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MISSION STATEMENT

It is the mission of each Building Curator to provide assistance in coordinating the communication of safety, security, maintenance, custodial, energy usage and other needs of their respective building with the various Kent State University offices responsible for those functions. The Building Curator also provides assistance with scheduling the use of their designated building via the Office of the University Registrar and the University Events and Conference Services office.

INTERNAL COMMUNICATIONS

The Building Curator, being the main point of contact, shall establish a system of internal communications most appropriate to their building in order to disseminate information from the administrative offices. Methods of internal communication could take the form of memos, emails, listserves, posting of information on bulletin boards, etc.

LISTSERV ADDRESS

(To email information to all Building Curators)

CURATOR@listserv.kent.edu

WEBSITES

HOME PAGE
https://www.kent.edu/universityarchitect/building-curators-resources

DIRECTORY
https://www.kent.edu/universityarchitect/building-curators-directory

Personnel changes that necessitate the reassignment of any current Building Curator must be reported to Facilities Planning and Operations in care of the Building Curator Liaison: universityarchitect@kent.edu
An Administrator's Nomination of New Curator Form must also be completed.
The University Policy Register is a compilation of the official university, administrative and operational policies of Kent State University. The purpose is to serve the university community as a source of reliable information and as a foundation on which decisions can be made. It is the duty of the Office of General Counsel to oversee and maintain the official University Policy Register as provided for in the Kent State University Constitution. Administrative policies and operational procedures involving Building (Facility) Curators can be referenced within the following web links.

CHAPTER 1: DEFINITIONS

1 - 01: Definition of terms used in the rules of Kent State University
https://www.kent.edu/policyreg/definition-terms-used-rules-kent-state-university

CHAPTER 2: GOVERNANCE

2 - 01: Constitution of Kent State University
https://www.kent.edu/policyreg/constitution-kent-state-university

CHAPTER 4: UNIVERSITY LIFE

4 - 03.3: Administrative policy regarding posting handbills, and sound amplification equipment
https://www.kent.edu/policyreg/administrative-policy-regarding-posting-handbills-and-sound-amplification-equipment

4 - 03.301: Operational procedures and regulations regarding posting
https://www.kent.edu/policyreg/operational-procedures-and-regulations-regarding-posting

4 - 03.302: Operational procedures and regulations regarding flier and leaflets

4 - 03.303: Operational procedures and regulations regarding sound-amplification equipment
https://www.kent.edu/policyreg/operational-procedures-and-regulations-regarding-sound-amplification-equipment

CHAPTER 5: ADMINISTRATION

5 - 12: University policy regarding guidelines for the use of grounds, buildings, equipment and facilities

5 - 12.1: Administrative policy regarding space and space programming
https://www.kent.edu/policyreg/administrative-policy-regarding-space-and-space-programming

5 - 12.11: Administrative policy regarding recording of university property for a commercial or other non-university related purpose
https://www.kent.edu/policyreg/administrative-policy-regarding-recording-university-property-commercial-or-other-non

5 - 12.15: Administrative policy on entry and use of university offices
https://www.kent.edu/policyreg/administrative-policy-entry-and-use-university-offices
5 - 12.17: Administrative policy regarding video surveillance and electronic systems for safety and security

5 - 12.4: Administrative policy regarding event registration and use of university facilities and grounds
https://www.kent.edu/policyreg/administrative-policy-regarding-event-registration-and-use-university-facilities-and

5 - 12.403: Operational procedures and regulations regarding schedule of use and closed periods for buildings of the university

5 - 12.405: Operational policy regarding key and electronic access control
https://www.kent.edu/policyreg/operational-policy-regarding-key-and-electronic-access-control

5 - 12.7: Administrative policy regarding persona non grata status for nonstudent visitors
https://www.kent.edu/policyreg/administrative-policy-regarding-persona-non-grata-status-nonstudent-visitors

5 - 12.9: Administrative policy regarding the use of skateboards, rollerblades, bicycles, and similar conveyances on campus
https://www.kent.edu/policyreg/administrative-policy-regarding-use-skateboards-rollerblades-bicycles-and-similar

