

SETON HALL UNIVERSITY FACULTY SENATE

Meeting of October 17, 2014

1:00 p.m.

Beck Rooms

Walsh Library

9. Committee Motions

a. Academic Facilities Committee

i. **Motion:** The Academic Facilities Committee proposes that the Provost's Office work with Facilities Engineering to develop a building maintenance or repair reporting and feedback system akin to the helpdesk system created by IT servicedesk@shu.edu within the school year of 2014-2015.

*Vote: approved unanimously by voice vote.



FACULTY SENATE

SETON HALL UNIVERSITY

MEMORANDUM

To: Dr. Larry Robinson, Provost and Executive Vice President, Seton Hall University

From: Faculty Senate, Seton Hall University

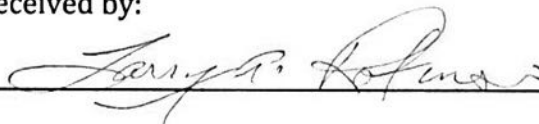
Re: Maintenance & Repairs Reporting System

Date: October 20, 2014

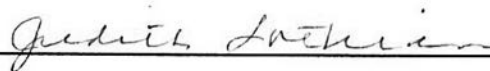
At the October 20 meeting of the Faculty Senate, the Faculty Senate approved the following resolution:

The Academic Facilities Committee proposes that the Provost's Office work with Facilities Engineering to develop a building maintenance or repair reporting and feedback system akin to the helpdesk system created by IT servicedesk@shu.edu within the school year of 2014-2015.

Received by:

 _____ October 20, 2014

Dr. Larry Robinson, Provost and Executive Vice President, Seton Hall University

 _____ October 20, 2014

Dr. Judith Lothian, Chair, Faculty Senate, Seton Hall University

SETON HALL UNIVERSITY.
1 8 5 6

Memorandum

To: Faculty Senate
From: Dr. Larry A. Robinson
Provost and Executive Vice President
Date: November 10, 2014
Re: Maintenance and Repairs Reporting System



The Office of the Provost is in receipt of the resolution regarding the Maintenance and Repairs Reporting System which was passed by the Senate on October 20, 2014. We have discussed the Senate resolution with Facilities as well as the most effective way to handle repairs and maintenance issues. Given the need for consistent reporting, it is advisable to have the building managers' report all repairs since they are routinely available during the work week to provide input. It is recommended that faculty visit the Facilities Engineering website <http://www.shu.edu/offices/facilities-engineering/building-managers.cfm>, to review the list of building managers, and report needed maintenance and repairs directly to them. Signage in buildings will be updated to reflect the names and extensions of the building managers. In addition, any urgent repairs can be reported directly to x9454.