

FM Departments

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.

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BUILDING MAINTENANCE

Repair Services

Repair Services is responsible for the maintenance of building systems. Maintenance services include carpentry, plumbing, painting, welding, roofing, locksmith, electrical, construction, masonry, and flooring. Emergencies regarding the services listed above are handled by the Maintenance Services First Response Crew. If a maintenance emergency should occur, contact the FM Work Order Center at 870-972-2067 and provide a detailed request.

[Duty Program Information](#)

BUSINESS SERVICES

Business Management Services provides management support systems for the Facilities Management departments directly responsible for facilities, grounds, and utilities services to the Arkansas State University community.

Responsibilities of the department include work control center, cost accounting and customer billing, procurement of materials and warehousing, central receiving, budgeting and financial analysis, information systems and computer maintenance, utility tracking and billing, personnel travel arrangements, account billing processing, payroll document/leave record keeping, key and uniform administration.

Custodial Services

Custodial services include thorough cleaning for high traffic areas such as suite lobbies, restrooms and building circulation areas. Offices and classrooms are scheduled for thorough cleaning once a week. General trash pick-up and spot cleaning is performed for all building interiors daily.

Energy Management

Energy Management provides service for indoor climate controls, sustainability efforts and energy management. Customers can report hot or cold building or room temperatures to the Work Order Center at 870-972-2067 or through their [Building Liaison](#).

Landscape Services

Landscape Services consists of seven divisions working simultaneously to achieve an exterior environment that is aesthetically pleasing and safe for students, staff, faculty and guests to all of ASU properties. The hours of operation are Monday - Friday, 7 am to 4 pm. Landscape Services also provides power washing, erosion control fencing, graffiti removal, parking lot upkeep and snow/ice removal during inclement weather.

Other divisions of landscape services include: Pest Control, Irrigation Control, Turf Maintenance, Clean Sweep Crew, Mowing, Athletic, and Ornamental Trees/Shrubs.

PLANNING, DESIGN & CONSTRUCTION

Planning and Design

Planning and Design Services provides interior and landscape design, space planning and square footage reports, building floor plans, maps, and utility locates to the university community. The University Planner is responsible for the university's facilities master planning, preparation of architectural and landscape architectural guidelines and standards, architectural and landscape architectural design review.

Digs and excavations require services of the campus Utilities Locator, contacted through the Arkansas One-Call network at 811 or 1-800-482-8998.

Customers can also request access to online floor plan drawings, construction documents and square footage reports through the Space Manager.

Construction Services

Construction Services provides a full range of planning, project development and construction services offered through the University Planner/Landscape Architect and Construction Management Services. All renovations, modifications or work done to university buildings and grounds must be performed by or in cooperation with Facilities Management in advance.

Projects include roofing repairs or replacement, correction of structural defects, replacement or repair of installed utilities and distribution systems, and other high cost items that cannot be funded in the operating budget. A preventive maintenance program inspects facility equipment and systems and schedules routine service. Periodic tests of elevators, fire protection systems, boilers, and pressure vessels are performed in accordance with applicable codes and regulations.

Recycling

CONTACT RECYCLING

Tammy Webb Phone: 870-680-4753

FM's Recycling Program provides collection services and secondary sorting of campus recyclables in partnership with FM Custodial Services and operates solely for the purpose of on campus affiliated individuals and departments.. Collection containers such as desk top boxes and blue bins in hallways are provided throughout buildings on campus based on types of material collected.

Centralized areas are serviced on a weekly route. If services are needed outside of schedule please contact your [Building Liaison](#) to submit a request to the Work Order Center.

For materials to be turned in at the FM Recycling Center, come through the back gate behind the west parking lot at the Facilities Management building. Once inside, access to the recycling dock will be to the left. Hours for the Recycling Center are Monday through Friday, 7 am – 3 pm.

Please do not put trash in recycling containers as this contaminates all materials in the bin.

Documents needing to be shredded should be in boxes, taped shut and kept in a secure location until we can pick them up. Please make sure to legibly label outside the boxes as Shred Only. We need to know how many boxes you have. If you have more than 5 or 6 boxes you may need to outsource your project to an authorized shredding company (we cannot handle a large volume at one time). Procurement services has a list of authorized shredding companies.

ITEMS WE ACCEPT

All Metals

Auto Batteries

Batteries (rechargeable < 12 lbs.)

Books

Cell Phones

Corrugated Cardboard

Fluorescent Tubes

Ink & Toner

Magazines

Motors

Newspapers

Printer Scrap

White Goods (appliances, furniture, etc.)

Clear Glass Containers & Steel Cans

RECYCLING BINS

Look for our recycling bins around campus.