5 - 12.901: Operational procedure regarding the use of skateboards, rollerblades, bicycles, and similar conveyances on campus
https://www.kent.edu/policyreg/operational-procedure-regarding-use-skateboards-rollerblades-bicycles-and-similar

5 - 14: University policy regarding emergency management plan
https://www.kent.edu/policyreg/university-policy-regarding-emergency-management-plan

5 - 14.1: Administrative policy on campus emergencies, safety and security and related technologies

5 - 21: University policy regarding smoking and tobacco use at Kent state university

5 - 22: University policy regarding deadly weapons
https://www.kent.edu/policyreg/university-policy-regarding-deadly-weapons

Chapter 6: PERSONNEL
6 – 22: University policy regarding occupational safety and health

Chapter 7: Finance
7 - 04: University policy regarding the authorization and award of capital construction projects
https://www.kent.edu/policyreg/university-policy-regarding-authorization-and-award-capital-construction-projects
EMERGENCY/NON-EMERGENCY MAINTENANCE REPAIRS

EMERGENCIES OR SERIOUS CONDITIONS

A condition which could result in a fire, serious property damage or injury/death **must** be reported to the Kent State University Police Services dispatch by calling **9-1-1**.

Maintenance items which fall under this classification include, but are not limited to, the following situations:

- Smell of smoke or burning odors;
- Visible smoke;
- Odor of gas, natural or liquid propane;
- Hazardous materials, chemicals, leaks, spills;

NON-EMERGENCY OR SPECIAL CONDITIONS

These conditions can be defined as any situation that could potentially cause harm to personnel, occupants or property. The following is a guideline of some typical problems which could be considered in this category:

**ELECTRICAL**

- Bare, exposed wiring or severely damaged power cords;
- Visible water in electrical fixtures, such as ceiling lights; and/or
- Lights out in a parking lot.

**HEATING, VENTILATING, AIR CONDITIONING (HVAC)**

- Noise (such as chirping, squeaking, or grinding) from fans, vents, heating and air conditioning units;
- Water leaking from a ceiling where there are no known plumbing installations above;
- Water collecting under a window or wall ventilation unit;
- Complete loss of air movement in an area, room or floor; extreme variance in temperature below 68 degrees F in winter and above 75 degrees F in summer; and/or
- Unusual amounts of steam escaping from pipes and equipment.
PLUMBING

- Overflowing toilets, sinks and urinals;
- Plugged drains or unexpected standing water;
- Faucets or valves which have lost their functions and won’t shut off;
- Loss of water pressure; and/or
- Water entering from ceilings, walls or other areas where known plumbing installations are located.

STRUCTURES

- Broken glass in windows and doors;
- Broken or non-functioning doors or windows;
- Water entering a building from outside foundation areas; and/or
- Visibly loose or falling concrete from overhead installations to sidewalks, steps and roadways.

LOCKS

- Doors which will not lock;
- Keys broken or stuck in locks; and/or
- Doors with hydraulic closures that are slamming or closing too quickly or too slowly.

CUSTODIAL

- Water clean-up due to broken pipes and equipment;
- Interior building entrance water build-up from melting ice and snow;
- Depleted paper product supplies in restrooms; and/or
- Cleaning needed due to illness, construction or situations causing a hazard or discomfort for building personnel.
University Facilities Management’s mission is to maintain and enhance the buildings and grounds on the Kent Campus of Kent State University. An attractive and functional university environment is created, maintained and managed by this department. For general information regarding the services provided, contact the main switchboard via the above-listed number.

Buildings and Grounds Services

The following services are provided by University Facilities Management:

- Carpentry;
- Custodial;
- Electrical;
- Energy management;
- Fleet vehicle maintenance;
- Glass repair and replacement;
- Grounds;
- Heating and air conditioning;
- Locks and keys;
- Masonry;
- Moving services;
- Painting;
- Plumbing;
- Recycling collection services;
- Refuse removal;
- Snow removal from roads and sidewalks (parking lots, call Parking Services: 24432);
- Steam distribution;
- Surplus equipment redistribution and disposal;
- Welding; and
- Zone Maintenance.

