

## PHYSICAL PLANT

### **Physical Plant Director**

**Parker Hall, Phone: 482-2001**

The Physical Plant is responsible for the overall maintenance and operation of the buildings, grounds, and equipment on the UL Lafayette campus.

### **Key Request**

**Parker Hall, Phone: 482-6620**

[louisiana.edu/Student/PhysicalPlant/documents/keypolicy.pdf](http://louisiana.edu/Student/PhysicalPlant/documents/keypolicy.pdf)

Keys are issued for entry to University buildings to faculty, staff and graduate students by the Physical Plant Department for the purpose of conducting University business only. See website for Key Policy and Key Request Form.

### **Motor Pool**

**Phone: 482-6109**

A university vehicle may be reserved for official state travel with an approved Travel Request form. Driver must have completed Driver Safety Course. Call Motor Pool early for availability and reservation.

### **Property Control**

**Property Manager, Parker Hall, Phone: 482-6441**

[louisiana.edu/Student/PhysicalPlant/equip.html](http://louisiana.edu/Student/PhysicalPlant/equip.html)

Each Department Head to whom equipment is entrusted shall be the custodian of departmental equipment and shall be responsible for all equipment within his/her Department until relieved of this responsibility. Annually, an inventory report must be completed by each department. See website for Equipment Policy and Custody Receipt form.

### **Reporting Maintenance Problems**

**Parker Hall, Phone: 482-6440**

[louisiana.edu/Student/PhysicalPlant/problems.html](http://louisiana.edu/Student/PhysicalPlant/problems.html)

Maintenance problems may be reported 24 hours per day, 7 days per week. Generally the Building Coordinator is responsible for reporting problems. You may also use the On-line Work Order Form to report maintenance problems. Emergency after hours problems can also be reported to University Police

[louisiana.edu/Student/PhysicalPlant/workorder.html](http://louisiana.edu/Student/PhysicalPlant/workorder.html)

### **Work Request Form**

**Phone: 482-6440**

A Work Request Form must be completed and approved when work being requested will incur charges to the department. By completing the Work Request Form, the department will be provided with a cost estimate. The Work Request Form is available from the Physical Plant.