



# Facilities and Services

## WORK ORDER DESK REFERENCE MANUAL




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# Work Instructions

## 1.0 Campus Wide Utility System Outages


We are responsible for providing reliable utilities to all educational buildings, student housing, and athletic facilities on the main campus. There are 7 utility systems on campus that are operated and maintained by the shops. If you receive a notification of an unscheduled campus wide utility system outage, please perform the steps listed for the affected utilities.

### 1.1 Chilled water

- 1.1.1 Contact the Plant Operations Supervisor, Mark Blachford, and inform him of the outage.
- 1.1.2 Contact the Director of MEP, Pat Chavez, and inform him of the outage.
- 1.1.3 Contact the Executive Director of Operations, Tim Dobson, and inform him of the outage.
- 1.1.4 Generate a work order for the Central Utility Plant to investigate the chilled water system outage.
- 1.1.5 Contact additional Facilities Operations shops as requested by the Plant Operations Supervisor.

### 1.2 Compressed air

- 1.2.1 Contact the Plant Operations Supervisor, Mark Blachford, and inform him of the outage.
- 1.2.2 Contact the Director of MEP, Pat Chavez, and inform him of the outage.
- 1.2.3 Contact the Executive Director of Operations, Tim Dobson, and inform him of the outage.
- 1.2.4 Generate a work order for the Central Utility Plant to investigate the compressed air system outage.



1.2.5 Contact additional Facilities Operations shops as requested by the Plant Operations Supervisor.

1.3 Electricity

1.3.1 Contact the Electric Shop Supervisor, Mike Luchau, and inform him of the Outage.

1.3.2 Contact the Director of MEP, Pat Chavez, and notify him of the outage.

1.3.3 Contact the Director of Facilities Maintenance, Al Flores, and inform him of the outage.

1.3.4 Contact the Executive Director of Operations, Tim Dobson, and inform him of the outage.

1.3.5 Generate a work order for the Electric Shop to investigate electrical distribution system outage.

1.3.6 Contact additional Facilities Operations shops as requested by the Electric Shop Supervisor.

1.4 Natural gas

1.4.1 Contact the Utilities Shop Supervisor, TBD, and inform him of the outage.

1.4.2 Contact the Director of MEP, Pat Chavez, and inform him of the outage.

1.4.3 Contact the Executive Director of Operations, Tim Dobson, and inform him of the outage.


1.4.4 Generate a work order for the Utility shop to investigate the natural gas system outage.

1.4.5 Contact additional Facilities Operations shops as requested by the Utilities Shop Supervisor.

1.5 Sewer

1.5.1 Contact the Utilities Shop Supervisor, TBD, and inform him of the outage.

1.5.2 Contact the Director of MEP, Pat Chavez, and inform him of the outage.

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- 1.5.3 Contact the Executive Director of Operations, Tim Dobson, and inform him of the outage.
  - 1.5.4 Generate a work order for the Utility shop to investigate the sewer system outage.
  - 1.5.5 Contact additional Facilities Operations shops as requested by the Utilities Shop Supervisor.
  - 1.6 Steam
    - 1.6.1 Contact the Plant Operations Supervisor, Mark Blachford, and inform him of the outage.
    - 1.6.2 Contact the Director of MEP, Pat Chavez, and inform him of the outage.
    - 1.6.3 Contact the Executive Director of Operations, Tim Dobson, and inform him of the outage.
    - 1.6.4 Generate a work order for the Central Utility Plant to investigate the steam system outage.
    - 1.6.5 Contact additional Facilities Operations shops as requested by the Plant Operations Supervisor.
  - 1.7 Water
    - 1.7.1 Contact the Utilities Shop Supervisor, TBD, and inform him of the outage.
    - 1.7.2 Contact the Director of MEP, Pat Chavez, and inform him of the outage.
    - 1.7.3 Contact the Executive Director of Operations, Tim Dobson, and inform him of the outage.
    - 1.7.4 Generate a work order for the Utility shop to investigate the natural gas system outage.
    - 1.7.5 Contact additional Facilities Operations shops as requested by the Utilities Shop Supervisor.