In the event of an emergency repair condition which poses immediate danger to personnel or property, such as flooding, broken windows, electrical shorts, please call 330-672-2345, the 24-hour service telephone number.
University Facilities Management’s work request system, Ready, is offered to Kent State University departments in effort to expedite the process of requesting and tracking maintenance, repair and custodial services for Kent Campus buildings and grounds. In Kent State University’s academic and administrative buildings, all requests for minor repairs should be made using the Ready Work online work request system accessed via: www.kentstate.assetworks.cloud/ready/.

For security issues, an actual department head signature (or their designee) must be on file for card requests from the Lock Shop as an authorized requester. For hard keys: a work request with the employee’s Kent State ID number (Banner ID number) is required.

Please create and complete the online work request using Ready Work Request when requesting repair and maintenance of existing facilities and building equipment, such as door locks, lighting, heating and cooling systems. Ready Work Request should also be used when requesting maintenance, repair, grounds keeping and custodial services for events that are planned through the University Events and Conference Services or Intercollegiate Athletics.

When completing a request in Ready Work Request, the request will be automatically assigned to the correct Zone according to the building information entered. If a maintenance supervisor determines that the work is beyond the typical scope of the zone staff’s responsibilities, the work request will be routed to the appropriate shop to address. Upon receipt of a request for work, the requestor will receive an email notification indicating that the request has been received. The email will also provide a service request and issue a work order number which can be used for tracking purposes.

Building Curators are able to track work requests through Ready located under ‘Process’. Any question or access issues please contact the Facilities Systems Support at 330-672-0800.

Improvements and/or enhancements to Kent Campus buildings, offices and grounds that require planning and scheduling of University Facilities Management’s skilled craft trade shops may also require approval of and participation by the Office of the University Architect. These types of special requests necessitate the identification of funding for the project or service. If a department is considering or planning a change of usage of an area or space, please refer to the section on the Office of the University Architect on page 17 of this Guidebook. A SPACE Request via Ready Work must be initiated whenever the space assignment involves new space (temporary or permanent), the space involved is currently assigned to more than one college or VP area, the proposed space will involve occupancy by more than one college or VP area, or is a classroom, lecture hall, seminar space or laboratory.
University Facilities Management (UFM), through its Lock Shop, is responsible for the administration of the key and electronic access control policy and for providing keys and building access cards to university faculty, staff and students for all university property. UFM is responsible for the installation, changing or removal of locks and other forms of access to university property. UFM is responsible for the distribution of all keys and access cards, which shall remain the property of Kent State University. Key and access card control at Regional Campuses, Residence Services and the College of Podiatric Medicine and Kent Student Center are managed by the respective Dean, Department Head or delegate. Annually, the Regional Campuses and the College of Podiatric Medicine shall submit specific key and access control procedures along with a detailed inventory of keys and access cards to the Associate Vice President of Facilities, Planning and Operations.

The unit administrator is responsible for:

- The full implementation of the policy regarding key and electronic access control within the designated area;
- Approving (or delegating authority to Building Curator to approve) key or access card request and forwarding such requests for further processing in accordance with this policy;
- Approving the completed annual key and card access inventory; and
- Maintaining appropriate departmental records subject to an internal review.

The Building Curator is responsible for:

- Reviewing an annual inventory, provided by UFM, for all faculty and staff who have key access to the building. Regional Campuses, Residence Services, and the College of Podiatric Medicine shall submit a key inventory to UFM Lock Shop on an annual basis.
- Renewing each semester the access cards issued to students who have continuing need for the access cards;
- Building Curators shall work with the Registrar’s Office to obtain a course schedule prior to each semester, and issue mechanical keys to the instructor for access to the assigned classroom. Curators shall request changes to staff access cards for access to classrooms by sending a list of changes, attached to a work order, to the UFM Lock Shop. The Curator shall keep an inventory of keys and cards issued to instructors for access to classrooms which shall be submitted to the UFM Lock Shop for review twice a year.
The individual requesting access is responsible for:

- Completing the appropriate request form and securing approvals;
- Picking up and signing for keys or cards from UFM Lock Shop;
- Only the keyholder and/or access cardholder may sign for the keys or access cards;
- Maintaining and securing keys or access cards under their control;
- Reporting lost or stolen to UFM immediately within twenty-four (24) hours of discovery to UFM Lock Shop; and
- Paying any replacement fee resulting from loss or failure to return an assigned key.

