to solve a problem involving building utilities services. Areas that are part of a particular department may require departmental funds for upkeep and repair. Zone Maintenance and your department's business offices can help you establish a strategy for addressing departmental needs.

You can also find more information about the forms used to initiate repairs in the Operations and Maintenance section of this manual below.

> *Routine Services:*
> | | | |
> |---|---|---|
> | Heating | Potable water | Natural gas |
> | Air conditioning | Telecommunications* | |
> | Electricity | Sewage disposal | |

*[Telecommunications services](http://www.itap.purdue.edu/telecommunications/index.html)
(http://www.itap.purdue.edu/telecommunications/index.html) up to and within buildings are the responsibility of Purdue Information Technology (Purdue IT).

Environmental Health and Safety

Environmental Health and Safety (EHS), formerly Radiological and Environmental Management (REM), serves as a consultant to the university for Construction Health and Safety, Environmental Health, Hazardous Materials, Industrial Hygiene, Injury Prevention, Research Safety and Occupational Safety. Environmental Health and Safety assists in monitoring regulatory compliance with various federal, state and university regulations involving environmental, health and safety issues. Services include training, consultation, emergency response and waste removal.

Contact EHS at 765-494-6371 if safety or environmental regulators make a visit to your building and have them wait until an EHS representative arrives.

The EHS department includes four units:

The Research Safety unit is primarily responsible for the following:

- Integrated Safety Plan in research areas
- Biological safety and security, including food safety and pool operator oversight
- Disposal of controlled substances
- Chemical safety and security
- Industrial hygiene
- Laboratory occupational safety and laboratory inspections
- Laser safety
- Occupational health
- Radiation safety, compliance, security and public health

The Construction Safety, Abatement and Remediation unit is primarily responsible for the following:

- Abatement; for further information on asbestos in buildings and notices to occupants, please refer to the [Environmental Health and Safety website](https://www.purdue.edu/ehps/rem/buildingconst/building%20materials/amp.html) (https://www.purdue.edu/ehps/rem/buildingconst/building%20materials/amp.html)
- Construction dust, noise and hazard controls
- Construction safety acts as a liaison between Purdue and outside contractors regarding safety compliance issues
- Multi-employer construction site safety
- Demolition permitting
- On-site insurance claims management
- Structural drying following water leaks

The Hazardous Materials Management and Environmental Regulatory Compliance unit handles the following:

- Chemical and biological waste management
- Chemical spill prevention and response
- Energetic materials management
- Environmental protection program management, including air, water permits and solid and hazardous waste permits
- Shipping hazardous materials: for more information, visit the [Shipping Hazardous Material webpage](https://www.purdue.edu/ehps/rem/laboratory/HazMat/shiphm.html) (https://www.purdue.edu/ehps/rem/laboratory/HazMat/shiphm.html)

The Facility Safety and Occupational Safety unit's primary duty is to ensure employee safety within Administrative Operations units. Other responsibilities include the following:

- Integrated Safety Plan in non-research areas
- Occupational safety and building inspections
- Occupational safety training
- Office and industrial ergonomics programs
- Agricultural safety and the Worker Protection Program
- Safety of personnel, including those who maintain campus buildings, shops, farms, agricultural centers and statewide technology centers
- ANSI Z10 safety management system

Call 765-494-6371 or visit Environmental Health and Safety's main office in Hampton Hall of Civil Engineering (HAMP) Room B-173 with any environmental health and safety concerns you may have. You can also visit [the website](http://www.purdue.edu/ehps/rem/) (http://www.purdue.edu/ehps/rem/).

Grounds

The Grounds department installs landscaping and maintains the appearance of the campus grounds. The Grounds department is responsible for the following:

- Planting and upkeep of lawns, shrubs, trees, flowers, irrigation systems and exterior planters
- Maintenance of streets, parking lots and garages, sidewalks and curbs
- Installation and maintenance of traffic and parking signs
- Refuse and recycling collection
- Pest control
- Snow removal from streets, loading docks and parking lots

As a building deputy, you should conduct a weekly visual inspection of the exterior areas adjacent to your building and report any unsafe or unsightly areas to Grounds.