## 2.0 Localized (building) system outages

Localized outages may occur that only affect select buildings or portions of buildings. If you receive a notification of an unscheduled campus wide utility system outage, please perform the steps listed for the affected utilities.

### 2.1 Chilled water


- 2.1.1 Contact the Mechanical Shop Supervisor, Fernando Ortega, and inform him of the outage.
- 2.1.2 Contact the Director of Facilities Maintenance, Al Flores, and inform him of the outage.
- 2.1.3 Contact the Executive Director of Operations, Tim Dobson, and inform him of the outage.
- 2.1.4 Generate a work order for the Mechanical shop to investigate the chilled water system outage.
- 2.1.5 Contact additional Facilities Operations shops as requested by the Mechanical Shop Supervisor.

### 2.2 Compressed air

- 2.2.1 Contact the Mechanical Shop Supervisor, Fernando Ortega, and inform him of the outage.
- 2.2.2 Contact the Director of Facilities Maintenance, Al Flores, and inform him of the outage.
- 2.2.3 Contact the Executive Director of Operations, Tim Dobson, and inform him of the outage.
- 2.2.4 Generate a work order for the Mechanical shop to investigate the compressed air system outage.
- 2.2.5 Contact additional Facilities Operations shops as requested by the Mechanical Shop Supervisor.

### 2.3 Electricity

- 2.3.1 Contact the Electric Shop Supervisor, Mike Luchau, and inform him of the Outage.

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- 2.3.2 Contact the Director of Facilities Maintenance, Al Flores, and notify him of the outage.
  - 2.3.3 Contact the Executive Director of Operations, Tim Dobson, and inform him of the outage.
  - 2.3.4 Generate a work order for the Electric Shop to investigate electrical system outage.
  - 2.3.5 Contact additional Facilities Operations shops as requested by the Electric Shop Supervisor.
- 2.4 Natural gas
- 2.4.1 Contact the Mechanical Shop Supervisor, Fernando Ortega, and inform him of the outage.
  - 2.4.2 Contact the Director of Facilities Maintenance, Al Flores, and inform him of the outage.
  - 2.4.3 Contact the Executive Director of Operations, Tim Dobson, and inform him of the outage.
  - 2.4.4 Generate a work order for the Mechanical shop to investigate the natural gas system outage.
  - 2.4.5 Contact additional Facilities Operations shops as requested by the Mechanical Shop Supervisor.
- 2.5 Sewer
- 2.5.1 Contact the Mechanical Shop Supervisor, Fernando Ortega, and inform him of the outage.
  - 2.5.2 Contact the Director of Facilities Maintenance, Al Flores, and inform him of the outage.
  - 2.5.3 Contact the Executive Director of Operations, Tim Dobson, and inform him of the outage.
  - 2.5.4 Generate a work order for the Mechanical shop to investigate the sewer system outage.
  - 2.5.5 Contact additional Facilities Operations shops as requested by the Mechanical Shop Supervisor.





## 2.6 Steam

- 2.6.1 Contact the Mechanical Shop Supervisor, Fernando Ortega, and inform him of the outage.
- 2.6.2 Contact the Director of Facilities Maintenance, Al Flores, and inform him of the outage.
- 2.6.3 Contact the Executive Director of Operations, Tim Dobson, and inform him of the outage.
- 2.6.4 Generate a work order for the Mechanical shop to investigate the steam system outage.
- 2.6.5 Contact additional Facilities Operations shops as requested by the Mechanical Shop Supervisor.