In order to keep our campus safe and secure:

Keys and Cards are issued to KSU employees and not departments. When an employee exits the university all keys and cards are to be returned to the UFM Lock Shop in a timely manner. Fees may be incurred if not returned.

Refer to University Policy 5-12.405:
Operational policy regarding key and electronic access control
https://www.kent.edu/policyreg/operational-policy-regarding-key-and-electronic-access-control

UFM Lock Shop/Key Requests: https://www.kent.edu/ufm/lock-shopkey-requests

UFM Lock Shop Access Control Procedure (non-residence areas):
https://www-s3-live.kent.edu/s3fs-root/s3fs-public/file/Access%20Control%20Procedure%20Final%20%28in%20effect%20101619%29_2.pdf?VersionId=A2QeZtQJ0h3kFx2sYxhJtwbR1_IFGXJP
University Facilities Management’s Energy Management office provides round-the-clock computerized monitoring of mechanical, utility and alarm systems in each building. Call the Building Automation and Control Center (BACC) for the following services:

- Scheduling of heating, ventilating and air conditioning systems:
  - From the Office of the University Registrar for classes;
  - For special events; and
  - For office hour scheduling.
- Maintenance on all automation system hardware and software; and
- Alarm monitoring and maintenance.

REPORTING ROOM AND BUILDING AIR QUALITY CONCERNS

Building Curators should coordinate with University Facilities Management to assist with maintaining the comfort level of their ambient air room and/or building environments. If air quality in an office space is not satisfactory, the Zone Maintenance office must be contacted by calling 330-672-2345. Zone Maintenance staff will determine whether the heating or cooling equipment is in good working order, and then will follow-up when adjustments or repairs to the equipment are needed.

BUILDING HVAC SCHEDULING REQUEST FORM

Heating, ventilation and air conditioning building systems are not in operation twenty-four hours a day, seven days a week. To assist the Energy Management office with providing the best possible HVAC services, Building Curators should complete a Building Heating and Cooling Scheduling Request form for scheduling on the building automation system. This Adobe Acrobat .pdf form is available as a link on the University Facilities Management’s Energy Website at: https://www.kent.edu/ufm/building-hvac-scheduling.

Whenever a Building Curator and occupants of their respective building need to have HVAC equipment scheduled, the Building HVAC Scheduling Request form should be retrieved from the website. The form should be sent via email to schedules@kent.edu, be faxed (last resort) or be submitted using the scheduling portion of the “ready” work request system.
To request services or information regarding Custodial Services for offices, athletic and academic buildings call the above-listed number. The following building issues should be directed to University Facilities Management’s Custodial Services office:

- Requests for special cleaning - shampooing carpeting, cleaning and recoating tile floors;
- Depleted paper product supplies in restrooms;
- Water clean-up due to broken pipes and equipment;
- Interior building entrance water clean-up from rain, melting ice and snow and requests to shovel now at building entrances;
- Cleaning needs due to illness, construction activities, or situations causing a hazard or discomfort for building occupants;
- Requests for sweeping and picking up outside entranceway trash and emptying cigarette ash cans;
- Information on cleaning windows and window blinds;
- Requests to clean glass entrance doors;
- Requests to sanitize restrooms and
- Requests for insect or pest control services.

**PEST CONTROL/INSECT/RODENT CONCERNS**

PHONE: 330-672-2345
WEBSITE: www.kent.edu/ufm/ready-work-request

Contact University Facilities Management for any insect and/or pest concerns and services. When reporting a request for service, please provide the following information:

- Name of building, floor, room number, etc., to best locate the area of concern;
- Identification of insect or pest in need of control; and
- Name and phone number of person to contact when the contracted pest control service person follows up with this service request.
ELEVATOR AND ESCALATOR SERVICES

PHONE: 330-672-2345

Elevator and escalator malfunctions occurring at any time must be reported to University Facilities Management by calling: 330-672-2345. Any questions regarding the following procedures should be directed to University Facilities Management.