Landscape and Turf Maintenance, Street Operations, Snow Removal and Refuse and Recycling Collection can be contacted by phone at 765-494-3087. For Pest Control requests between 7 a.m. and 11:30 p.m. Monday through Friday, call 765-427-2739. Emergency requests outside of these hours should be directed to the Public Safety Dispatch Center at 765-494-8221.

Refuse and Recycling Collection
Exterior refuse and recycling are collected seven days a week, year-round. Staff support recycling glass, plastics, metals, office paper, confidential materials, cardboard, pallets, organics, and other materials.

Review items that may be placed in mixed recycling containers and those that must be placed in landfill (trash) bins on the [Recycling webpage](https://www.purdue.edu/physicalfacilities/units/cpas/sustainability/initiatives/recycling.html) (https://www.purdue.edu/physicalfacilities/units/cpas/sustainability/initiatives/recycling.html).

Questions regarding recycling and [requests for additional recycling/waste containers](https://www.purdue.edu/physicalfacilities/units/facilities-operations/grounds/refuse-recycling-request.php) (https://www.purdue.edu/physicalfacilities/units/facilities-operations/grounds/refuse-recycling-request.php) can be directed to recycling@purdue.edu.

Transportation Services
Transportation Services provides shop services and skilled personnel for the maintenance, repair and daily operation of university-owned vehicles.

Operations and Maintenance (O&M)

Project Teams
Project Teams works with departments or colleges who have a construction need. Carpenters, electricians, masons, painters and plumbers are a few of the trades that address many of these projects across campus. Projects can include small renovations up to and including jobs with greater complexity, costing less than $100,000. In most cases, the department or group responsible for the area provides funding for these projects. Examples might include a lab renovation, office or area modifications/updates,

new equipment installations, area painting, etc.

Assuming the client needs to obtain an initial cost estimate, contact one of the following individuals based on type of project.

Based on the discussion with O&M supervisor and/or Client Services, decisions can be made whether to proceed with a work order, a Short Form, or a project request in SAP. Below are guidelines.

Estimated Costs	Constraints	Requirements/Actions
Up to $2,500	No A&E*	Submit request through SAP
$2,500 - $25,000	No A&E*	Customer obtains work approval from their manager then routes to Client Services
Greater than $25,000 and less than $100,000	N/A	Customer obtains work approval from their manager then routes to Client Services

* A&E – Architect and Engineer

For all these instances, Department Facility Managers or building occupants should submit initial requests through the Building Deputy. For further assistance, please contact the Work Request Center at 765-494-9999 or view detailed instructions (http://www.purdue.edu/physicalfacilities/customer-service/processes/projects-work-orders.html) on requesting services.

Department Facility Managers who have questions about the process may contact the Shops and Teams general manager at 765-474-7329 or Hyla Hudson, project planning liaison, at 765-494-7154 or hnhudson@purdue.edu.

Project Type	Title	Phone/Email
Masonry	Masonry crew chief	765-494-8505, moralesj@purdue.edu
Painting	Paint crew chief	765-496-7876, dllayton@purdue.edu
Multi-craft	Project Teams Supervisor	765-496-3369, mrbrewer@purdue.edu

Project Teams employees typically work Monday through Friday from 7:30 a.m. to 4 p.m.

Zone Maintenance
Most day-to-day repair is the responsibility of the Zone Maintenance assigned to your building. The Zones work Monday through Friday from 7:30 a.m. to 4 p.m. The [Operations and Maintenance webpage](https://www.purdue.edu/physicalfacilities/units/facilities-operations/operations-maintenance/index.html#zones) (https://www.purdue.edu/physicalfacilities/units/facilities-operations/operations-maintenance/index.html#zones) provides zone locations and the name of your zone team leader.

Repair requests should be submitted through a work order request in SAP. For further assistance, please contact the Work Request Center at 765-494-9999. View [detailed instructions](http://www.purdue.edu/physicalfacilities/customer-service/processes/projects-work-orders.html) (http://www.purdue.edu/physicalfacilities/customer-service/processes/projects-work-orders.html) on requesting services.

Billed Repairs
Building maintenance is performed using funds that Facilities Operations and Environmental Health and Safety has allocated for that purpose. Other work may be billed to the requesting department.