## 2.7 Water

- 2.7.1 Contact the Mechanical Shop Supervisor, Fernando Ortega, and inform him of the outage.
- 2.7.2 Contact the Director of Facilities Maintenance, Al Flores, and inform him of the outage.
- 2.7.3 Contact the Executive Director of Operations, Tim Dobson, and inform him of the outage.
- 2.7.4 Generate a work order for the Mechanical shop to investigate the chilled water system outage.
- 2.7.5 Contact additional Facilities Operations shops as requested by the Mechanical Shop Supervisor.

## 3.0 Natural gas leak

Natural gas leaks are very dangerous and need an immediate response from Facilities Operations. If you receive a report that there is a strong smell of natural gas or a possible natural gas leak please perform the following steps:

- 3.1 Instruct the caller to call 911 and report the suspected gas leak. Remind them that they need to let the 911 Operator know that they are on the NMSU Main campus.

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- 3.2 Contact the Mechanical Shop Supervisor, Fernando Ortega, and report the natural gas leak and ask for an immediate response from the shop.
  - 3.3 Contact the Director of Facilities Maintenance, Al Flores, and notify him of the natural gas leak.
  - 3.4 Contact the Executive Director of Operations, Tim Dobson, and inform him of the natural gas leak.
  - 3.5 Generate a work order for the Mechanical shop to investigate the natural gas leak.
  - 3.6 Contact additional Facilities Operations shops as requested by the Mechanical Shop Supervisor.


#### 4.0 Temperature complaints

Operations strive to maintain all academic, auxiliary, and athletic facility temperatures within the published standard temperature set points of 76° F for cooling and 69° F for heating. Building occupants may submit customer requests or call the Work Order Desk if their temperature falls outside of the set points. If you receive a request please perform the following steps:

- 4.1 Ask the customer if research is conducted in the affected area. If research is conducted pass this information onto the shops and ask for an expedited response.
- 4.2 Contact the Mechanical Shop Supervisor, Fernando Ortega, and notify him of the temperature concern.
- 4.3 Generate a work order for the Mechanical shop to investigate the concern.

#### 5.0 Fire alarm and suppression system responses

The Electric shop is responsible for maintaining and repairing all fire alarm and suppression systems on campus. Fire suppression systems include sprinkler systems, fire pumps, standpipes, Inergen Chemical suppression




systems, and foam suppression systems. These are life safety systems and require an immediate response from the Electric shop. If you receive notification of a problem with one of these systems on campus please perform the following steps:

- 5.1 Contact the Electric Shop Supervisor, Mike Luchau, and inform him of the event.
- 5.2 Contact the Director of Facilities Maintenance, Al Flores, and notify him of the event.
- 5.3 Generate a work order for the Electric Shop to troubleshoot and repair the system.
- 5.4 Contact additional Facilities Operations shops as requested by the Electric Shop Supervisor.

#### 6.0 Elevator responses

Elevators are a key component for ADA access on campus which makes any trouble call a high priority for Operations. Trouble calls may range from people trapped in the elevator, or an elevator is out of service. When an elevator is out of service, Operations has a responsibility to notify, the Office of Institutional Equity, Dean of Students, and Student Success. If you receive notification that an elevator is out of service perform the following steps:

- 6.1 Ask the customer if there are people trapped in the elevator and do they need medical attention
- 6.2 If there are people trapped in the elevator and they need medical attention call 911 and report the event and ask for a Fire Department response.
- 6.3 Contact the Electric Shop Supervisor, Mike Luchau, and notify him that an elevator is out of service, if people are trapped, and ask for an expedited response to investigate the problem.
- 6.4 Contact the Director of Facilities Maintenance, Al Flores, and notify him that an elevator is out of service.

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- 6.5 Contact the Executive Director of Operations, Tim Dobson, and notify him that an elevator is out of service.
  - 6.6 Generate a work order for the Electric shop to investigate the elevator problem.


## 7.0 Flooded building

Buildings may flood from inclement weather, broken piping systems, or fire sprinkler system activations, clogged sewers, or overflowing sinks or restroom fixtures. An expedited response by the shops is required to stop the water flow and minimize damage to the building and equipment.