When smoke or fire is detected in or near an elevator, immediately call 9-1-1!

When reporting an elevator problem, it is essential that as much information as possible is given to save time in locating the problem:

- Name of person making the call. Anonymous phone calls will not be acted upon.

- Name of the building where the elevator is located.

- Location of the car. Provide floor number or floor numbers the car is in between.

- If there is more than one car, which one is not operating?

- Provide any other pertinent information.

The person receiving the call will notify University Facilities Management’s maintenance personnel to check the elevator for malfunctions or vandalism. If the maintenance staff cannot correct the elevator problem, the elevator service contractor will be notified of the malfunction.

WHEN PEOPLE ARE TRAPPED IN AN ELEVATOR:

- Call Police Services at: 330-672-2212.

- Do not attempt to rescue occupants.

- If it is possible to communicate with occupants, advise them that first responders have been notified and to await their arrival.
Safety is a prime concern at Kent State University, and every reasonable effort will be made to continue to emphasize its importance. It is the responsibility of Kent State University and each employee to comply with applicable federal, state and local codes and regulations to ensure that the university is a safe environment in which to work.

It is the responsibility of Environmental Health and Safety office to provide health and safety services to the university through technical support, consultation, investigation, audits of facilities, and training to ensure an understanding of proper health and safety practices. Its primary functions are to assist the university in promoting health and safety awareness, meeting compliance requirements, establish health and safety responsibilities, prevent and/or reduce work related injury-causing incidents, and eliminate occupational hazards and unsafe conditions. To request services or information, please call the Environmental Health and Safety office at the above-listed number.

**DOCUMENTING POTENTIAL SAFETY HAZARD INCIDENTS**

To initiate corrective measures, Compliance and Risk Management’s Environmental Health and Safety Office, 330-672-1950, should be notified if potential safety hazards are present. A “Safety Hazard Report” can be filed with this office to document incidents of non-occupational injuries sustained on campus: [https://www.kent.edu/compliance/incident-reporting](https://www.kent.edu/compliance/incident-reporting)

Contact the Office of General Counsel at 330-672-2982 for all matters implicating legal issues.

**REPORTING OCCUPATIONAL INJURIES AND ILLNESSES**

Contact the Environmental Health and Safety office at 330-672-4347 for issues concerning workplace safety. In the event of an occupational injury or illness:

- Employee needs to seek appropriate medical attention for the injury or illness. Serious injuries or illnesses where an employee is admitted to the hospital are required to be reported as soon as possible, but not longer than 8 hours after the injury. EHS@kent.edu or 330-672-4347;

- Employee must report the injury or illness to their immediate supervisor;

- Supervisor will provide the individual with a copy of the “Employee Report of Injury or Occupational Illness” form to document the incident. Supervisor will complete the accompanying the “Supervisor Statement” form and follow-up with any witnesses to document the events leading to the incident.

- Supervisor will retain a copy of these reports for departmental filing and send the original copies of these forms to the Environmental Health and Safety office;

- Within a few days, an occupational health and safety officer may contact the injured employee to update information regarding the incident;

- Requests for information concerning Bureau of Workers’ Compensation claims should be directed to Human Resources Services and Solutions at 330-672-3107.
WASTE MANAGEMENT SERVICES

Waste management services for Kent State University include hazardous waste disposal, recycling collection services, refuse disposal, and surplus equipment redistribution and disposal.

HAZARDOUS WASTE DISPOSAL

If not handled properly, the disposal of chemical waste can be a serious and costly problem. State and federal “cradle-to-grave” regulations make it illegal to dispose of chemical wastes in any manner except through proper treatment and/or by a licensed company.

One major problem with proper disposal of chemicals is the lack of identification. Containers must be labeled or marked so that their contents are known. Safety Data Sheets (SDS) must be kept with the chemical from the time it is received until that chemical is picked up for disposal.

When chemicals are no longer needed or cannot be used, contact Facilities Planning and Operations’ Environmental Health and Safety Office at 330-672-4347 for details on the proper methods of collection and/or disposal.