Work Request Center staff can assist you with making an initial determination of how the job must be funded. As a general rule, repairs to public areas of buildings and grounds will be funded through Facilities Operations and Environmental Health and Safety accounts, while work that is specific to a department will require the use of departmental funds (See Criteria to Maintain Campus Buildings and Grounds – Who Pays for What? section above).

Initiating Work Requests and Work Orders
Work requests for standard repair items such as ceiling light bulb replacement or a leaking faucet may be submitted by anyone with a career account through the [Fix It portal](https://www.purdue.edu/fix-it/) (https://www.purdue.edu/fix-it/). The Fix It portal requests will generate a notification in SAP Plant Maintenance, and more information is included below.

More complicated tasks, including building and/or installing shelving, or adding electrical outlets in an office, should be initiated by the building deputy to ensure a mutual understanding of the scope of the work. Building occupants who have questions about a work request, including which method to pursue, should speak to their building deputy for guidance.

Building deputies are encouraged to use Evo Notify or SAP GUI to create and/or approve maintenance notifications in the SAP Plant Maintenance system. Once a notification is approved by a building deputy or business office, the Work Request Center will create a corresponding work order.

For questions or assistance with system navigation, contact the Work Request Center at 765-494-9999 or pfwrc@purdue.edu.

Building deputies should contact their zone leader for questions or support requests. A link is included in the Zone Maintenance section above.

Work orders are always charged on a time and material basis for actual costs (there is no ability to provide fixed costs up front). O&M will utilize the SAP system to identify labor

hours and materials associated with requested services. Services will be rendered at the current shop rate or rates identified by contractors providing services in the appropriate areas. Operations and Maintenance will provide services Monday through Friday.

Work will be assigned to O&M staff based on notifications initiated by the customer and prioritized based on the following table:

Planned or Reactive	Code	Description	Goal to be finished
Reactive	0	Safety	Today
Reactive	1	Urgent	Tomorrow
Reactive	2	High (2-7 days)	Within 7 days
Planned	3	Medium (next available schedule)	Within 2 weeks
Planned	4	Low (12-30 days)	Within 4 weeks
Planned	5	Forelog <30 days-1 year)	Within next year
Planned	C	Customer requested	Customer's discretion (i.e. specific event date typically more than a year out)

- Priorities are not a way to classify work. For example, all elevator issues are not a 0 or 1. An elevator with a single light bulb out is not the same priority as an elevator not running.
- If an issue is reported over a weekend and O&M staff is NOT called in, the incident cannot be a 0 or 1 because it was deemed it could wait until at least Monday.
- Priority is not when we want work done (i.e. everyone wants work done as soon as possible), it is when it needs to be done or there are business consequences.
- Potential ways to think about Priority:

  0 Life-safety imminent threat
  1 Loss of property, equipment damage
  2 Business stoppage, minimal ability to work around
  3 Business disruption, a work around is available but inconvenient
  4 Non-critical work, enhances business
  5 Discretionary-type work
  C Specific event: Boiler Gold Rush (BGR), Homecoming, etc.
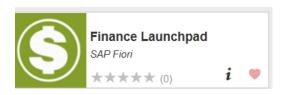
Examples of priorities are included in the chart below:

Priority	Example Tasks	
0	Broken door	Gas leak
	Broken lock/key stuck	No hot water
	No heat in cold weather	Sewer back-up
	Elevator down	Power out in its entirety
	Leaking pipes	Broken window
	Structural damage	Roof or ceiling leaks
	Fire prevention device	Flood
	Clean mold	-
1	Clogged drain	Emergency light
	Running toilet	HVAC issues
	Key core change	Appliance failure
	Smoke detector not functioning	Fuse(s) blown
	Discolored water	Lab fume hood
2	Dripping faucet	Drinking fountains not functioning
	Lights out/flickering	Outlets not functioning
	Steam Trap	Exhaust fan not functioning
	Loose toilet seat/bolts	Hot or cold room
3	Planned corrective work when components arrive	Minor planned jobs
4	Reactive maintenance work orders	Bed/furniture issues
	Preventative maintenance work orders	Make additional keys
5	Inspections	Project work
	Turnovers (Preparing living space for new residents)	Summer conferences maintenance
C	Office relocation	Furniture set-up
	Move equipment	Event set-up

Creating Notifications in SAP

Note: EvoNotify instructions are available in a downloadable Quick Reference Guide (PDF) (https://www.purdue.edu/physicalfacilities/units/facilities-operations/building-deputies/index.html).

