

Quick References

Dan Nein
Director of Physical Plant Operations Ext. 8364

Pam Wichroski
Director of Capital Planning and Construction Ext. 6212

Robert Leavitt, Assistant Director of Maintenance and Operations
Ext. 8366

Office Contacts:

Peter Anderson, Architect	Ext. 5914
Linda Carter, Office Manager	Ext. 6206
Paul Farnsworth, Project Manager	Ext. 6943
Joy Griffiths, Administrative Assistant	Ext. 6211
Mike Gustin, Project Manager	Ext. 8357
Joan Houston, Administrative Assistant	Ext. 6207
Dave Larrabee, Residential Facilities Auditor	Ext. 6205
Bill St. Pierre, Maintenance Systems Technician	Ext. 6449
•Work Order Line	Ext. 6449
Julie Rosenbach, Environmental Coordinator	Ext. 8367

Trades/Custodial

Dan Sands, Painting/Carpentry Services Manager
John Snyder, Lead Painter
Tim Chouinard, Lead Carpenter
Alan Kelley, Mechanical/Electrical Services Manager
Bill Pinard, Lead Plumber
Greg LaCroix, Lead Electrician
John Griffiths, Grounds Supervisor
Bill Bergevin, Landscape Coordinator
Ron McBride, Stockroom Clerk
Bob Comeau, Rental Property Maintenance
Ray Garneau, Custodial Supervisor
Virginia Sturgis, Custodial Supervisor
Dennis Turcotte, Custodial Supervisor

Bates College



Physical Plant
Cutten Maintenance Center
147 Russell Street
Lewiston, Maine 04240

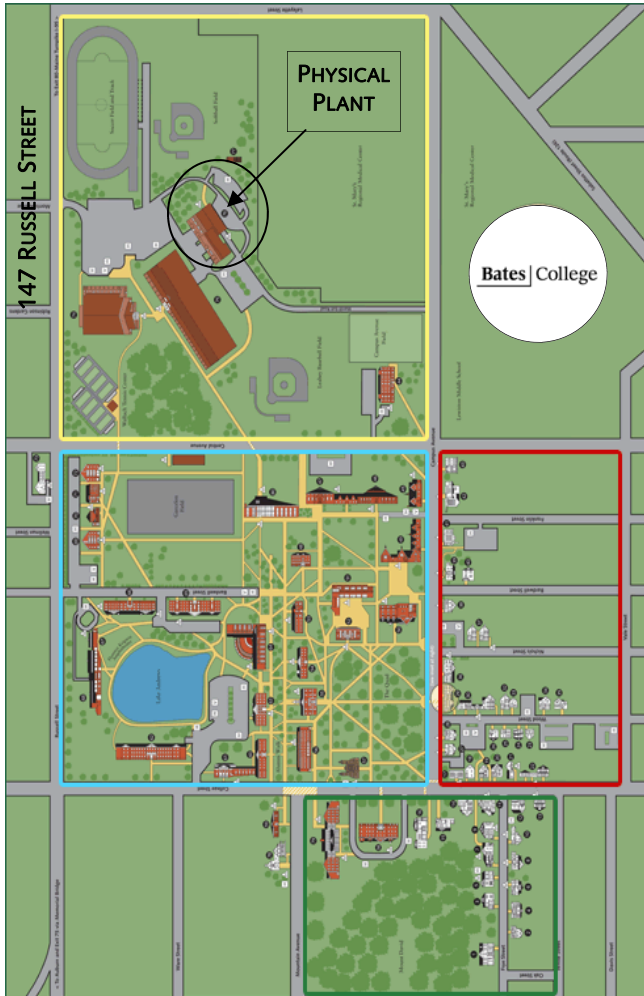
HOURS
7:00 am – 4:00 pm
Monday – Friday

OFFICE PHONES
(207) 786-6207
(207) 786-6211

OFFICE FAX
(207) 786-6026

WORK ORDER LINE
(207) 786-6449

(Should you receive our voice mail, please feel free to leave a detailed message and a clear contact phone number, we will return your call during normal business hours)



Physical Plant
Cutten Maintenance
Center
147 Russell Street
Lewiston, Maine 04240



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THE BATES COLLEGE PHYSICAL PLANT

Located at the Cutten Maintenance Center by Underhill Ice Arena and Merrill Gym. We house the Physical Plant offices (2nd floor on left, at top of the stairs), project management services, trade shops, custodial services, environmental services, greenhouse facility, grounds shops, motor vehicles, and loading dock area for deliveries. The Physical Plant department is responsible for the planning, construction, renovation, maintenance and repair of college buildings and facilities; and the provision of utilities, refuse collections, custodial and other services essential to the mission of Bates College.