RECYCLING AND TRASH COLLECTION SERVICES

The Office of Sustainability provides information on how to dispose of University-owned items, answers questions on the recyclability of items, and conducts educational programs. Scheduling recycling and trash removal from exterior building containers are services provided by University Facility Management’s Grounds shop. Arrangements must be made in advance for special service requests, such as departmental or building clean-outs. Scheduling recycling and trash removal from the interior of academic buildings are services provided by University Facility Management’s Custodial Services.

SURPLUS EQUIPMENT REDISTRIBUTION AND/OR DISPOSAL PROGRAM

University Facilities Management maintains the Surplus Options Website to help redistribute functional equipment throughout the university community, thus saving money and combining resources. Reference the above-listed Website for the handling of surplus university equipment.
The Department of Public Safety and Police Services, and Emergency Management are located in the Stockdale Safety Building. Public Safety provides:

- Police Services provides 24-hour patrols and protection
- Officers patrol campus on foot, bicycles and vehicles
- Campus security and courtesy phones are available in all buildings and parking lots
- Residential security aides provide escort service to and from campus buildings
- Numerous safety, awareness and risk reduction programs are offered on campus
- Parking lots are patrolled and restricted to permit holders with designated visitor areas
- Campus-wide motorist assistance is available

**COMMUNITY POLICE OFFICERS**

Every facility has a police officer assigned to it as a nonemergency contact person. Community police officer assignments are listed at: [https://www.kent.edu/publicsafety/community-policing](https://www.kent.edu/publicsafety/community-policing).

**ALARM SYSTEMS AND SURVEILLANCE CAMERA SYSTEMS**

Public Safety has established requirements for different types of electronic systems used for public safety purposes. All alarm systems and surveillance camera systems are coordinated through the Department of Public Safety.

Refer to Administrative Policy 5-12.17:

**EMERGENCY PLANS**

Each facility on campus should have a completed and current emergency response plan that is on file with Public Safety. Emergency response plan templates and other emergency plans can be found at: [https://www.kent.edu/publicsafety/division-emergency-management](https://www.kent.edu/publicsafety/division-emergency-management)

**LOCKING BUILDINGS LIST**

Police Services staff locks and unlocks academic buildings Friday evening, Saturday and Sunday morning. Building Curators can contact the Records Section at: PD_records1@kent.edu to schedule the opening(s) and closing(s) of their building.
LOST AND FOUND GUIDANCE

WEBSITE:  https://www.kent.edu/universityarchitect/lost-and-found

Each building must maintain a Lost and Found. Building Curators should coordinate with building departments to establish a Lost and Found location and a process to turn in and receive property. Lost and Found locations should be advertised so that the owner of lost property knows where to inquire.

The Department of Public Safety recommends the following procedures:

- Property should be stored in a secure location.
- A property log should be maintained recording:
  - Receiving staff member’s name
  - Date property was received
  - Property type, description, model number, etc.
  - Date property was returned/transferred/donated.
  - Name of the person/department/organization to whom the property was returned/transferred/donated.
- A timely effort should be made to return property to owners that are identified.
- Currency, credit cards, and other financial instruments should be turned over to the Kent State University Police Department if the owner is not identified and the property immediately returned.
- Electronics and electronic devices should be turned over to the Kent State University Police Department if the owner is not identified and the property returned within 6 months.
- After 6 months, all other property can be donated to a charitable organization.
- Records must be maintained documenting donations.
The Office of the University Architect assures the orderly and economical development and alteration of facilities according to sound architectural and engineering practices in keeping with the regulatory and procedural requirements of the university, state, and other governing agencies. These responsibilities are primarily driven by capital planning and construction appropriations and secondly, by locally-funded improvements and renovations to the physical facilities.

Refer to University Policy 7-04: University policy regarding the authorization and award of capital construction projects [https://www.kent.edu/policyreg/university-policy-regarding-authorization-and-award-capital-construction-projects](https://www.kent.edu/policyreg/university-policy-regarding-authorization-and-award-capital-construction-projects)

**CHANGE OF PHYSICAL ENVIRONMENT**

Inquiries or requests related to the change of the physical environment at Kent State University must be directed to the Office of the University Architect. The following are considered changes to the physical environment:

- Additions, renovations or subdivisions of existing buildings;
- Changes to exterior site development including roads, parking areas, gardens and walks;
- Major furniture installations or reconfiguration which may affect exit routes or access for the disabled;
- Changes in utility requirements including lighting, power, data communications, heating, cooling, water or drainage;
- Major equipment purchases which may require changes in utilities;
- Signage; and
- Contracting of services for any of the above.

