

Facilities Management

General Information

Facilities Management is responsible for the basic operation and continuous maintenance of the physical facilities of Arkansas State University. On the campus, our responsibilities include assisting in the planning for new facilities, construction process of new facilities, building operations, and landscape maintenance.

To ensure that projects can be expeditiously completed, our department is represented on all building program committees and other bodies, which assess, assign, or plan alterations or additions to existing structures and buildings.

Hours: 7-5 Monday – Friday. Closed on Saturday and Sunday.

Facilities Management Front Office

Phone: 870-972-2066

Postal Address:

(USPS Deliveries Only)

PO Box 250

State University, AR 72467

Shipping Address:

(Non USPS Deliveries)

2713 Pawnee Building A

Jonesboro, AR 72401

- [FACILITIES MANAGEMENT CONTACTS](#)
- [FAQs](#)
- [FORMS](#)
- [Physical Addresses for 911 Emergencies](#)
- [BUILDING LIAISONS](#)
- [Quick Links](#)

FACILITIES MANAGEMENT CONTACTS

Facilities Management Front Office

Phone: 870-972-2066

Rental Cars

rentalcars@astate.edu

870-680-4733

Work Order Center

870-972-2067

Vehicle Maintenance

Chris Qualls

870-680-4735

Director of Landscape, Motor Pool & Support Services

870-520-0225

FAQs

FREQUENTLY ASKED QUESTIONS

GENERAL

FACILITIES MANAGEMENT QUICK FACTS

Total Campus Buildings/Facilities - 174

Total Interior Building Square Feet - TBD

Total Gross Building Square Feet - 4,372,901.80

Number of Acres - 1,066

Who do I call if I have a problem?

If you have a problem in your area, please call your [Building Liaison](#). Building Liaisons will relay all problems in their building to the FM Work Order Center.

Services not provided by Facilities Management

- For problems with your A-State computer please call IT Services Help Desk at 972-3933.
- To set up a FedEx account, please call Procurement Services at 972-2028.

Do I need an requisition?

For general maintenance, other than auxiliaries, costs are covered by FM. A requisition is needed when billing is required for all other work.

General Maintenance: Power Failure, Roof Leaks, Elevator Issues, Temperature Control, Spills

Requires requisition: Signage, Lock & Key, Ordering Paper, Enhancements, remodeling or other improvements to campus spaces

[Click Here](#) for more information on the requisition process.

CENTRAL RECEIVING

What is the physical shipping address to the university?

FedEx, UPS and DHL: 2713 Pawnee Street, State University, AR 72467

USPS: P.O. Box 250, State University, AR 72467

What are the restrictions on packages sent to 2713 Pawnee Street?

Students are prohibited from shipping packages to the university. Personal packages cannot be sent to the university.

What is the procedure for shipping packages?

1. Label packages with RMA number AND shipping label
2. Call Central Receiving at 972-3254 to schedule pick-up

Can FM store freight?

Central receiving cannot store freight in the warehouse.

What information do I need to track a package?

Provide tracking number and vendor name (cannot be tracked by vendor PO number)

DIGS AND TEMPORARY SIGNAGE

What type of signs can I order from A-State?

The FM Sign Shop provides all interior way-finding signage including room number and directional signs. Additional signs include but are not limited to name tags, desk plates, award plaques and banners. Call 680-4720 for a full scope of Sign Shop capabilities.

Where can I place art projects or temporary signage?

Call Student Development & Leadership at 972-2055 for a map with locations approved for SGA campaign signs. Placing temporary signage or art projects on campus will require approval from the Building and Grounds Committee.

What do I need to do if my campus activity requires digging of any kind?

Refer to ASU Policy 04-02 and ASU Student Handbook for the campus signage policy. Contact Arkansas One-Call, dial 800-482-8998 or 811 from any phone (allow two business days for utilities to be located and marked)

TEMPERATURE CONTROL

What is the space temperature setting for A-State buildings?

According to ASU Policy 04-25, the allowable range for each campus building is 68 to 78 degrees Fahrenheit with efforts to maintain a 72 to 76 degree range.

Can I use a space heater?

