



Facilities Department Profile

What We Do: The Facilities Department is responsible for all maintenance, housekeeping services, facilities scheduling, and grounds-keeping. The office oversees all major construction, renovation projects, and planned improvements for John Carroll University. In addition the Facilities staff supports a number of student and academic functions across campus throughout the year.

Mission Statement: Inspired by the Jesuit Spirit, the Facilities Department supports the needs of the students and University community. We strive to provide a clean, safe environment for learning, living, and personal development, while preserving the beauty and history of the campus.

Contact Information: Department Office Contact No.: **216-397-4314**
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Visit our new web-page at: <http://www.jcu.edu/facilities>

Over 25 staff and administrators in the Facilities Department are available to serve your needs and the University community.

Main Office Location: Room 07 on the Ground Level of the Recreation Complex (RecPlex) just beyond the stairway from the Lombardo Student Center Atrium.

Office Hours: 8:30 a.m. to 5:00 p.m. Monday through Friday.

Emergency Contact: Emergencies during off-hours relating to Maintenance and Grounds issues are best dealt with by calling Campus Safety Services at 216-397-1234 (on campus **x 1234**); their department will communicate to the appropriate Facilities Department Foreman on-call.

Campus Make-Up: 60-Acres, over 1.5 million gross square feet in buildings, 8 Residence Halls, 6 academic buildings, 22 buildings in total on the main campus.

Work Order System: The University uses a web database work order system called **Schooldude**.
http://www.myschoolbuilding.com/myschoolbuilding/msbdefault_email.asp?frompage=myrequest.asp
Issues requiring the attention by Maintenance or Housekeeping staff **should be reported directly by any student resident of the Residence Halls**. Non-Residence Hall issues are entered into the system by staff, administrators, faculty, and/or students via the web-connection. For situations deemed an emergency be sure to place a check in the box on the Schooldude page for EMERGENCY. For immediate emergency situations, such as running, leaking water or other safety related situations you should call the Facilities Office, as well as place an electronic W.O. Work Orders can be entered into the Schooldude system 24/7 and are responded to on a priority sorted basis. Using Schooldude is by far the most expeditious way to notify our staff of W.O. issues. The internal **password** required to complete a W.O. changes periodically and will be set to **JCU12** on August 5, 2011 for the 2011-12 year.