Initial contact with the Office of the University Architect should begin by submitting a Project Request Form (PRF) found on the OUA website listed above. The PRF solicits detailed descriptions from the project requestor regarding the project scope, funding model and space changes. A Divisional Vice President signature for approval is required to begin design discussions.

Additional Space Committee approvals may be required for any space requests where the space assignment involves new space (temporary or permanent), the space involved is currently assigned to more than one college or VP area, the proposed space will involve occupancy by more than one college or VP area, or is a classroom, lecture hall, seminar space or laboratory.

**REGULATIONS REGARDING POSTINGS**

The Building Curator is responsible for identifying the specific purpose of bulletin boards under their purview whether it is for general information or specific departmental use. Postings are not permitted on woodwork, doors, windows, walls or bulletin board frames. Posters in these locations should be removed.
REPORTING CHANGES TO INSTRUCTIONAL ROOMS

OFFICE OF THE UNIVERSITY ARCHITECT

PHONE: 330-672-3880    FAX: 330-672-2648
WEBSITE: https://www.kent.edu/universityarchitect/reporting-changes-instructional-rooms

INSTRUCTIONAL ROOMS

Any room that is designated with a ‘Room Type’ code in the FAMIS Database and is currently schedulable through BANNER is herein defined as an ‘Instructional Room’. Instructional Rooms include classrooms and class laboratories, as well as certain auditoria, studios, athletic facilities, etc. which require academic scheduling.

The Building Curator shall immediately report changes to Instructional Rooms to the Office of the University Architect by documenting the information on the Instructional Room Data Sheet and then forwarding the completed form to the Office of the University Architect. This form in MS Excel format is available via a link that is posted on the Building Curator Webpage at the URL: https://www.kent.edu/universityarchitect/reporting-changes-instructional-rooms.

Such changes may include:

- Room Type;
- Seating Capacity; and
- Room Attributes/Characteristics (Classroom Equipment, etc.).

The Building Curator will also be responsible for conducting annual audits of all Instructional Rooms in their building using the Instructional Room Data Sheet. Building Curators will be required to return copies of their completed Instructional Room Data Sheet to the Architecture Database Coordinator at the Office of the University Architect.
LACTATION ROOMS

OFFICE OF THE UNIVERSITY ARCHITECT

PHONE: 330-672-3880    FAX: 330-672-2648
WEBSITE: https://www.kent.edu/universityarchitect/lactation-rooms

LACTATION ROOMS

Kent State University faculty, staff, and students who are nursing mothers have the option of using a lactation room on each of the Kent State campuses. Resources for new mothers were established as part of the Health Care and Education Reconciliation Act of 2010 (the Federal health care reform law). These rooms provide a secure space for nursing mothers, they are shielded from view, free from intrusion by co-workers and the public, and are not a restroom.

Use of the lactation rooms is optional for nursing mothers; those who wish to use one of the rooms should call the phone number listed for that location prior to their first visit, to make arrangements, and determine a schedule.

The list of lactation rooms is posted on the Kent State Office of the University Architect website at: https://www.kent.edu/universityarchitect/lactation-rooms and these locations will be added to the online campus map.

In many, but not all locations, the Building Curator serves as the point of contact for information and assistance with accessing the lactation room in their designated building. If key card access to a lactation room is required, the Building Curator, or designated contact person, should refer the end-user to the University Facilities Management Lock Shop to request access to the room https://www.kent.edu/ufm/lock-shopkey-requests.

Requests for additional lactation room space or accommodations should be referred to the Office of the University Architect’s Space Planning Team by calling 330-672-3880.