According to ASU Policy 04-25, space heaters and other portable heating devices are permitted only under special circumstances by approval of the Assistant Vice Chancellor for Facilities Management.

REMODELING & FLOOR PLANS

How can I get a floor plan or other space data for a building?

Contact Space Management Coordinator at 680-4759. (Restrictions may apply depending on security protocols)

Who can help with classroom remodeling plans and furniture selection?

Contact the University Planner at 680-4726 for code compliant interior design remodeling for classrooms.

PRICING

How much do new keys or locks cost?

Price varies depending on manufacturer. Please contact Campus Key Administrator at 680-4700

What is the hourly cost of labor?

Per person per hr: Skilled Trades \$27.56; Move and Landscape \$18.40; Custodial \$16.77; Business \$24.78

What is the cost of copy paper?

Cost varies due to market pricing. Contact Warehouse Supervisor at 680-4768 or Inventory Control Clerk at 680-4690.

What is the process for determining the cost for a project?

FM personnel provide an Opinion of Probable Cost (OPC). The process is outlined below:

1. Submit a request via [Famis Self-Service](#), [email](#) or call the Work Order Center at 972-2067
2. Explain in detail scope of work, include FOAP data (no charge for OPC)

FORMS

This where all Facilities Management Forms will be located. Click each form to download.

- [Facilities Management Project Request Form](#)
- [Sign Shop Request Form](#)
- [FM Key Return Form](#)
- [FM Key Request Form](#)

Physical Addresses for 911 Emergencies

The Addresses below are to be used for 911 Emergencies and for campus based services only.

ABI (Arkansas Biosciences Institute)	504 University Loop West
Administration Annex	2009 Aggie Rd
Administration Building	2105 Aggie Rd
Agriculture Building	422 University Loop West
Alpha Gamma Delta Sorority	2502 Aggie Rd
Alpha Omicron Pi Sorority	2504 Aggie Rd
Arkansas Hall	2509 Aggie Rd
Band Practice Field	2800 Pawnee St
Baptist Collegiate Ministries	115 N Caraway Rd
Baseball Complex	208 Olympic Dr
Baseball Indoor Practice Facility(Under Construction)	110 Olympic Dr
Bradbury Art Museum	201 Olympic Dr
Catholic Newman Center	2800 E Johnson Ave
Centennial Bank Athletics Operation Center	2740 A St
Centennial Bank Stadium	2720 A St
Center for Economic Development	5501 Kreuger Dr
Central Plant	2416 Quapaw Trail
Chancellor's House	1503 East Nettleton Ave
Chi Omega Sorority	2508 Aggie Rd
Child Development & Research Center	504 Robinson St
Childhood Services	615 University Loop West
The Circle Bldg 1(Richmond Hall)	1809 Aggie Rd Bldg #1
The Circle Bldg 2(Smith Hall)	1809 Aggie Rd Bldg #2
The Circle Bldg 3(Strickland Hall)	1809 Aggie Rd Bldg #3

The Circle Bldg 4(Gaines Hall)	1809 Aggie Rd Bldg #4
College of Veterinary Medicine	2517 Cherokee St
College of Veterinary Medicine Equine Lab	3615 Hereford Bldg 2 A
College of Veterinary Medicine Bovine Lab	3615 Hereford Bldg 2 B
Collegiate Park Apts Bldg 1	120 Dean St Bldg #1
Collegiate Park Apts Bldg 2	121 N Caraway Rd Bldg #2
Collegiate Park Apts Bldg 3	121 N Caraway Rd Bldg #3
Collegiate Park Apts Bldg 4	121 N Caraway Rd Bldg #4
Collegiate Park Apts Bldg 5	121 N Caraway Rd Bldg #5
Collegiate Park Apts Bldg 6	120 Dean St Bldg #6
Collegiate Park Apts Clubhouse	120 Dean St
Computer Science & Math	2405 Quapaw Trail
Cooper Alumni Center	2600 Alumni Blvd
CREST(Under Construction)	201 Longhorn
Curt Huckaby Field(Rugby)	501 Red Wolf Trail
Delta Ctr for Economic Development (Main campus)	318 University Loop West
Delta Zeta Sorority	2510 Aggie Rd
Den Zone	2605 A St
Donald W Reynolds Center for Health Sciences	2501 Danner Ave
Education & Communications Building	330 University Loop West
Education & Leadership Studies	2108 Aggie Rd
Ellis House	2004 E Nettleton Ave
Embassy Suites	223 Red Wolf Blvd
Environmental Research, Safety & Training	501 Iroquois St
Equine Center and Garry Meadows Arena	3207 E Johnson Ave
Eugene W Smith Hall	106 N Caraway Rd
Facilities Management	2713 Pawnee Bldg A
Farm Animal Science Complex	3615 Hereford
Farm Horticulture Greenhouse	3300 Hereford Dr
Farm Petting Zoo	203 Longhorn Dr
Farm Plant Science Complex	3231 Hereford Dr
Farm Sheep Unit	3507 Hereford Dr

