



Facility Services University of Wisconsin-Stevens Point

Welcome!

On behalf of Facility Services, we would like to welcome you to the Pointer family!

Facility Services at the University of Wisconsin-Stevens Point is committed team of professionals who work diligently to keep our campus running smoothly so students and faculty can work towards their academic goals. Through our Central Stores, Maintenance, Surplus, Recycling, Heating Plant, Grounds, Custodial, Mail Services, Auto Shop and Transportation departments, Facility Services strives to provide outstanding support for the students, faculty, staff and visitors to the University of Wisconsin-Stevens Point.



We are devoted to creating a healthy and productive environment for UWSP's faculty and students. If there is anything that we can do to help, please let us know!

How to Submit a Work Order

If you are in need of any of the services that we provide, please submit a work order using the following steps:

Submit a Work Order

STEP ONE: Visit our web page at www.uwsp.edu/facsv and click on the “**Submit a Work Order**” link on the left hand column.

STEP TWO: Select where the work order will be performed. For Academic, Administrative, and Centers buildings select the “**Facility Services Requests**” link. For Residential buildings select “**Residential Living Requests**”

| Facility Services Requests | Residential Living Requests |
|---|---|
| Submit and view work requests for Academic and Administrative buildings on campus | Submit and view work requests for Residence Halls |



Work Request

Submit a Request
Query a Request

STEP THREE: On the left side of the screen, just under the “Work Request” heading, click on “Submit a Request” and fill out the form. It's that easy!

Common Work Order Requests: light bulb burns out / issues with toilets or sinks / needing something hung on a wall / broken desks or chairs in classrooms / indoor climate control (too hot or too cold)

If you have questions, please call us at 715-346-4219 or email Facilities.Services.Office@uwsp.edu

Advancing the academic mission
through craftsmanship, artistry
and exceptional service.



Facility Services
University of Wisconsin-Stevens Point

DEPARTMENTS



MAINTENANCE

The Maintenance Department of Facility Services consists of skilled professionals with diverse expertise, able to accomplish a wide array of custom renovations and remodels, general building maintenance, as well as preventative maintenance. The staff consists of electricians, carpenters, painters, plumbers, locksmiths, HVAC specialists and other maintenance specialists.

They are available from **7 a.m. to 11 p.m. Monday through Friday**.
Please submit a work order for any maintenance services.

This group of highly trained individuals support the UWSP campus to meet the changing needs of today's campus environment.

www.uwsp.edu/facsv/Pages/Maintenance.aspx

The
Basement
Brewhaus
Project

Dreyfus
University
Center



Examples of some
recent renovations.

ELECTRICAL SERVICES
CARPENTRY • PAINTING
MECHANICAL MAINTENANCE
LOCKSMITHING • WELDING • GLAZING
MASONRY and CONCRETE
ROOF REPAIRS • FABRICATION
HVAC SERVICES
REMODELING and RENOVATION
PROJECT MANAGEMENT



Old Main
Reception
Area
Project

Follow Facility Services on Facebook

for updates, events, renovations and
everything else that we do!

facebook.com/UWSPFacilityServices



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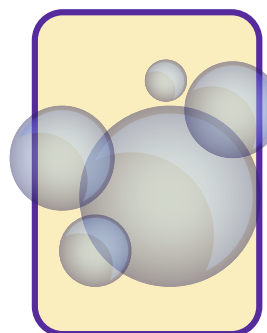
GROUNDS

The Grounds Services team maintains all campus landscapes with more than 110 years of history and memories for generations of faculty, staff, students and alumni. Grounds is responsible for developing and maintaining aesthetically pleasing and safe campus grounds with an emphasis on diverse flora.

The Grounds Work Unit maintains 104 acres of turf and annual and perennial beds, 12 miles of sidewalk, and 28 acres of parking lots with 3,202 parking stalls.

Our services include snow and ice removal, lawn care, weed control, irrigation, athletic field care, flower and mulch beds, arborist services and sidewalk maintenance.

www.uwsp.edu/facsv/Pages/Grounds1.aspx



CUSTODIAL SERVICES

Custodial provides cleaning on a scheduled basis to campus. Custodial services are aimed at protecting the campus environment's health, wellness and safety each and every day with environmentally conscious cleaning methods and materials.

The Custodial staff is highly trained and receives regular training on the latest green cleaning techniques, as well as up-to-date training on equipment, floor care and blood borne pathogen, along with all required safety training. Our staff is Greenguard Certified!



www.uwsp.edu/facsv/Pages/CustodialServices1.aspx

CUSTODIAL CLEANING SCHEDULE



Department Offices:

Daily removal of trash and recycling.

