


 <p>FACILITIES MANAGEMENT Grounds Maintenance Tom Everett Grounds Manager tom.everett@hes.com</p>	 <p>TDIndustries Facilities Maintenance Kenny Durrett Director, Facilities Operations Kenny.durrett@tdindustries.com</p>	 <p>Facility Services, Inc. Custodial Main Campus Paul Riojas Director of Operations paulriojas@ahifs.com</p>
<p style="text-align: center;">Daily</p> <ul style="list-style-type: none"> Empty all Exterior Trash & Recycling Receptacles <p style="text-align: center;">Weekly</p> <ul style="list-style-type: none"> Mow Irrigated Turfgrass During Growing Season Maintain Flowerbeds Free of Weeds Inspect Waco Creek & Clean Out Debris Inspect/Repair All Areas for Signs/Symptoms of Irrigation Concerns <p style="text-align: center;">Annually</p> <ul style="list-style-type: none"> Maintain 3-4" Mulch in Flowerbeds Pressure Washing Sidewalks Change Color Plantings in Key Area Flowerbeds Apply Pre-Emergent Weed Control Aerate Irrigated Turfgrass Locations 	<p style="text-align: center;">Heating and Air Conditioning</p> <ul style="list-style-type: none"> Temperature Concerns Ventilation Concerns Kitchenette Equipment <p style="text-align: center;">Electrical</p> <ul style="list-style-type: none"> Lighting & Outlets Power Outages <p style="text-align: center;">Plumbing</p> <ul style="list-style-type: none"> Restroom Fixtures Water and Drain Lines Drinking Fountains Eyewash Stations <p style="text-align: center;">Carpentry</p> <ul style="list-style-type: none"> Ceiling Tiles & Flooring Doors and Hardware Wall Hangings Minor Office Furniture repair <p style="text-align: center;">Painting</p> <ul style="list-style-type: none"> Interior Touch-up Painting <p style="text-align: center;">General Maintenance</p> <ul style="list-style-type: none"> Keyed Locks Building Power Washing Repair Roof Leaks Campus Water Features Window, Blinds & Shades <p style="text-align: center;">Fire Alarms</p> <ul style="list-style-type: none"> Suppression System Fire Extinguishers & Alarms <p style="text-align: center;">Elevators</p> <ul style="list-style-type: none"> Repairs & Annual Inspections 	<p style="text-align: center;">Daily</p> <ul style="list-style-type: none"> Empty Trash/Recycling Bins Spot Mop & Vacuum Walk-off Mats & Recessed Flooring Restroom Cleaning Replenish Soap & Paper Supplies Clean Chalk/White Boards Straighten Furniture Clean Exterior Entrances Remove Litter & Debris Clean Kitchenettes <p style="text-align: center;">Weekly</p> <ul style="list-style-type: none"> Wet mop Floors Vacuum Floors Spot Clean Carpets Dust/Clean Vents & Diffusers up to 12' in Height Dust/Clean Blinds Clean Interior Windows & Glass Clean Buildings Entryway Glass Clean Baseboards Spot Clean First Floor Exterior Windows Spot Clean & Wet Wipe all Flat Surfaces Damp Wipe Furniture <p style="text-align: center;">Monthly</p> <ul style="list-style-type: none"> Buff hard Floors <p style="text-align: center;">Quarterly</p> <ul style="list-style-type: none"> Spot Clean Upholstered Furniture <p style="text-align: center;">Annually</p> <ul style="list-style-type: none"> Strip & Refinish Floors Shampoo Carpets Clean Exterior Window Clean Light Fixtures
 <p>Custodial for ATH & Off-Campus Buildings Scott Patterson President scott@janitorialservice.com</p> <ul style="list-style-type: none"> Custodial for all Athletic Facilities, Clifton Robinson Tower, & 801,811,821 Washington Ave Same frequencies as AHI on Main Campus 		

Ways to Submit a Service Request:

Text- 254.401.1100 **Email-** SRC@baylor.edu **Call-** 254.710.1361

Online- <https://facilitiesmanagement.web.baylor.edu/> (Click "Work Order" Tab)

Baylor Facilities Services Team Chad Crocker – Assistant Vice President	
Facilities Maintenance Chip Maurer - Director of Mechanical Engineering Systems	Custodial Andrew Yanez - Custodial & Refuse Manager
Dennis Ferguson - Electrical Engineering Systems Manager	Grounds Jeff Floyd – Grounds Maintenance & Horticulture Manager
Christopher Humphries - Campus Facilities Operations Manager (MEP)	Facilities Services Michael Marascia - Fire Protection, Prevention and Services Manager
Josh Reil - Building Automation Systems Manager	Jim Huggins - Asbestos Coordinator
John Hynes - Campus Facilities Operations Manager (Facilities Maintenance)	Facility Management Office 254-710-8400
Kevin Vranich - Campus Facilities Operations Manager (Facilities Maintenance)	Facilities Management Website https://facilitiesmanagement.web.baylor.edu/

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