MISSION

Our mission is to make the Bates College campus a comfortable, safe, and aesthetically attractive place to learn, live, work and play. We strive to keep all operating systems in good working order, and respond to emergency maintenance and repair needs of the campus community. We are committed to building a sustainable community through outreach and education, energy efficiency, conservation, recycling, smart transportation, and greener procurement.

The Physical Plant Administrative office is the “Gateway” to the various departments that reside within Physical Plant. By calling our work order line at 786-6449, you are able to speak with someone “one on one” regarding your service needs. For general information or questions, please call our main office numbers listed below. Hours of operation are 7:00 am – 4:00 pm, Monday through Friday, with extended hours for certain events throughout the year.

OFFICE CONTACTS

Linda Carter, Office Manager
(207) 786-6206
Joan Houston, Administrative Assistant
(207) 786-6207
Joy Griffiths, Administrative Assistant
(207) 786-6211

Director of Physical Plant Operations
Dan Nein Ext. 8364

Director of Capital Planning and Construction
Pamela Wichroski Ext. 6212

REPORTING A WORK ORDER

Bill St. Pierre, Maintenance
Systems Technician
(207) 786-6449

NON-EMERGENCY requests after 4:00 pm or on weekends, please leave a clear, detailed message and a contact phone number. Your call will be returned during normal business hours.

EMERGENCIES

Please call Campus Security – open 24 hours, at 786-6254 – they will call in a technician if determined necessary.

LINKS ON THE WEB – WEB ADDRESS

<http://www.bates.edu/physical-plant.xml>

- Sustainability – detailed information
- Student Storage Policy
- Departmental Project Worksheet
- Knowing Your Heat

KEYS/ID CARDS

All keys are managed at the Access Control Office located in Chase Hall – Please call Suzy Natress at Ext. 6379

LOFT BUILDING PERMITS

Permits are required when building your own loft. Please contact the Safety Office, Human Resources – Ext. 6140

RESERVATIONS FOR FUNCTIONS AND MEETINGS

The College uses an electronic coordinator called R25 for “on line reservations”. While reserving space on R25 you should opt to define room setups, which will generate an automatic work order to Physical Plant. For additional information and assistance, please contact Claire Lavallee – Chase Hall - Ext. 6305

WE PROVIDE SUPPORT FOR AND INFORMATION ABOUT THE FOLLOWING AREAS:

Physical Plant Office – Extensions 6207 and 6211

- Student Storage Tags
- Guest Mattresses (call ahead and bring your ID)
- Lofting/Bunking of Beds (for assistance with)

Work Order Line Ext. 6449 – *Example Work Order Calls:*

- No Heat/No Power
- Broken windows/shades
- Plumbing issues and leaks
- Ice/Snow and slippery conditions/concerns
- Lighting and Electrical Issues

Residential Facilities Auditor, Dave Larrabee, Ext. 6205

- Dorm Damage – Billing Questions
- Missing Student Items
- Bed boards/Bookshelves
- Lofting/Bunking of Beds

Recycling Coordinator, Julie Rosenbach, Ext. 8367

- Campus Sustainability Initiatives
- Recycling
- Clean Sweep Program
- Bike Program
- President’s Climate Commitment

PROJECT MANAGEMENT - EXT 6449

The Capital Planning and Construction staff manages, develops, updates and implements the College's Facility Master Plan. Additionally, the staff works with all departments on campus to provide project management services that can involve everything from new construction to furniture procurement/installation coordination and everything in between. To request project management services, please complete and submit a Project Worksheet to Physical Plant.