Vacuuming once per week with spot vacuuming as needed.

Faculty and Staff Offices:

Removal of trash and recycling and vacuuming once per week.

Restrooms:

Once daily cleaning with emphasis on germ spread prevention.

Classrooms:

Boards cleaned daily, trash and recycling removed daily, floors cleaned daily.

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RECYCLING

Recycling is devoted to providing services to UWSP students and staff that is environmentally friendly. Our Recycling Department includes an on-site recycling facility and composting area. We collect food waste from across campus and compost it to create our very own top soil which we use on the university grounds. UWSP students are very environmentally conscious and we are happy to help!

The Recycling Department of Facility Services also has a pick-up program. If you have large items in your office that you wish to get rid of, give us a call. We will pick it up and find a way to recycle it.

www.uwsp.edu/facsv/Pages/Recycling.aspx

We Recycle:

- Aluminum
- Paper
- Cardboard
- Electronics
- Batteries
- Plastics

For a complete list, visit our website!



SURPLUS PROPERTY

Surplus Property has a collection of nice, gently used campus property available for sale to students, faculty and the general public. Our goal is to help UWSP stay environmentally and fiscally responsible.

We sell anything ranging from vacuums, TV's, couches, copy machines and everything in between!

See what we have in our stock by visiting
www.uwsp.edu/surplus

Sales take place Fridays from 1 - 5 p.m.



CONTACT US

Facility Services Office: 715-346-4219

Website: www.uwsp.edu/facsv

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TRANSPORTATION

The Transportation Office provides a variety of Wisconsin state leased vehicles to be rented by students, UWSP organizations, and state employees for their travel needs while on university or state business. This offers individuals or groups low-worry transportation with insurance, gas and maintenance provided. Our great staff and student employees handle all issues and customer inquiries with a smile and with ease.

Transportation has 26 vehicles that are leased from the Department of Administration: Twenty-two are rentals for employees and students to use for university or state business, and four are used by university departments on campus. The university also owns 55 cars, trucks, vans and buses that are used by departments such as Biology, Campus Police, as well as Facility Services, Treehaven, Residential Living, The Centers, Dining Services, Schmeckle Reserve, IT and Parking.

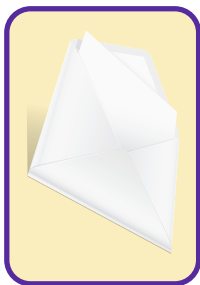
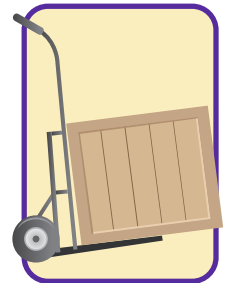
Become an authorized driver and make a reservation at
www.uwsp.edu/facsv/Pages/TransportationServices.aspx



CENTRAL STORES

Central Stores houses all of the office supplies and maintenance repair products for faculty and staff of UWSP. Central Stores also redelivers parcels for departments across campus originating from UPS, FedEx and Speedee delivery.

www.uwsp.edu/facsv/Pages/Central-Stores.aspx



MAIL SERVICES

Mail Services delivers all of the mail on campus from both outside sources and inter-campus mail as well as bulk mailings that includes large jobs such as flyers for special events. Please feel free to call us for any needed information regarding mailing or shipping parcels.

Interdepartmental delivery of packages and mail is also the responsibility of Mail Services.

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Website: www.uwsp.edu/facsv

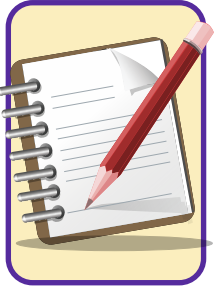
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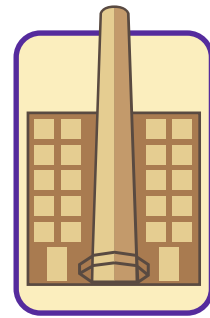
PURCHASING

The Facility Services Purchasing Department is available for any of your purchasing needs. We will be happy to contact our many state-contracted suppliers for any of the items you request. We then purchase the items at the best possible cost.

Please contact us by calling 715-346-2291.

HEATING PLANT

The Heating Plant uses natural gas, coal and fuel oil to produce steam. The steam is used for heating buildings across campus, domestic water, humidification, food preparation, laboratory applications and also supplies steam for Ministry - St. Michael's Hospital adjacent to the UWSP campus.



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