Questions about lactation room policies and rights regarding the health care reform law should be referred to the Department of Human Resources by calling 330-672-7505.
SCHEDULING OF ACADEMIC FUNCTIONS

OFFICE OF THE UNIVERSITY REGISTRAR

PHONE: 330-672-3131    FAX: 330-672-4836
WEBSITE:  https://www.kent.edu/registrar

Kent State University’s Office of the University Registrar will provide efficient, timely and personable service to students, the campus community and outside agencies; will consistently and fairly implement state, federal and institutional policies and procedures; and will maintain, at all times, institutional credibility through the proper maintenance of the student academic transcript.

The Office of the University Registrar is responsible for all academic scheduling. Any function with a course and section number must go through the Office of the University Registrar. All other scheduling should be referred to the University Events and Conference Services office.

The Building Curator should contact the Office of the University Registrar:

- To determine the schedule of an individual classroom or entire building; and/or
- When there are two (2) classes scheduled in the same room at the same time.

The Office of the University Registrar will contact the Building Curator if:

- A classroom capacity does not equal the capacity as assigned by the Office of the University Architect; and/or
- A classroom is missing furniture e.g., tablet, armchairs, lecterns, tables, etc.
The University Events and Conference Services office facilitates and coordinates services and event facilities on the Kent State University Kent Campus for non-academic events. The University Events and Conference Services office is also responsible for maintaining a calendar of non-academic events for the entire university.

On September 1, 2019, Kent State implemented the new Administrative Policy 3342-5-12.4 regarding event registration and use of university facilities and grounds for non-instructional purposes. This new policy consolidates multiple previous policies into one simpler statement. It also clearly defines terms and better articulates guidelines for using university facilities and grounds, along with formally designating who coordinates registrations.

**HIGHLIGHTS OF THE NEW POLICY**

- The use of university facilities and grounds for non-instructional purposes is controlled by University Events and Conference Services on the Kent Campus or the equivalent regional campus office.

- All indoor events must be sponsored by a registered student organization or university department and registered through University Events and Conference Services [https://www.kent.edu/universityevents/university-event-registration-operational-procedures](https://www.kent.edu/universityevents/university-event-registration-operational-procedures) on the Kent Campus or the equivalent regional campus office.

- To secure exclusive use of available outdoor university grounds, the event must be registered through University Events and Conference Services on the Kent Campus or the equivalent regional campus office.

- Outdoor events that are not registered do not have exclusive use of the grounds. They must comply with certain restrictions detailed in the policy.

Refer to Administrative Policy 3342-5-12.4:
Administrative policy regarding event registration and use of university facilities and grounds [https://www.kent.edu/policyreg/administrative-policy-regarding-event-registration-and-use-university-facilities-and](https://www.kent.edu/policyreg/administrative-policy-regarding-event-registration-and-use-university-facilities-and)
EMERGENCY NUMBER
9-1-1

FREQUENTLY USED TELEPHONE NUMBERS

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<tr>
<th>Service</th>
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<tr>
<td>Automated Building Systems</td>
<td>330-672-4301</td>
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<td>Custodial Services</td>
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<td>Environmental Health and Safety</td>
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<tr>
<td>Facilities Planning and Operations</td>
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<td>Fire Prevention</td>
<td>330-672-0831</td>
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<tr>
<td>General University Information</td>
<td>330-672-3000</td>
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<td>Lock Shop</td>
<td>330-672-7846</td>
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<td>Maintenance Services</td>
<td>330-672-2345</td>
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<td>Network Services and Telecommunications</td>
<td>330-672-7200</td>
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<td>Office of the University Architect</td>
<td>330-672-3880</td>
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<tr>
<td>Public Safety / Police Services</td>
<td>330-672-2212</td>
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</tbody>
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SCHEDULING

ACADEMIC FUNCTIONS
Office of the University Registrar......330-672-3131

NON-ACADEMIC FUNCTIONS
University Events and Conference Services...330-672-3202

WASTE MANAGEMENT SERVICES
Hazardous Waste Disposal ....................330-672-1950
Recycling Collection Services............330-672-2345
Recycling Educational Information........330-672-3880
Refuse Removal ..................................330-672-2345
Surplus Equipment Redistribution and Disposal Program...330-672-2345