Farm Shop	207 Longhorn Dr
Farm Animal Show Barn	3615 Hereford Bldg 1
Farm Swine Barns	3303 Hereford Dr
Farm Well	211 Longhorn Dr
Farmers Market	3350 Aggie Rd
Fine Arts Center	2412 Quapaw Way
First National Bank Arena	217 Olympic Dr
Football Academic Success Ctr	2800 Alumni Blvd Suite B
Football Admin & Fieldhouse(Administrative Offices)	2800 Alumni Blvd Suite A
Football Equipment Office	2800 Alumni Blvd Suite C
Football Stadium (Centennial Bank Stadium)	2720 A St
Football Operations (Centennial Bank Athletics Operation Center)	2740 A St
Fowler Center	201 Olympic Dr
The Garage	611 University Loop West
Health Center - Urgent Care	333 Red Wolf Blvd-A
Health Center - Sports Medicine	333 Red Wolf Blvd-C
Health Center - Student Health Ctr	333 Red Wolf Blvd-B
The Honors College (Library)	322 University Loop West
HPESS (PE Complex)	316 University Loop West
Embassy Suite	223 Red Wolf Blvd
Humanities & Social Sciences Bldg	2401 Aggie Rd
Information & Technology Services	2713 Pawnee St Bldg C
International Programs	102 N Caraway Rd
Intramural Fields	401 Red Wolf Trail
Judd Hill Center	2626 Alumni Blvd
Judd Hill Farmers' Market	3350 Aggie Rd
Kappa Alpha Fraternity	1006 University Loop East
Kays Foundation	1212 University Loop East
Kays Hall	125 Dean St
Kays House	2506 Aggie Road
Lab Sciences(East & West)	2407 Quapaw Way
Lambda Chi Alpha Fraternity	910 University Loop East

Learning Commons(Library)	322 University Loop West
Library (Dean B Ellis)	322 University Loop West
Living-Learning Community Bldg 1(Honors)	2515 Danner Ave Building 1
Living-Learning Community Bldg 2(Honors)	2515 Danner Ave Building 2
Living-Learning Community Bldg 3	2515 Danner Ave Building 3
Living-Learning Community Bldg 4(Honors)	2515 Danner Ave Building 4
Living-Learning Community ROTC/STEM Bldg 5	2515 Danner Ave Building 5
Living-Learning Community Griffin Bldg 6	2515 Danner Ave Building 6
Living-Learning Community Honors Classrooms	2515 Honors Ave
Luter Family Academic Success Center	2800 Alumni Blvd Suite B
Military Science, ROTC	1915 Aggie Rd
Museum	320 University Loop West
Neil Griffin College of Business	2007 Aggie Rd
Northpark Plaza	2301 E Johnson Ave
Northpark Quads Bldg 1	1115 University Loop East Bldg #1
Northpark Quads Bldg 2	1115 University Loop East Bldg #2
Northpark Quads Bldg 3	1115 University Loop East Bldg #3
Northpark Quads Bldg 4	1115 University Loop East Bldg #4
Northpark Quads Bldg 5	1115 University Loop East Bldg #5
Northpark Quads Commons Bldg	1115 University Loop East
Nursing & Health Professions	104 N Caraway Rd
NYIT(Wilson Hall)	2205 Aggie Way
NYITCOM at Arkansas State Medical Clinic	333 Red Wolf Blvd
Pack Place Bldg 1	801 University Loop East Bldg 1
Pack Place Bldg 2	801 University Loop East Bldg 2
Pack Place/The Village Housing Office	2612 Pawnee St (Village Apt Cypress)
Parking Deck	111 N Caraway Rd
Parking Services	118 Dean St
Pavilion	2605 A St
Phi Delta Theta Fraternity	1007 University Loop East
Pi Kappa Alpha	1002 University Loop East
Post Office	105 N Caraway

