

# Facilities & Planning Services (F&PS) - FAQ's

## What does the F&PS department do?

F&PS oversees the Housekeeping and Landscape contractors. We also perform maintenance and repair services in all campus buildings and housing areas, provide key and card swipe access, and sign fabrication. In addition, our department provides Project Management for our construction and renovation projects.

## Are any of the Facilities trucks available for rent or loan?

F&PS trucks are CBU fleet trucks, and can be used by departments for CBU-related needs. Truck reservations can be made by calling the department (x4360) - please reserve vehicles at least 24 hours in advance.

Departments are charged a fee per mile for mileage.



## What is CBU doing in regard to sustainability?

F&PS works alongside our landscape contractors to convert grass to water-wise planting, and change our irrigation spray heads to drip lines. We work with our housekeeping contractor to perform "green" cleaning and proper disposal of recyclable materials. Our waste management contractor has helped us improve our signage at all trash enclosures. CBU Cares about Creation!

## Who do I call if I have a question about a construction or renovation project?

Please call our F&PS Administration office at 951/552-8350 (x8350 from a CBU phone). We are happy to answer your questions!



## How do I notify someone of a needed repair?

Each department on campus has a designated staff member to enter work orders (typically the Dept. Secretary). If the item to be repaired is not in your own department, please contact our Maintenance & Operations department at 951/343-4360 or x4360 from a campus phone. You can also email our Department Secretary, Samantha Greer, at [sgreer@calbaptist.edu](mailto:sgreer@calbaptist.edu).

## How do I request a key or swipe card access?

On the Facilities page of InsideCBU is a portal with electronic forms for the key requests and swipe card access. Complete the appropriate form, obtain approval signatures, and send the form electronically to Brenda Flores, Assistant Director of Business Administration ([bflores@calbaptist.edu](mailto:bflores@calbaptist.edu)). Swipe card access is programmed within one (1) business day of receiving the request.

Keys are typically made within three (3) business days of receiving the request. Once a key is ready, the requestor is emailed a confirmation and instruction for pickup. Only the person for whom the key was made is able to pick up the key. The key is to be picked up at the F&PS office (Building 16 on campus, behind Mission Hall).

