

Administrative Services

Keys

- Facilities maintains a database of approximately 5,400 records of key holders for the University campus.
- Facilities Services employs two full-time locksmiths with full locksmith capabilities.

Records

Facilities archives include:

- Linen drawings of Main Hall (dated 1933)
- Original Linfield Hall Blueprints (dated 1907)
- Original Roberts Hall Blueprints (dated 1921)
- Original Romney Gym Blueprints (dated 1921)
- Original Traphagen (Chemical Laboratory) blueprints (dated 1918)

Picture: Library in Main Hall, circa late 1890's

Administrative Services provides administrative support for all areas of Facilities. Services provided include reception desk, campus key distribution, meeting scheduling, travel arrangements, event coordination, mail distribution, new employee orientation, Workers Comp accident reports, historical research, and records management.

Campus Key Distribution

The campus key distribution is handled at the front desk of the Plew Building. In order to receive a University Key, University staff or students must complete a Campus Key Requisition form that can be found online and obtain all required signatures. Contracting entities and visiting faculty are also required to complete this form in order to receive a University key. The original Campus Key Requisition form may be mailed, e-mailed or faxed to Facilities Services for processing. Keys must be returned to Facilities Services when no longer needed.

Records Management

The Records Management area of Administrative Services organizes, maintains, reproduces and disseminates information on:

- architectural drawings,
- “as-built” records,
- operations and maintenance data,
- construction files,
- maps, and
- graphic media

relating to Campus buildings, physical landscape and utilities.

These records serve as a reference for use by campus engineers, repairmen, instructors, consultants, contractors, project managers, architects, planners, consultants and general managers for reference in



the event of building repairs, equipment changes, cost analysis, structural changes, historic preservation and any other requests for information by the University or consultants.