

Facility Services: maintenance, repairs, modifications, remodeling, renovations,

Maintenance and Janitorial Services

- ISU manages the CAES Facility. ISU Maintenance staff will provide routine maintenance and janitorial services.
- Routine custodial hours are from 5:00 a.m. to 1:30 p.m.
- Offices: Custodian empty trash daily and dust/vacuum as needed, but will not clean desktops or computers unless requested (to minimize disturbance of work areas and papers). Custodians are assigned master keys to enter and clean unoccupied locked offices.
- Laboratories: Custodians empty trash daily, clean the laboratory floors, and dust open areas (e.g., tops of file cabinets) as needed, but lab counters or desktops will not be cleaned unless requested. Custodians are required to take laboratory-specific safety training before entering laboratories and are then assigned master keys to enter and clean unoccupied laboratories.
- Common areas: Common areas (e.g., business centers, staff lounge, conference rooms) will be cleaned daily, as needed. Custodians will deep clean common areas as needed or as requested.
- Special maintenance requests that are not urgent (e.g., light burned out, chair needs repair) and are not part of routine maintenance should be submitted via the [ISU Work Order Form](#). Response time for these requests is usually 24 to 48 hours.

Emergency Repairs and Maintenance

- To report building repair emergencies during business hours contact Ray Hart, ISU Idaho Falls Facilities Manager at 282-7968, 589-0342, or 282-7823.
- To report building repair emergencies during non-business hours call the ISU Public Safety Department at 282-2515.

Modifications, remodeling, renovations

- The CAES Director and the ISU Associate Vice President, Facilities Services must approve any additions, modifications or improvements to the CAES building.
- Request for modifications, remodeling, renovations, improvements, additions, changes to the interior or exterior structure or its organization must be submitted in writing to the CAES Director.

Contacts for maintenance or janitorial services

- Ray Hart – 282-7968 (office) – 589-0342 (cell) – ISU Idaho Falls Facilities Manager