
Facilities Management and Campus Planning May Newsletter

1 message

Facilities Management and Campus Planning

Fri, May 12, 2023 at 9:37 AM

CONNECTICUT COLLEGE

Office of Finance and Administration



Campus Planning

Dear members of the Connecticut College community,

As the semester comes to an end and we begin to look towards the summer, we want to focus this newsletter on the functions of facilities management and campus planning. To better serve the community and assist in supplementing customer service, we have outlined the services and functions of these two departments and included links to further explain the processes by each department. Our hope is to assist in streamlining work requests and project requests.

Facilities Management Requests

Facilities Management is responsible for the repair and maintenance of the campus buildings and grounds. The department consists of nine main areas of service: administration; building trades; mechanical trades; custodial services; engineering/utility systems; environmental health and safety; landscaping maintenance; material control; and planning, design and construction.

Further information regarding the specific services provided within these departments can be found on the web under [Facilities Management](#).

Campus Planning Requests

Requests that exceed the scope of facilities operations, such as changes or add-ons are considered a project request and are received by the campus planning team. Unlike regular maintenance, these types of requests will typically be funded through a department, division or program and involve more complex planning and coordination.

For further information regarding project planning, visit the web under [Project Planning](#).

Request Processes

Submitting a maintenance/repair request for Facilities Management

- Members of the College community should submit a request for non-emergency services such as repairs through the online Facilities Service Request form found in CamelWeb under [Getting Things Fixed](#).
- Please allow 30 days for a non-emergency work order to be completed.
- If any follow up is required on a work request, contact the customer service center. Please have the work order number available for

reference.

- workreq@conncoll.edu
- (860) 439-2253

Submitting a project request for campus planning

- Members of the College community should submit project requests through the online Facilities Project Request form found in CamelWeb under [Getting Things Fixed](#).
- Please allow 30 days for a project request to be reviewed by the facilities management and campus planning team. For requests that may impact the campus community, the committee will bring the request to the Facilities and Land Management Committee for review and final approval. After the project has been approved the requestor will be contacted to initiate the project.
- If any follow up is required on a request please contact campus planning.
 - facilitiesprojects@conncoll.edu

Emergency Repairs

During normal business hours (M-F 7:30 am to 3:00 pm) Call ext. 2253

After hours, weekends and holidays call Campus Safety at ext. 2222

Emergency repairs that require immediate attention (examples):

- loss of power or water
- water leaking into or from the ceiling, walls, toilets, bathroom or kitchen pipes, tubs, showers, etc.
- sewage back up (more than a clog)
- broken elevators
- broken doors/windows that affect the safety or security of your person or housing unit
- smell of gas
- audible or visual alarm

We hope these processes outlined have been helpful in providing some clarity and we wish you a wonderful summer!

Justin Wolfradt, Interim Vice President for Administration/Executive Director,

Facilities Management and Campus Planning
Kayla Moreno, Associate Director, Projects and Planning

Please check our [website](#) for all the latest news.

Finance and Administration

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