Procurement Services	2713 Pawnee St Bldg B
Radio TV Towers	548 CR 730
Red WOLF Center	2505 Aggie Rd
Red Wolf Convention Center	223 Red Wolf Blvd
Red Wolf Den Bldg 1	1203 University Loop East Bldg #1
Red Wolf Den Bldg 2	1203 University Loop East Bldg #2
Red Wolf Den Bldg 3	1203 University Loop East Bldg #3
Red Wolf Den Commons Bldg	1203 University Loop East
Reng Student Union	101 N Caraway Rd
Restore(Northpark Plaza)	2301 E Johnson Ave
Reynolds Center for Health Sciences	2501 Danner Ave
Sigma Chi Fraternity	904 University Loop East
Slayton Family Field/Tomlinson Stadium(Baseball)	208 Olympic Dr
Soccer Field	315 Red Wolf Trail
Soccer & Tennis Facility	309 Red Wolf Trail
Speech & Hearing Center	2501 Danner Ave
St. Bernards Urgent Care & First Care- Red Wolf	333 Red Wolf Blvd-A
Student Activity Center	2802 A St
Student Union	101 N Caraway Rd
Tennis Courts	305 Red Wolf Trail
Tomlinson Stadium/Slayton Family Field(Baseball)	208 Olympic Dr
Track and Field Complex	315 Red Wolf Trail
Unity Park	2402 Aggie Rd
University Hall	113 Dean St
University Police	503 Robinson St
Village Apartments Alpine	2801 Quapaw St
Village Apartments Aspen	2624 Pawnee St
Village Apartments Balsa	2618 Pawnee St
Village Apartments Birch	2807 Quapaw St
Village Apartments Cedar	2813 Quapaw St
Village Apartments Cypress	2612 Pawnee St
Village Apartments Dogwood	2606 Pawnee St

Village Apartments Douglas Fir	2819 Quapaw St
Village Apartments Elm	2605 Cherokee St
Village Apartments Franklin	2604 Cherokee St
Village Apartments Ginkgo	2611 Cherokee St
Village Apartments Hickory	2610 Cherokee St
Village Apartments Ironwood	2617 Cherokee St
Village Apartments Juniper	2616 Cherokee St
Village Apartments Katsura	2623 Cherokee St
Village Apartments Linden	2622 Cherokee St
Village Apartments Magnolia	2629 Cherokee St
Village Apartments Ninebark	2628 Cherokee St
Village Apartments Oak	2825 Quapaw St
Village Apartments Pine	2730 Iroquois St
Village Apartments Quince	2723 Iroquois St
Village Apartments Raintree	2724 Iroquois St
Village Apartments Spruce	2717 Iroquois St
Village Apartments Tinne	2718 Iroquois St
Village Apartments Umbrella	2712 Iroquois St
Village Apartments Virginia	2711 Iroquois St
Village Apartments Willow	2706 Iroquois St
Village Apartments Yellowwood	2705 Iroquois St
Village Apartments Zelcova	2700 Iroquois St
Volunteer A-State Center	2907 E Johnson Ave
Welcome Center	2400 Aggie Rd
Wilson Counseling Center	107 N Caraway Rd
Wilson Hall	2205 Aggie Way
Windgate Art and Innovation Center	2413 Quapaw Way
Windgate Center for Three-Dimensional Arts	105 Driver St
WolfLIFE Campus Ministries	2304 Shelton St
Zeta Tau Alpha Sorority	2410 Aggie Rd

BUILDING LIAISONS

If you have a problem in your area, please call your Building Liaison. They will relay all problems in their building to the FM Work Order Center.

