

# *2011 SMU Facilities Responsibility List*

<b>SAMUEL MERRITT COLLEGE – FACILITIES DEPARTMENT FUNCTIONS</b>	
3012 Summit St. 1 <sup>st</sup> Fl B-Wing, Oakland, CA 94609      Tel: 510.869.8673      Fax: 510.869.6908	
<b>FUNCTION</b>	<b>RESPONSIBLE STAFF</b>
Administrative Functions/Meeting set-up/Follow-ups	Administrative Assistant
Bill Coding & Processing	Fac. Coordinator/ Admin Assistant
Environmental Services Request (Janitorial needs)	Facilities Coordinator
Ergonomic Follow-Up	Fac. Coordinator/ Facilities Director
Facilities Safety/Weekly Rounds	Fac. Dir/Asst. Dir/Fac. Coordinator
Furniture/Carpet Purchases - Request	Fac. Coordinator/ Facilities Director
Key Request	Administrative Assistant
Mail Services/Distribution	Facilities Coordinator/ Admin. Asst.
Mover/Moving Requests	Fac. Coordinator/Facilities Director
Office/Department Moves	Facilities Director / Asst. Director
Parking Vouchers	Administrative Assistant
Parking Lot Arrangements	Administrative Assistant
Project request	Facilities Director
Proposals/Contracts	Facilities Director
<b>Purchase Order Number Assignment &amp; Processing</b>	<b>ABSMC</b>
Space Planning Assessment	Facilities Director / Asst. Director
Telecom/Pager Requests	Administrative Assistant
Work Orders – Engineering	Assistant Director
<b>HEC STAFF DUTIES (MONDAY – FRIDAY)</b>	
HEC – Building Tour	HEC Coordinators
HEC – Classroom Scheduling & Posting	HEC Coordinators
HEC - Environmental Services Request (Janitorial needs)	Facilities Coordinator/ Asst. Director
HEC – Security Schedule	HEC Coordinators/Facilities Director
HEC – Safety/Weekly Rounds	HEC Coordinator/Asst. Director
HEC – Work orders	HEC Coordinator /Asst. Director
HEC – Vasona Messenger system	HEC Coordinator
<b>FACILITIES DEPARTMENT STAFF CONTACT INFORMATION:</b>	
Facilities Director – 510.869.1505	<a href="mailto:lharvin@samuelmerritt.edu">lharvin@samuelmerritt.edu</a>
Asst. Facilities Director – 510.869.8673	<a href="mailto:mborden@samuelmerritt.edu">mborden@samuelmerritt.edu</a>
Facilities Coordinator – 510.869.6648	<a href="mailto:bweston@samuelmerritt.edu">bweston@samuelmerritt.edu</a>
Administrative Assistant - 510.869.1505	<a href="mailto:msouthall@samuelmerritt.edu">msouthall@samuelmerritt.edu</a>
HEC Coordinator (M – F; 8am -4pm) – 510.869.6161	<a href="mailto:trobenson@samuelmerritt.edu">trobenson@samuelmerritt.edu</a> or <a href="mailto:HEC@samuelmerritt.edu">HEC@samuelmerritt.edu</a>
HEC Evening Coordinator - (M-F; 4pm – 10pm) 510.869.6161	<a href="mailto:spardillo@samuelmerritt.edu">spardillo@samuelmerritt.edu</a>