Campus Announcement

Facilities Services Staffing Update

Due to Ohio’s Stay at Home Order and to help ensure employee safety, maintenance and cleaning operations on campus will be significantly reduced until further notice. Beginning today at 4:00 pm, our office will be closed, and staff will only be on campus to ensure that facilities are minimally maintained and safe.

Cleaning:

Rest rooms and public areas of buildings will be policed on a weekly basis. Offices and classrooms will not be visited – please take your trash/recycling, especially food stuffs, home or use a public trash container. Supply of individual pump sanitizer is limited, please wash your hands using soap and water or the sanitizer stations.

Maintenance:

All buildings will be walked through every Monday and Thursday to identify any unusual conditions. HVAC will remain operational in all buildings, but additional temperature setbacks may be enabled. Critical buildings will remain in normal operation (Ebaugh, Talbot, Olin, Bryant Eisner, Museum, animal holding in Knapp)

Reporting Maintenance, Cleaning or Emergency needs:

Report routine maintenance and cleaning needs:

In general, addressing routine maintenance requests will be delayed unless there is a threat to individuals or the building. The requests will be reviewed daily, Monday through Friday, and addressed as needed

1. Use the Facilities Service Work Order Request form under Campus Resources in My Denison <https://denisonuniversity-isd.webtma.net/>
2. Email requests to Physplant@Denison.edu
3. Call 6264 or 6265 to leave a voice message

Emergency, critical, after hours or weekend work requests:

Call Campus Safety Operator at 0810

Questions can be emailed to:

Cleaning, Grounds or Office Operations: [suppm@denison.edu](mailto:suppm@denison.edu) and/or [chonko@denison.edu](mailto:chonko@denison.edu)

Maintenance/HVAC: [judeb@denison.edu](mailto:judeb@denison.edu) and/or [chonko@denison.edu](mailto:chonko@denison.edu)

Construction: [prestonj@denison.edu](mailto:prestonj@denison.edu) and/or [chonko@denison.edu](mailto:chonko@denison.edu)

General: any of the above