

Service Description	Facilities Services Responsible Department	Type of Service	Customer Charge?	Comments
Air Conditioning Repairs (building systems)	Maintenance & Repair	Maintenance	No	
Air conditioning (window unit) removal	Maintenance & Repair	Alteration	Yes	Freon must be removed and disposed of properly prior to installation of new window unit.
Air conditioning (window unit) repairs and/or replacements	N/A	N/A	N/A	Owned by individual departments; Facilities does not service.
Asbestos abatement	N/A	Alteration	Varies	Contact the Office of Capital Projects (4-2725)
Asbestos testing	N/A	N/A	N/A	Contact Safety & Risk Management (4-2618)
Audio-visual equipment rental or repairs	N/A	N/A	N/A	Contact IITS (4-2148)
Bathroom mirror and shelving repairs	Maintenance & Repair	Maintenance	No	
Bookshelves - building / hanging	Maintenance & Repair	Alteration	Yes	
Carpentry projects	Maintenance & Repair	Alteration	Yes	
Carpet Cleaning - Vacuuming	Custodial Services	Maintenance	No	
Carpet Cleaning - Wash	Custodial Services	Alteration	Yes	Special cleaning requests are billed to the customer
Carpet Repairs	Maintenance & Repair	Maintenance	No	If carpet was installed by Facilities Services
Carpet replacement and installation	Maintenance & Repair	Alteration	Yes	
Ceiling repairs	Maintenance & Repair	Maintenance	No	
Ceiling replacements	Maintenance & Repair	Alteration	Yes	
Chair rentals for an event	N/A	N/A	N/A	Contact Property/Inventory (4-5468)
Chair repairs in University classrooms	Maintenance & Repair	Maintenance	No	In University general purpose classrooms
Cleaning for an event - inside	Custodial Services	Event	Yes	
Cleaning for an event - outside	Landscape & Grounds	Event	Yes	
Cleaning; specialized (such as industrial cleaning)	Custodial Services	Alteration	Yes	
Construction management	N/A	Project	Varies	Contact the Office of Capital Projects (4-2725)
Consulting services	N/A	Project	Yes	Contact the Office of Capital Planning (4-9463)
Design services	N/A	Project	Yes	Contact the Office of Capital Planning (4-9463)
Domestic hot/cold water repairs	Maintenance & Repair	Maintenance	No	
Door repairs	Maintenance & Repair	Maintenance	No	
Electrical power installation / add capacity	Maintenance & Repair	Alteration	Yes	
Electrical power repairs	Maintenance & Repair	Maintenance	No	
Electric power - temporary - for an event	Maintenance & Repair	Event	Yes	If generator is available
Elevator repairs	Maintenance & Repair	Maintenance	No	
Equipment (new or donated) tagging	N/A	N/A	N/A	Contact Property/Inventory (4-5665)
Estimates for work - minor	Maintenance & Repair	Alteration	No	Budget estimates are free (submit work order)