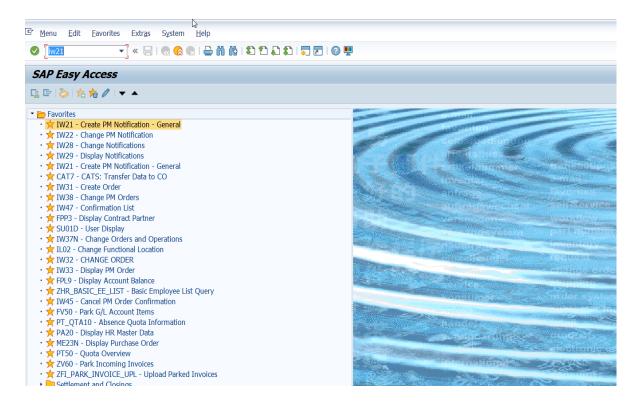As always, you can begin by calling the Work Request Center 765-494-9999 if you have any questions.

Log in to the OneCampus Portal (https://one.purdue.edu/) and choose this tab:

Log in with your Boiler Key password. Then select SAP GUI Launcher:
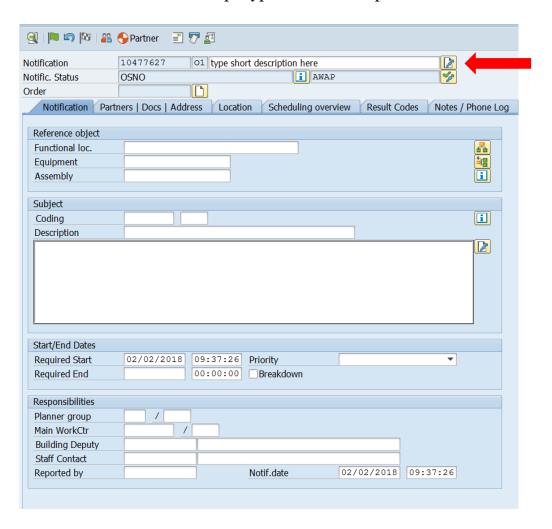

Go to IW21 and double-click or hit enter:

The screen below will appear. Type O1 for a building repair (known as an 18) or O4 for routine repair or service (known as a Request for Service, or RFS). Note: O is alpha, not numeric. Click the green check or hit enter:
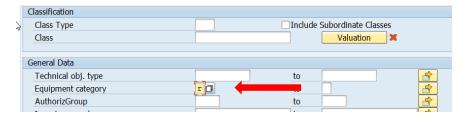
Create PM Notification: Initial Screen

Notification

| Notification Type | O1 |
| Notification | |

Reference

| Notification | |

The screen below will come up. Type a short description in the first box:

Notification	10477627	O1	type short description here
Notific. Status	OSNO		AWAP
Order			

Notification | Partners | Docs | Address | Location | Scheduling overview | Result Codes | Notes / Phone Log

Reference object
Functional loc.
Equipment
Assembly

Subject
Coding
Description

Start/End Dates
Required Start   02/02/2018   09:37:26   Priority
Required End   00:00:00   ☐Breakdown

Responsibilities
Planner group   /
Main WorkCtr   /
Building Deputy
Staff Contact
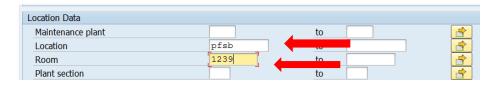Reported by   Notif.date   02/02/2018   09:37:26

If the location where you want work done is in a building with a room number, click your cursor in the equipment box then click on the two small boxes that appear next to it:

The "Display Equipment: Equipment Section" screen will come up, and you'll need to type an "r" in the equipment category box:

Scroll down and type the building acronym in the location box and the room number in the room box:
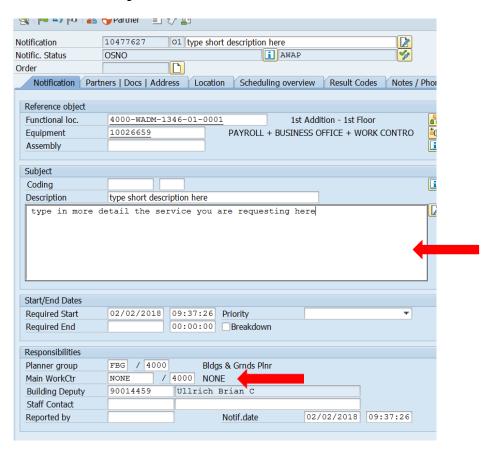