- 7.1 Contact the Custodial and Recycling Manager, Art Lucero and report the flood. He will contact the appropriate Custodial Supervisor for the affected building and initiate clean-up activities. If it is after 12:00 PM contact the Central Utility Plant and have them call in the On-Call Custodian.
- 7.2 Contact the Director of Facility Maintenance, Al Flores, and notify him of the building flood.
- 7.3 Contact the Executive Director of Operations, Tim Dobson, and notify him of the flooded building.
- 7.4 Contact the Structural Maintenance Shop Supervisor, Isaac Paz, and ask for an expedited response to the building flood.
- 7.5 Contact the Mechanical Shop Supervisor, Fernando Ortega, and ask for an expedited response for the building flood.
- 7.6 Generate a work order for an emergency response to the building flood. Include a phase for the Custodial, Structural Maintenance, and Mechanical shops.

## 8.0 Graffiti calls

Operations is committed to removing all graffiti within 24 hours of receiving notification. The shop has a process in place for contacting the Police Department to document the graffiti prior to removal.

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- 8.1 Contact the Paint Shop Supervisor, Rocky Puentes and notify him of the graffiti.
  - 8.2 Generate a work order to remove the graffiti.

## 9.0 Housing and Residential Life / Auxiliary Services trouble calls

Student housing and Auxiliary Services are a critical component for student success. All calls for services to these facilities need to be sent to the Facilities Maintenance shop or Custodial Team 6.

### 9.1 Auxiliary Services:

This covers Corbett Center, Barnes & Noble Bookstore, Campus Food Service, Golf Course, and Spiritual Center.

#### 9.1.1 Maintenance and Repair

9.1.1.1 Ask the customer if this is affecting food service, kitchen operations, or a conference. If it affects any of the above the request needs to be expedited.

9.1.1.2 Contact the Facilities Maintenance Shop Supervisor, Anthony Gonzales, and notify him of the request. Food service requests require an expedited response.

9.1.1.3 Generate a work order for the Facilities Maintenance shop. If it is a food service facility request please start the description with [FOOD] to ensure an expedited response is provided by the shop. If additional shops are required to support the request they will be added by the Facilities Maintenance shop.

#### 9.1.2 Custodial Support

9.1.2.1 Contact Custodial Team 6 Supervisor, Jose Medrano, and notify him of the request.

9.1.2.2 Generate a work order for the Custodial shop to perform the requested cleaning.



## 9.2 Housing repairs

This covers all the dormitories and student family housing units on the main campus.

### 9.2.1 Maintenance and repairs

9.2.1.1 Contact the Facilities Maintenance Shop Supervisor, Anthony Gonzales, and notify him of the request.

9.2.1.2 Generate a work order for the Facilities Maintenance shop. If additional shops are required to support the request they will be added by the Facilities Maintenance shop.

### 9.2.2 Custodial Support

9.2.2.1 Contact Custodial Team 6 Supervisor, Jose Medrano, and notify him of the request.

9.2.2.2 Generate a work order for the Custodial shop to perform the requested cleaning.

## 9.3 Housing Pest control requests

9.3.1 Contact the Facilities Maintenance Shop Supervisor, Anthony Gonzales, and notify him of the request.

9.3.2 Generate a work order to perform pest control in the affected area.

## 10.0 Electrical building system problems

Electrical building system covers all electrical services and components inside of the buildings. Work requests in this category would include interior lighting, circuit breakers, electrical outlets, security lighting, modular furniture, and electrical service to equipment. If you receive a request of this nature please perform the following steps:

10.1 Contact the Electric Shop Supervisor, Mike Luchau, and inform him of the request.

10.2 Generate a work order for the Electric Shop to troubleshoot and repair the systems per the request.

### 11.0 Mechanical building system problems

Mechanical building system covers all mechanical services and components inside of the buildings. Work in this category would include overflowing sinks, overflowing commodes, overflowing urinals, water leaks, clogged drains, broken belts, fans not working, refrigerators quit working, air conditioner quit working, heater quit working, leaking pumps, inadequate air flow. If you receive a request of this nature please perform the following steps:

- 11.1 Contact the Mechanical Shop Supervisor, Fernando Ortega, and inform him of the request.
- 11.2 Generate a work order for the Mechanical Shop to troubleshoot and repair the system per the request.


