

CONTRACTED SERVICES

Many University building systems are too large and complicated for current Facilities Management staff levels to maintain or are outside our area of expertise. Facilities Management establishes maintenance contracts for these services and arranges for the vendor/contractor to do the required repair/maintenance.

FM will make reasonable efforts to accommodate those individuals affected by service problems. However, it is important to recognize that there are situations that cannot be resolved quickly and that there will be disruptions in service from time to time.

Contracted services often include utility infrastructure systems, temperature control, heating and cooling systems, pest control, elevator maintenance, fire alarm systems, etc.

All contractors must provide a certificate of insurance to perform work on campus. This certificate of insurance must name the Lutheran University Association, Inc. as an additional insured.

Contractor Access to Campus Areas

- All contractors must sign out the appropriate keys from Facilities Management.
- All keys must be returned by the time the office closes unless authorization and arrangements are made by Facilities Management to return the keys in another manner.
- In specific and unusual circumstances cores may be changed to a construction core for the duration of the project.
- Contractors will receive a parking permit (to allow them to park in legally marked spaces) and a contractor badge (for identification among the campus community).

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