

Physical Plant Services Department

Departmental Objective: To maintain structures, equipment, furnishings and grounds; maintain and service utilities such as water, electricity, and HVAC systems necessary for the care of the facility and provide for the safety and comfort, as well as other needs of the patients/residents and staff.

- All maintenance requests should be called in to Ext. 562 or 221. Requests may be made by e-mail to Don Chisler, Linda Keene or Juanita Rutherford. Requests for emergent work after normal working hours (7:15 AM – 4:00 PM, Monday – Friday) should be reported to the Staff Nursing Coordinator who will investigate problem, and if repairs are required prior to the next working day, request the Power Plant operator on duty notify Physical Plant Services personnel to affect repair action.
- All changes to be made to telephones should be requested by “Telephone Service Work Request Form,” signed by appropriate person(s) and sent to Don Chisler.
- Keys will be issued upon receipt of signed “Key Authorization Form”.
- Parking decals will be issued upon receipt of completed Automobile Registration & Parking Decal form.