### 12.0 Structural building system problems

Structural building system covers all structural components that make up a building. Work on roofs, walls, ceilings, floors, stairs, windows, tile and carpet is covered in this category. This shop also assembles and repairs modular and free standing furniture for the campus community. If you receive a request of this nature please perform the following steps:

- 12.1 Contact the Structural Maintenance Shop Supervisor, Isaac Paz, and inform him of the request.
- 12.2 Generate a work order for the Structural Maintenance Shop to troubleshoot and repair the system per the request.

### 13.0 Access issues

Access Control is responsible for repairing all doors on campus. This includes locksets, hinges, door openers, door closers, and electronic locks. Typical request that may be received are door is hard to open, door doesn't close all the way, broken handle (lockset), leaking door closer, or the door slams shut. If you receive a request of this nature please perform the following steps:

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- 13.1 Contact the Access Control Shop Supervisor, Jerry Jersvig, and notify him of the access request.
  - 13.2 Generate a work order for the Access Control Shop to investigate and repair locks per the request.

#### 14.0 Americans Disability Act (ADA Handicap) Door Access

These doors are a high priority and require an expedited response from Operations. We have an escalated reporting requirement as this may prevent injured or physically challenged people from being able to enter or leave our facilities. If you receive notification that an ADA door or the associated operator has quit working properly please perform the following steps:

- 14.1 Contact the Access Control Supervisor, Jerry Jersvig, and notify him that there is a problem with an ADA door.
- 14.2 Contact the Director of Facilities Maintenance, Al Flores, and notify him that there is a problem with an ADA door.
- 14.3 Contact the Executive Director of Operations, Tim Dobson, and notify him that there is a problem with an ADA door.
- 14.4 Generate a work order for the Access Control Shop to investigate and repair the ADA door.

#### 15.0 Pot holes and Trip Hazards

Potholes and trip hazards on campus area liability to NMSU and Operations should take immediate steps to make pedestrians and drivers aware of the hazard. If you receive a request to fix a trip hazard or pot hole please perform the following steps:

- 15.1 Contact the Structural Maintenance Shop Supervisor, Isaac Paz, and notify him that there is a trip hazard or pothole that needs to be repaired.
- 15.2 Generate a work order to repair the trip hazard or pothole.





## 16.0 Dead Animals


Dead animals on campus pose a health hazard to our community and they need to be removed and disposed of quickly. If you receive a request to remove and dispose of a dead animal on campus please perform the following steps:

- 16.1 Contact the Grounds Manager, Bud Jones, and notify him of the dead animal and where it is located.
- 16.2 Generate a work order for the Grounds shop to remove and dispose of the dead animal.