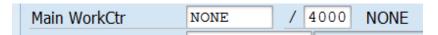Then click the execute button:

This will populate a number in the equipment box. If you hit enter it will populate the location:

Fill in the description box:

Most main work centers will populate the zone for the building that you have selected. That is not always the correct choice for the work to be done. If you are unsure who is to do the work, type **NONE** in the Main WorkCtr box:
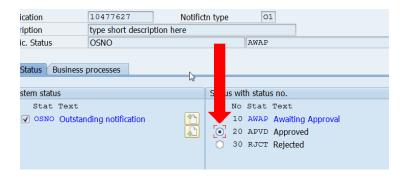

If you type NONE, the Work Request Center will assign it to the proper shop/zone for the work to be done. <u>Make sure to put the staff contact in the designated box.</u> If you forget to put the staff contact in, you will be prompted about entering a partner.

If this is an O1/building repair, there is no account information that needs to be added. If you have all your information entered, click on the approve button (click the lower case **i** next to AWAP):
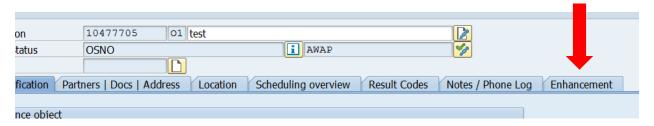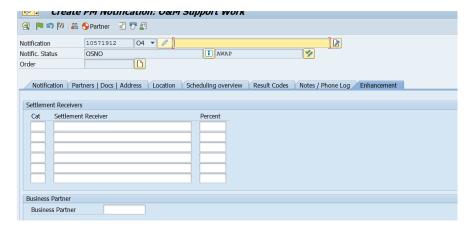
Choose status **20** for approved:

Click the green back button. Then click save.

If this is an **(O4)/RFS** and you need to add account number, click on the Enhancement tab:
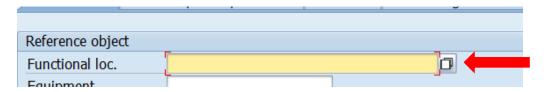

The account information that you are using determines how you will fill in the information below:

- If you are using an internal order (IO) number and it starts with a number, you need to type ORD in the Cat box. Then type the 10-digit IO number under Settlement Receiver.
- If you are using a grant funds account that starts with an F, you will type WBS in the Cat box to the left. Then type the F account number, including all periods, under the Settlement Receiver. Do not put anything in the business partner box. This account information is just if you are entering an O4/RFS.

Another scenario is having a building but not a room number. Click on the Functional Location box, then click the two small boxes to the right. Next type the building acronym in the location box:

Click the execute button (the clock with a checkmark in the top left):

Double click on the first line of the building you want:

If the buildings do not have room numbers in SAP, you can explain where the location of the work is to be done in the description box.

Warranty Policy & Procedures
Policy Statement: Operations and Maintenance warrants its service call work for 30 days. During the warranty period, Operations and Maintenance shall, at its expense, remedy defects resulting from faulty workmanship or materials. Questions and inquiries should be directed to the director of Operations and Maintenance at dmlucas@purdue.edu or 765-494-9257.

Procedures:

- An Operations and Maintenance crew chief or supervisor will contact (by phone or personally) the requester to verify understanding of the request.
- An Operations and Maintenance crew chief or supervisor will communicate to the requester any exemptions to the above policy. For example, if the equipment should be replaced and not repaired, or if the equipment purchased does not meet the university standards (e.g. purchased residential instead of commercial grade).
- If the repair is determined to be non-rework – that is, work not covered under warranty – the "re-work" order will be closed without charges. The crew chief or supervisor will then request that the department create an O4/RFS work order in SAP for the new work.
- One exception to this policy is elevators. Repairs are warranted.