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Estimates for work - major	N/A	Project	No	Contact the Office of Capital Projects (4-2725)
Events - setup tables and/or chairs	Custodial Services	Event	Yes	
Events - campus grounds and/or Quad	Landscape & Grounds	Event	Varies	Contact L&G Asst. Dir (4-5515) or see http://www.uri.edu/facilities/landsgrounds2.shtml
Fire alarm repairs	N/A	N/A	N/A	Contact Safety & Risk Management (4-2618)
Fire safety services	N/A	N/A	N/A	Contact Safety & Risk Management (4-2618)
Floor repairs	Maintenance & Repair	Maintenance	No	
Floor replacement	Maintenance & Repair	Alteration	Yes	
Flower planting	Landscape & Grounds	Maintenance	No	
Furniture repair; general purpose classrooms	Maintenance & Repair	Maintenance	No	
Furniture repair; office furniture	N/A	N/A	N/A	Specialized; Facilities does not service
Furniture selection assistance	N/A	N/A	No	Contact the Office of Capital Projects (4-2725)
Gutters and downspout repairs	Maintenance & Repair	Maintenance	No	
Heating/cooling repairs - building systems	Maintenance & Repair	Maintenance	No	
Herbicide / pesticide spraying	Landscape & Grounds	Maintenance	No	
Keys 4-4060	Maintenance & Repair	Alteration	Yes	Call For Price \$: use College Requisition
Lab equipment repairs	N/A	N/A	N/A	Specialized; Facilities does not service
Lawn mowing	Landscape & Grounds	Maintenance	No	
Lead testing and abatement	N/A	N/A	N/A	Contact Safety & Risk Management (4-2618)
Leaf collection	Landscape & Grounds	Maintenance	No	
Lighting improvements	Maintenance & Repair	Alteration	Yes	
Lighting repairs	Maintenance & Repair	Maintenance	No	
Lock changes	Maintenance & Repair	Alteration	Yes	Changing of the lock or lock core
Lock repairs	Maintenance & Repair	Maintenance	No	
Moving for an event	N/A	N/A	N/A	Contact Property/Inventory (4-5468)
Moving furniture or materials	N/A	N/A	N/A	Contact Property/Inventory (4-5468)
Painting of offices/private spaces	Maintenance & Repair	Alteration	Yes	If specialty paint and/or labor is required
Painting of public areas	Maintenance & Repair	Maintenance	No	
Pest control	Custodial Services	Maintenance	No	
Podium rentals	N/A	N/A	N/A	Contact Property/Inventory (4-5468)
Pothole repairs	Landscape & Grounds	Maintenance	No	Interior campus roadways only
Project estimates	N/A	N/A	No	Contact the Office of Capital Projects (4-2725)
Project planning	N/A	N/A	No	Contact the Office of Capital Projects (4-2725)
Recycling bins	Landscape & Grounds	Maintenance	No	Contact the Recycling Office (4-2840)
Recycling pickup	Landscape & Grounds	Maintenance	No	Contact the Recycling Office (4-2840)
Refrigeration system repairs	Maintenance & Repair	Maintenance	No	Applies to building systems supporting teaching
Road repairs	Landscape & Grounds	Maintenance	No	Interior campus roadways only

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Roof replacement	N/A	N/A	N/A	Contact the Office of Capital Projects (4-2725)
Roofing repairs/leaks (minor)	Maintenance & Repair	Maintenance	No	
Room cleaning - special requests	Custodial Services	Alteration	Yes	Special cleaning requests are billed to the customer
Room cleaning problems	Custodial Services	Maintenance	No	If request is part of routine cleaning
Security alarm system installation	N/A	N/A	N/A	Contact Safety & Risk Management (4-2618)
Security alarm system repairs	N/A	N/A	N/A	Contact Safety & Risk Management (4-2618)
Sidewalk repairs	Landscape & Grounds	Alteration	Yes	
Signage; exterior building - repairs or replacements, special use	Landscape & Grounds	Alteration	Yes	
Signage; traffic/regulatory	Landscape & Grounds	N/A	Varies	
Sink and faucet repairs	Maintenance & Repair	Maintenance	No	
Snow or ice removal - roadways, walkways	Landscape & Grounds	Maintenance	No	Interior campus roadways only
Snow or ice removal - building entrances	Custodial Services	Maintenance	No	
Soil erosion problems	Landscape & Grounds	Alteration	Yes	
Space reporting	N/A	N/A	N/A	Contact Property/Inventory (4-4282)
Table rental	N/A	N/A	N/A	Contact Property/Inventory (4-5468)
Telephone and computer line problems	N/A	N/A	N/A	Contact IITS (4-4357)
Temporary electric power for an event	Maintenance & Repair	Event	Yes	If generator is available
Tent Rental	N/A	N/A	N/A	Contact Property/Inventory (4-5468)
Tile floor cleaning	Custodial Services	Maintenance	No	Floor care in public spaces is part of our normal housekeeping
Tile floor care - special requests	Custodial Services	Alteration	Yes	Special cleaning requests are billed to the customer
Toilet fixture repairs	Maintenance & Repair	Maintenance	No	
Toilet partition repairs	Maintenance & Repair	Maintenance	No	
Trash pickup - exterior	Landscape & Grounds	Maintenance	No	
Trash pickup - interior	Custodial Services	Maintenance	No	
Trash removal - exterior for event	Landscape & Grounds	Event	Yes	Special cleaning requests are billed to the customer
Tree care, trimming, or removal	Landscape & Grounds	Maintenance	No	
Ventilation system repairs	Maintenance & Repair	Maintenance	No	
Wall and molding repairs	Maintenance & Repair	Maintenance	No	
Wall changes - demolish, move, build, etc.	N/A	N/A	No	Contact the Office of Capital Projects (4-2725)
Water fountain repairs	Maintenance & Repair	Maintenance	No	
Window and glass repairs	Maintenance & Repair	Maintenance	No	
Window cleaning	Custodial Services	Maintenance	No	