Appendix A – Radio List

<b>MECHANICAL</b>	<b>RADIO #</b>	<b>GROUNDS</b>	<b>RADIO #</b>	<b>Administration</b>	<b>RADIO#</b>
Ortega, Fernando	800	Jones,Ralph (Bud)	600	Dobson,Tim	No #
Ramirez, Sabino	801	Amezquita,F. Esther	601	Flores,Al	200
Ramirez,Joe	802	Andrews,Roy	602	<b>VEHICLE MECHANIC</b>	<b>RADIO #</b>
Montoya,Alex	803	Coogler, David	603	Crouch,Paul	270
Munoz,Michael	804	Cooper, David	604	Marin,Alfonso	271
Zamora,Alonzo	805	Rivera, Florentino (Tino)	605	<b>ENERGY SYSTEMS</b>	<b>RADIO#</b>
Blechinger, Eric	806	Hinojos,Louie	606	Chavez,Pat	180
Valdez,Jerry	807	Silva, David	607	Bana,Richard	181
Canales,Fernando	808	Legarda,Anthony	608	Uribe,Javier	182
Talamantes,Jose	809	Bertoldo ,Joaquin III	609	Gonzales,Paul	183
Aguirre, Danny	810	Lorenzo Astorga	610		
Vargas,Jessie	811	VACANT	611	<b>Structural Maintenance</b>	<b>RADIO #</b>
Barajas,Tony	812	Padilla, Dennis	612	Paz,Isaac	230
Alejos,Leslie	813	Bertoldo, Joaquin	613	Valles, Cleto	231
Apodaca,David	814	Flores, Orlando	614	Herrera, Michael	232
Munoz,Daniel	815	Garcia,Jose	615	Duran,Anthony (Spike)	233
VACANT	816	Stewart,Ron	616	Clark, Randy	234
		Pardo,Omar	617	Salinas, Ricardo	235
<b>ELECTRICAL</b>	<b>RADIO #</b>	Amesquita,Michael	618	Lujan,Javier	236
Luchau, Mike	400	Garcia,Lupe	619	Sedillo, Robert	237
Felix,Pedro	401			Ramirez, Rey	238
Acevedo,Alfredo	402				
Diaz, Frank	403	<b>CUSTODIAL</b>	<b>RADIO #</b>	<b>C. U. P. / UTILITIES</b>	<b>RADIO #</b>
Root,Dave	404	Lucero,Art	100	VACANT	131
VACANT	405	Medrano,Jose	500	Avalos,David	132
Ortiz,Marc	406	Cordero,Philip	501	Sanchez,Javier	133
Velasco,Luis	407	Moreno.Omar	502	Bencomo.Andres	134
Contreras,Joel	408	Hidalgo, Chris	503	De Leon,Joe	135
Bencomo,Patrick	409	Murphy, Eddie	504	Plant Operator	136
Rubio,Luis	410	Cordero,Manny	505	Plant Operator	137
Valasco,Robert	411	Herrera,Joe	506		
Frank,Robert	412	Mauricia,Cesar	507	<b>PAINTERS</b>	<b>RADIO #</b>
Marrufo,Toby	413	Almaguer,Lupe	508	Puentes,Rocky	250
Student	414	Mancha,Enrique	509	Vacant	251
		Jimenez,Hector	510	Raught, Jerry	252
		Carrillo,Allen	511	Padilla Johnny	253
<b>Access Control</b>	<b>RADIO#</b>	Ochoa,Jose	512	Barela Hector	254
Jersvig, Jerry	190	Avalos,Roger	513	Montes,Tony	255
Holguin,Ray	191	Atencio,Danny	514	Madero, Ruben	256
Angel,Michael	192	Loya,Ramon	515	Candela,Jose	257
Galey,Daniel	193	Cardiel,Francisca	516	Munoz Ricky	258
		Saenz,Linda	517	Romero Charlie	259
<b>Fac Maintenance</b>	<b>RADIO#</b>	Valdivia,Paul	518	<b>Fac. Maintenance</b>	<b>RADIO #</b>
Gonzales,Anthony	700	Montoya,Anita	519	Rodriguez,Frank	721
Martinez,Gary	701	Cadena,Alfredo	520	Suarez,Al	722
Molina,Ismael	702	Padilla,Andrew	521	Barrera,Paul	723
Saenz,Sammy	703	Trujillo,Rudy	522	Sears,Daniel	724
Gutierrez,Rodrigo	704			Rodriguez,Lorenzo	725
Villa,Jake	705	<b>Recycling/Solid Waste</b>	<b>RADIO #</b>	Rodriguez,Jorge	726
Rey,Apolonio	706	Silva,Jesus	525	Garrison,Gary	727
Gonzales,Paul	707	Gallardo,Orlando	526	Lopez,Melvin	728
Vasquez,Lius	708			Seaburgh,Jerry	729
Arredondo,Eulalio	709			Villines,William	730
Chacon,David	710			Valles,Fernie	731