Zone Phone Numbers and Building Responsibilities

ACADEMIC						
ZONE 1-WTHR	**ZONE 2-PSYC**	**ZONE 3-MSEE**	**ZONE 4-STEW**	**ZONE 5-VPRB**	**ZONE-7 BRK**	**ZONE-8 BRNG**
47645 / 62111	41773 / 48504	47646 / 40133	48443 / 42725	42723 / 47644	41410 / 61861	67687 / 67694
BALY	AR	ARMS	AGAD	ABE	BIND	AAPF
BRWN	BCC	BHEE	DAUC	ADDL	BRK	BCHM
CL50	BELL	BRES	EEL	AHF	CRTN	BRNG
DUDL	BIDC	HAMP	FORS	BREQ	DLR	FRPD
GRIS	CHAS	KFPC	HIKS	BRFM	DMNT	HANS
KNOY	DSAI	LAMB	KRAN	BRUN	DRUG	LILY
LMBS	ELLT	LG	PAO	CTEB	ECEC	LSA
MATH	FRNY	MACK	PMU	DOYL	FLEX	LSPS
ME	HAAS	MOLL	PMUC	EHSA	FWLR	LSR
POTR	HAGL	MSEE	RAWL	EHSB	HERL	MRRT
RAIL	HOVD	PGSC	STEW	HGRH	HLAB	MTHW
SC	JNSN	PHYS	STON	HORT	HNLY	PFEN
SCHM	KRCH	PRID	UNIV	LYLE	HOCK	SMTH
UC	LWSN	RALR	YONG	LYNN	HULL	TEL
WALC	PRCE	SCHO		NLSN	LOLC	WSLR
WTHR	PSYC	STDM		PMRI	MANN	
	PUSH	WANG		UPOB	MJIS	
	RHPH			UPOF	MRGN	
	SCPA			UPSB	TERY	
				VA1	WEST	
				VA2	WWG	
				VCPR		
				VLAB		
				VMIF		
				VPRB		
				VPTH		
				WADE		

RESIDENTIAL				
	ZONE A-SHRV	**ZONE B-CARY**	**ZONE C-HCRS**	**ZONE D-PVAB**
	42576 / 60649	49293 / 49434	69039 / 48038	63583
	ERHT	CARY	FRST	ADPA
	HARR	FORD	GRFS	ADPB
	HILL	OWEN	HCRN/HCRS	ADPC
	MCUT	PKRW	MRDH	HAWK
	SHRV	TARK	SMLY	HLTP
		WILY	WDCT	PVAB
			WIND	R414

Note: There is no Zone 6

View the [Campus Zones Map](https://www.purdue.edu/physicalfacilities/images/zone-map.pdf) (https://www.purdue.edu/physicalfacilities/images/zone-map.pdf)

Sustainability

The Administrative Operations Sustainability department provides a comprehensive approach to sustainability on the West Lafayette campus through strategic initiatives, innovative projects and a long-term vision.

The [2020 Physical Facilities Sustainability Master Plan](https://www.purdue.edu/physicalfacilities/units/cpas/sustainability/sustainability-master-plan/index.html) (https://www.purdue.edu/physicalfacilities/units/cpas/sustainability/sustainability-master-plan/index.html) was developed and implemented in an effort to set measurable goals related to sustainability efforts across the West Lafayette campus. The plan outlined goals within five categories for the West Lafayette campus—Energy, Water, Materials/Waste, Buildings and Grounds.

Sustainability-related questions and/or ideas may be sent to sustainability@purdue.edu.

Other Partner Departments

Facilities Information Services

The [Facilities Information Services](#) (https://www.purdue.edu/administrative-operations/administrative-services/facilities-information-services.php) staff organize, maintain, preserve and provide access to information systems and resources that support the university's facilities, lands and infrastructure.

Building Construction Plans
Facilities Information Services has construction plans of your building available for your use. Administrative Operations staff use these plans to locate detail for repair or plan and design other modifications or improvements in the structure, utilities services, classrooms, offices and other spaces in your building. If you need a copy of your building's construction plans, [request them online](#) (https://www.purdue.edu/administrative-operations/administrative-services/maps-and-records-request-form.pdf). Construction documents are for your use only. They must not be copied, posted or redistributed.

