

COLLEGE/FRL BUILDINGS, FACILITIES AND RESPONSIBILITIES

The College/FRL occupies and/or administers a variety of properties around the State. Control and maintenance of on-campus property is ultimately the responsibility of OSU Department of Facilities, but the College is expected to monitor and report all material deficiencies. Off-campus property and related systems/infrastructure are directly controlled and maintained by College/FRL personnel. Currently occupied property (not an all inclusive list, just the frequently used) is described as follows:

On-Campus

Designation	Higher Education Identifier	Responsibility
Peavy Hall	124	Director of Operations
Richardson Hall	148	Director of Operations
Oak Creek Lab*	545	Director, Projects & Maint.

* Oak Creek Lab is surrounded by storage sheds, shops and growth structures, and these are the responsibility of the College/FRL.

Off-Campus

Designation	Higher Education Identifier	ODF Identifier	Lease Identifier	Responsibility
Strawberry Lane Residence				Director, Projects & Maint.
Arboretum Residence*	500			Director, Projects & Maint.
Harvest Lab Residence	OSF-3	003	F	Director, Projects & Maint.
Upper Residence	Res. C	011	C	Director, Projects & Maint.
Jackson Creek Residence*	504			Director, Projects & Maint.
Lower Arboretum Storage*				Director, College Forests
Forest Office	OSF-12	012	A	Director, College Forests
Office Annex		010	K	Director, College Forests

Cold Storage	006	E	Director, College Forests
Machine Storage	004	D	Director, College Forests
Storage Shed	005	B	Director, College Forests
Harvest Lab	007	I	FERM Dept. Head
Harvest Lab Lunchroom	002	G	FERM Dept. Head
Gas & Oil House	009	J	Director, College Forests
Forestry Cabin*			Director, Projects & Maint. (repairs) Director, College Forest (access)

Note: Peavy Lodge is controlled and managed by OSU.

* These off-campus buildings belong to the State Board of Higher Education; the remaining buildings are leased from Oregon Department of Forestry.

Repairs, Updates, and Modifications

The responsible individuals will keep track of the general condition of all properties through periodic inspections, and feedback from employees assigned in these areas. Building related repairs will be initiated through the Director of Operations or the Director, Projects & Maintenance, as available. Alterations/renovations to any building will be initiated on a Forestry Work Order. Depending upon extent of requirements, the work will be managed and contracted through OSU Facilities, or completed by FRL Projects and Maintenance crew. Basic building repairs on-campus are paid for by OSU Facilities. Off-campus repairs and alterations/renovations will be paid for by the requesting faculty member, PI or department. Repairs to major equipment within buildings (i.e. environmental chamber, autoclave) should be processed through the Director, Projects and Maintenance. Costs for such repairs will normally be user or departmental responsibility.

Renters of off-campus residences are responsible for routine upkeep in and around their property. The Director, Projects & Maintenance or Director of Operations will be notified of conditions requiring major repairs.

Routine and Emergency Contacts

See Appendix A for current contacts.

APPENDIX A – Forestry Facility and Maintenance Contacts

On-Campus

OSU has designated Building Managers that provide the routine liaison between colleges and Facilities. The Building Manager is normally the first contact for routine repair and maintenance requirements involving structures or utilities.

1. Building Manager = Director of Operations
Roger Admiral, 541-737-3163, cell 503-530-0638, home 541-758-4262
2. Assistant Building Manager = Director, Projects & Maintenance
Rand Sether, 541-737-4275, cell 541-602-3827
3. Emergency...Facilities Help Desk 541-737-2969
(automatically forwards to Security after hours, and duty maintenance worker will respond)

Off-Campus

Refer to basic memorandum to determine responsible individual for each building.

1. Director College Forests
Dave Lysne, 541-737-3562, cell 541-740-6834
2. Director, Projects & Maintenance
Rand Sether, 541-737-4275, cell 541-602-3827
3. Forest Engineering Harvest Lab
Jeff Wimer, 541-737-5044, cell 541-740-6629
4. FERM Dept. Head
Thomas Maness, 541-737-4603