Name & Email	Room	Phone
Administration Building		
Morgan Adams (Marketing & Communication)	103	972-3719
Patsy Bishop (HR)	116	972-3454
Agriculture Building		
Cheryl Wright	218	972-2085
Arkansas Biosciences Institute		
Prathima Pattada	101	680-4292
Kim Lee	317	680-4345
Baseball Facility		
Harley Singletary		972-3876
Centennial Bank Athletics Operations Center		
Harley Singletary		972-3876
Center for Economic Development (off campus)		
Andrea Allen	247	972-3000
Childhood Development & Research		
Jennifer Keys	101	972-3900
Childhood Services		

Jo Ann Nalley		972-3055
Computer Science & Math		
Madelyn Creamer	104	680-8455
Cooper Alumni Center		
Carissa Griffin	115	972-2586
Dean B. Ellis Library		
Ian Buchanan (Advising)	117	972-3001
Melissa Jackson (Advising)	117	972-3001
Andrea Massie	316	972-3099
Delta Center for Economic Development (on campus)		
Andrea Allen	247	972-3000
Maria Bedwell	247	972-3000
Donald W. Reynolds Center		
Jody Butler	147	972-3306
Allie Tabor	211	972-3106
Education & Communications		
Kassie Davis	329	972-3057
Glenda Kilgore	331	972-3091
Education & Leadership Studies		
Danita Martin	204	972-3062
Eugene W. Smith Hall		

Marlowe Thurman	327	972-3984
Facilities Management		
Sandy Hermann	100	972-2066
Farm Property		
Corey Readnour	A-State Farm	972-3813
Fine Arts		
Laura Hennings (Art + Design)	103	972-3050
Alandria Maddox (Music)	203	972-2094
First National Bank Arena		
Greg Testa	171	972-3876
Football Administration(South Endzone)		
Harley Singletary		972-2957
Fowler Center for Performing Arts		
Brandie Tibbs	158	972-2037
HPESS		
Larry Vinson	137	680-8174
Humanities & Social Sciences		
Ashley Selig	1002	972-3973
Jaden Martin	1002	972-3973
Information & Technology Services		

Charlotte Booker	104	680-4237
Leigh Anne Hall	104	680-4237
International Programs		
Taron Robinson	S311	680-8456
Judd Hill Center		
Melissa Livingston	116	972-3362 530-7246(Mobile)
Lab Sciences West		
Jessica Delashmit	LSW 552	972-3134
Lab Sciences East		
Amanda Jenkins	LSE 200	680-8569
Lieutenant Colonel Frederick C. Turner Jr. Military Science Building(ROTC)		
Brian Nelson	128B	972-2115
Luter Family Academic Success Center		
Harley Singletary		972-3876
Museum		
Valerie Ponder	264	972-2074
Neil Griffin College of Business Building		
E. Royce Abwshier	101	972-3988
Nursing & Health Professions		
April Curtis	202B	972-3112
Brenda Goodwin	203	972-3074

NYIT		
Jackie Dotson	3122	680-8811
Carlos Larry	437 Suite	680-8815
Red WOLF Center		
Raven Person	104	972-3800
Residence Life (Student Residence Halls/Apartments)		
Kylee Overturf		972-2042
Jenny Keller		972-2042
Natalie Eskew		972-2042
Soccer/Tennis Facility		
Harley Singletary		972-3876
Student Activity Center		
Harley Singletary		972-3876
Student Health Services		
Ashlynn Hopkins		680-4020
Student Union		
Scott Johnson	2067	972-2055
Student Union Dining Services		
Kimberly Rainey	1025A	680-4105
Track & Field		
Harley Singletary		972-3876
University Police		

Randy Martin	103A	972-2093
Billy Branch	103A	972-2705
Windgate Center for Three-Dimensional Arts		
Laura Hennings	Fine Arts 103	972-2782

Quick Links

This is a list of links that are commonly used.

- [Famis Self Service](#)
- [Facilities Management Document Repository](#)
- [Contractor Trenching & Excavation Permit Request](#)
- [Master Plan 2024 Update](#)
- [Vendor/Contractor Card Access Request](#)