Building Floor Plans
Building floor plans provide a basic layout of an individual floor within a building. These can be used as a guide for submitting work orders or understanding the office or space layout. Access to floor plans is available through the FM:S website located through the [Space Administration webpage](#) (https://www.purdue.edu/auxiliary-services/real-estate/space-administration/services.php). Training on the system can be provided by the Space Administration team. More information on training is located [online](#) (https://www.purdue.edu/auxiliary-services/real-estate/space-administration/training.php).

If you observe differences between the floorplan in FM:S and your current spaces, please contact us at gisbis@purdue.edu or occupancyplanning@purdue.edu to review. Examples of differences that we would want to be notified about are changes to room numbers, walls, doors or windows.

As with construction plans, floorplans should not be copied, posted or redistributed. If an illustration is needed for event planning, parking, etc., please contact gisbis@purdue.edu.

Geographic Information Services
Geographic Information Services (GIS) provides mapping and data for many applications to support Administrative Operations and the university system. We publish out content and resources through our ArcGIS Enterprise GIS portal located here. https://gis.physfac.purdue.edu/portal/home/. You must be on the Purdue network to access (PAL, VPN, data).

Additionally, we work with Purdue Brand Studio to publish content on the Purdue Campus Maps page. We also work with departments across campus for their individual needs. Links to some of those resources are below. If you have a need or question, please contact gisbis@purdue.edu.

Purdue Campus Map
https://www.purdue.edu/campus-map/

Purdue Major Capital Projects
https://www.purdue.edu/physicalfacilities/major-capital-project-map.html

Purdue Construction and Travel Notices
https://www.purdue.edu/physicalfacilities/construction/

Purdue Lactation Spaces
https://www.purdue.edu/hr/Benefits/WorkLife/Lactation/lactation-room-map.pdf

Real Estate, Space Administration and Occupancy Planning

Real Estate staff work closely with Physical Facilities and the Treasurer's Office to meet customer needs quickly and efficiently. Space Administration (https://www.purdue.edu/auxiliary-services/real-estate/index.php) provides important space information and data to university leaders so they can make strategic, informed decisions regarding facility planning. This process includes a systematic process of inventorying, allocating, planning, designing and maintaining space. The department's goal is to provide flexibility, functionality and efficiency while meeting the university's space requirements.

Space Planning
Space Administration works closely with colleges and departments to ensure their assigned space is meeting their needs. Recommendations may include better use of existing inventory, reprogramming current space or acquiring new space. As part of the process, Space Administration coordinates with the Campus Planning and Architecture department (https://www.purdue.edu/physicalfacilities/units/cpas/campus-planning/index.html) to oversee schematic design, plan furniture layouts and coordinate necessary relocations. The goal of every planning effort is to optimize our capital resources through more efficient space utilization.

Tracking
Space Administration maintains the FM:S system, which is the system that provides institutional and localized reporting of space data. Space Administration works with campus partners to provide and maintain up-to-date space, researcher, and occupancy information in the FM:S system.

FM:S Training
The FM:S Space Data Management and Occupancy Planning system is used to find space, room and floor plan information or request new space on a temporary or permanent basis for office, instructional or research purposes. Virtual training sessions are available for the FM:S system, the university's space management software. The sessions provide training for FM:S, including how to record employee location, review floor plans for accurate data and run reports. Anyone who uses the FM:S system to find space, room and floor plan information or request new space is encouraged to take training (https://www.purdue.edu/auxiliary-services/real-estate/space-administration/training.php). Additional training and resources can be found here (https://www.purdue.edu/auxiliary-services/real-estate/space-administration/space-guidelines-resources.php).

Any questions regarding space data or the FM:S system may be directed to occupancyplanning@purdue.edu.

While there are special cases in some buildings, the information in this document should aid you in determining who is responsible for the maintenance in a particular room.

Areas classified as 200 or 300 series must be maintained using departmental funds because these areas are not available for use by the university as a whole. Repair requests should be submitted through a notification in SAP. For further assistance, please contact the Work Request Center at (765) 494-9999. Since an account number must be provided, the person who initiates this request must have the authority to spend the funds allocated for this purpose. Areas with 100 series classification are maintained with university incidental repair funds.

Sometimes determining which department must pay for repairs or modification is difficult. In these cases, work with the zone leader and departmental representatives to resolve the issue. The zone leader can work with other Facilities Operations and Environmental Health and Safety personnel and with the department to find a solution to the problem.