## Appendix B – Phone List

## Facilities and Services

<b>Senior Administration</b>		<b>Fax: 6432</b>	<b>Landscape &amp; Grounds Services</b>		<b>Facilities Maintenance</b>	
<b>Glen Haubold, Associate VP</b>	<b>2101</b>		<b>Bud Jones, Manager (932-9747)</b>	<b>6040</b>	<b>Alfonso Flores, Director (915-630-1657)</b>	
Olga Holguin, Sr. Admin Asst	2101		<b>6040</b>		<b>5782</b>	
Eunice Martinez, Student Assistant	2101		<b>GROUNDSS</b>		<b>ACCESS CONTROL</b>	
Johnny Carrillo, Fire Chief (644-5022)	6289			<b>Fax: 7187</b>		
Tim Dobson, Exec Director of Operations (635-6060)	8026		Esther F. Amezcuita	5957	<b>Jerry Jersvig (621-5814)</b>	
Katrina Doolittle, Exec Director of EH&S (644-2676)	5427		David Coogler (993-1862)	5957		
Patricia Hartell, Exec Director of FS Admin.	5056		David Cooper (644-5954)	5957	Michael Angel	
Alton Looney, Executive Director of PD&E	4545		Orlando Flores (636-7638)	5957	Daniel Galey	
Heather Watenpaugh, University Architect	1360		Florentino Rivera (932-9919)	5957	Ray Holguin (624-2362)	
Jon Newcomer, Sustainability Mgr (202-9989)	7563		David Silva (405-8479)	5957	<b>ELECTRICIANS</b>	
			<b>SIGN SHOP</b>		<b>Michael Luchau (635-3128)</b>	
				<b>Fax: 7780</b>		
			<b>Tina Patton</b>	<b>3276</b>	Alfredo Acevedo	
			<b>VEHICLE MECHANICS</b>		Patrick Bencomo	
				<b>Fax: 1884</b>	Pedro Felix	
<i>Large Conference Room Regular Phone</i>	8088		<b>Paul Crouch, Supervisor (496-1899)</b>	<b>7868</b>	Luis Rubio (642-5884)	
<i>Polycom Phone</i>	1778		Convenience Services (Alfonso Marin)	5467	Robert Velasco (649-0213)	
<i>Quonset Hut Conference Room</i>	5735		Mechanic Shop Garage	1415	<b>FACILITIES MAINTENANCE</b>	
<i>SCUP Conference Room</i>	5209				<b>Anthony Gonzales (621-1321)</b>	
			<b>Recycling/Solid Waste/Custodial</b>		<b>5958</b>	
				<b>Fax: 7945</b>	Frank Rodriguez (915-252-4601)	
			<b>Art Lucero, Manager (932-9748)</b>	<b>8159</b>	Auner Suarez (805- 7241)	
			<b>CUSTODIAL</b>		Luis Vasquez (805- 6646)	
<b>Administration (Bus Off, HR, Info Mgt)</b>	<b>Fax: 6432</b>		Manny Cordero (640-1881)	8077	Vacant	
<b>BUSINESS OFFICE</b>			Philip Cordero (528-8060)	8075	Vacant	
<b>Floraine Jones, Asst Director</b>	<b>3598</b>		Chris Hidalgo (202-5329)	8079	<b>PAINT &amp; MOVING</b>	
Cecilia Espana	7114		Jose Medrano (202-0380)	2023	<b>Rocky Puentes (642-2484)</b>	
Joaquin Gonzalez, Jr	1878		Omar Moreno (993-2130)	8078	<b>5931</b>	
Vivian Herrera	1492		Eddie Murphy (202-5084)	7288	Paint Shop	
Yolanda Montoya	2199		<b>Utilities and Energy Management</b>		Ricky Munoz	
