# Facilities Management Services

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact Person</th>
<th>Email Address</th>
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<tbody>
<tr>
<td><strong>Grounds Maintenance</strong></td>
<td>Tom Everett</td>
<td><a href="mailto:tom.everett@hes.com">tom.everett@hes.com</a></td>
</tr>
<tr>
<td><strong>Facilities Maintenance</strong></td>
<td>Kenny Durrett</td>
<td><a href="mailto:kenny.durrett@tdindustries.com">kenny.durrett@tdindustries.com</a></td>
</tr>
<tr>
<td><strong>Custodial Main Campus</strong></td>
<td>Paul Riojas</td>
<td><a href="mailto:paulriojas@ahifs.com">paulriojas@ahifs.com</a></td>
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## Daily Services
- Empty all Exterior Trash & Recycling Receptacles
- 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

## Weekly Services
- 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

## Annually Services
- Temperature Concerns
- Ventilation Concerns
- Kitchenette Equipment
- Lighting & Outlets
- Power Outages
- Restroom Fixtures
- Water and Drain Lines
- Drinking Fountains
- Eyewash Stations
- Ceiling Tiles & Flooring
- Doors and Hardware
- Wall Hangings
- Minor Office Furniture repair
- Interior Touch-up Painting
- Keyed Locks
- Building Power Washing
- Repair Roof Leaks
- Campus Water Features
- Window, Blinds & Shades
- Suppression System
- Fire Extinguishers & Alarms
- Repairs & Annual Inspections

## General Maintenance
- Buff hard Floors
- Spot Clean Upholstered Furniture
- Strip & Refinish Floors
- Shampoo Carpets
- Clean Exterior Window
- Clean Light Fixtures

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**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)

*As of 4/25/2024*
## Baylor Facilities Services Team
**Chad Crocker – Assistant Vice President**

<table>
<thead>
<tr>
<th>Facilities Maintenance</th>
<th>Custodial</th>
<th>Grounds</th>
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<tbody>
<tr>
<td><strong>Chip Maurer</strong> - Director of Mechanical Engineering Systems</td>
<td><strong>Andrew Yanez</strong> - Custodial &amp; Refuse Manager</td>
<td><strong>Jeff Floyd</strong> – Grounds Maintenance &amp; Horticulture Manager</td>
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<td><strong>Dennis Ferguson</strong> - Electrical Engineering Systems Manager</td>
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<tr>
<td><strong>Christopher Humphries</strong> - Campus Facilities Operations Manager (MEP)</td>
<td><strong>Facilities Services</strong></td>
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<tr>
<td><strong>Josh Reil</strong> - Building Automation Systems Manager</td>
<td><strong>Michael Marascia</strong> - Fire Protection, Prevention and Services Manager</td>
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<tr>
<td><strong>John Hynes</strong> - Campus Facilities Operations Manager (Facilities Maintenance)</td>
<td><strong>Facility Management Office</strong></td>
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<tr>
<td><strong>Kevin Vranich</strong> - Campus Facilities Operations Manager (Facilities Maintenance)</td>
<td><strong>Facilities Management Website</strong></td>
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