The Office of the Registrar schedules where and when classes meet, and they also schedule special events inside classrooms. Please make sure your occupants are aware that any activities that take place inside a classroom on the campus must be scheduled with the Office of the Registrar, and any activities that take place in common areas or outside buildings must be scheduled through the Event Management Software (https://purdue.emscloudservice.com/web/).

Materials Management and Distribution

In addition to being the location for central lost and found that was previously described, Materials Management and Distribution delivers to or picks up mail from campus buildings at least once per day Monday through Friday, often interacting with the building deputy or receiving clerk at each facility. Some buildings on campus have gone to a centralized mail pick-up and delivery system method. Each building has a specific schedule, Mail Pickup and Delivery Schedule - Materials Management and Distribution (https://www.purdue.edu/materials/distribution/schedule.html). Deliveries include campus mail, USPS mail and small packages. Larger items that require palletization will be delivered. Contact Jerum Markley at jjmarkle@purdue.edu with questions or concerns. This department serves as the central point for campus shipping. Negotiated shipping rates have been established with all major carriers, and staff ensure that packages and freight are shipped safely and efficiently. Contact mmdcshipping@purdue.edu.

Additionally, short-and long-term storage options are available for campus needs. Contact Susan Ticen at smticen@purdue.edu.

Part of Materials Management and Distribution is the Purdue University Surplus Store, which sells items departments declare as surplus. The store offers a wide variety of products that are available to university departments, faculty, staff, students and the public. The store holds excess materials for departments and acts as the agent for disposal of university property. Additional information about property disposal is included in the Property Accounting section.

Your principal contact with the Surplus Store will be personnel who remove material that is destined for either storage or disposal from your facility. The warehouse driver will use information on the submitted electronic form (https://www.purdue.edu/business/mas/property/propacct/forms.php) to locate the items to be removed. Please ensure departments have the approved documentation in the system before sending the equipment to your building's loading dock.

From desks and chairs to motor vehicles, a wide variety of supplies and equipment is available on the sale floor. If you wish to purchase any sale floor merchandise for university use, you must provide the Surplus Store with your valid departmental account number. Surplus can also accept a Purdue Purchasing Card (PCard) as a form of payment when purchasing merchandise for university use. The Surplus Store is located at 698 Ahlers Drive.

Parking Operations

Parking Operations provides parking spaces for faculty, staff, students, visitors and other groups such as contractors working on campus. This department enforces university parking, including loading zones near buildings. The office is located in the Stewart Center, room G054 at 128 Memorial Drive, West Lafayette. Phones are answered from 7:30 a.m. to 4:30 p.m. Monday through Friday, and the lobby closes at 4 p.m. Contact 765-494-9497 or parking@purdue.edu for assistance. More information is available on the Parking Operations website (https://www.purdue.edu/parking).

Property Accounting

Purdue's Property Accounting department keeps track of university property. This department assigns inventory numbers to valuable equipment valued over $5,000 and periodically checks to make sure that the equipment is properly located. Property Accounting (https://www.purdue.edu/treasurer/finance/controller/accounting-services/property-accounting/) affixes the small gold and black stickers on capital equipment.

General Property Accounting Procedures
All equipment acquired or controlled by the university will be subject to the general Property Accounting Procedures Property Accounting Policies and Procedures (https://www.purdue.edu/treasurer/finance/controller/accounting-services/property-accounting/property-accounting-policies-and-procedures/).

There are multiple functions such as sending equipment (https://purdue0.sharepoint.com/sites/BPTraining/Training/SitePages/equipment.aspx) to the Purdue Surplus Store for sale or disposal, changing its location, transferring to another department, reporting an item as stolen, donating to a non-profit organization, requesting to use university equipment off campus, changing asset funding, responding to an inventory reconciliation, etc., that require an electronic form.

The Purdue Disposal Procedures of Department Purdue excess is located online. (https://purdue0.sharepoint.com/sites/bb/SitePages/Dispose.aspx).

Detailed instructions for submitting an online form is located on our webpage. You can contact Property Accounting by phone, 765-494-7376, or by email, topropacct@purdue.edu. Since a large amount of detailed information is recorded on these forms, be sure to review it with the business office before using it for the first time.