Kelsey Moore	5597		<b>Pat Chavez, Director MEP (202-6423)</b>	<b>5956</b>	Jerry Raught	
Cindy Poor	2591		<b>ENERGY MANAGEMENT</b>		<b>MECHANICAL</b>	
Rene Ruiz	4341		<b>Lorraine Silva, Utility Manager</b>	<b>1480</b>	<b>Fernando Ortega (202-8719)</b>	
			Richard Bana	5861	<b>4604</b>	
<b>HUMAN RESOURCES</b>			Javier Uribe	4492	Alex Montoya (640-1489)	
<b>Yvonne Tellez</b>	<b>4320</b>		<b>CENTRAL UTILITY PLANT (CUP)</b>		Michael Munoz (642-2122)	
Priscilla Carabajal	1252			<b>Fax: 1269</b>	Joe Ramirez (642-6380)	
			<b>Mark Blachford (642-6271)</b>	<b>3192</b>	Sabino Ramirez (650-8293)	
			<i>Control Room</i>	2529	HVAC on-call line 644-1382	
<b>University Architect &amp; Space Planning</b>			<b>UTILITES MAINTENANCE</b>		<b>STRUCTURAL MAINTENANCE</b>	
<b>Dale, Harrell (932-8549)</b>	<b>5303</b>		<b>Vacant</b>	<b>6821</b>	<b>Isaac Paz (202-2850)</b>	
Roe Day	2509		David Avalos (805-5068)	3130	<b>7110</b>	
John Doyle	7956		Andres Bencomo (575) 640-2315	4575	Anthony Duran	
Suzanne Montes	7734				Mike Herrera	
Vacant	2525		<b>Project Development &amp; Engineering</b>		Ray Ramirez	
					Robert Sedillo	
<b>Environmental Health &amp; Safety (EH&amp;S-MSC 3578)</b>					Cleto Valles	
Main	3327		<b>Ben Abeyta, Asst Director (505-217-8389)</b>	<b>4886</b>	<b>Fire &amp; Emergency Services</b>	
Jose Gamon (642-7025)	7746		Alejandro Flores (334-750-6547)	6291	<b>Fax: 2666</b>	
Bobby Harding	1667		Gary Martinez (993-4421)	4381	Main (Non-Emergency Fire Dept Line)	
Drew Kaczmarek (649-6557)	5428				Mary Ann Ventura	
Jack Kirby (520-0651)	7102		<b>Henry Espalin, Asst Director (639-2114)</b>	<b>4548</b>	Louis Huber	
John Larson	5133		Jon Padilla (202-4463)	7873	John Guerin	
Michael Lucero (642-1218)	1667		Ron Tarazoff (644-8984)	7729	Kellen Tarkington	
Rose Melendrez	7103		Karen Tufts	5001		
Steven Moates (644-1954)	5036		Orasa Vaught	4549	<b>FSA - BFHRtech@nmsu.edu</b>	
Luis Morales (644-3270)	5893				<b>Transportation Services</b>	
Ginger Parker	5133		<b>Jose Loera, Asst Director (642-3656)</b>	<b>5013</b>	<b>Material Services - Ed Allbright (644-4158)</b>	
Patti Saenz	1751		Nivia Franco (202-3725)	5355	<b>Material Services - Nicky Bustamante (644-3350)</b>	
David Schoep (312-6649)	1023		Heidi Frohnapfel (639-0536)	2327	<b>Property - Vacant</b>	
David Shearer (649-6068)	3053		Robert Herrera (993-2659)	5213	<b>Receiving - Amanda Sambrano</b>	
Susan Terebenetz (644-2471)	1754		Heidi Hubble	7404	<b>Receiving - Brenda Moore</b>	
Polly Wagner	6899		Leo Lucero	5351		
Derrick Wootten	6717					