

FACILITY OPERATIONS – QUICK REFERENCE GUIDE

PLACING WORK ORDERS

For basic work/service requests: contact repair@uwindsor.ca, enter a request in [Azzier](#), or call 519-253-3000 ext. 2850.

- a. Provide the building name and room number where the work or service is to be performed.
- b. Outline the service/work needed and ask if it is billable or not billable.
 - i. If you are asked for an account number, this indicates that there will be a charge.
 - ii. For Azzier requests, you must enter your account number when a work request is submitted. If it is not billable, the account number provided will be removed and you will not be charged.

WORK ORDER PRIORITY LEVELS

- Level 1 – Life Safety **(Call 2850 and/or Special Constable Service)*
- Level 2 – Urgent
- Level 3 – Routine
- Level 4 – Preventative Maintenance

KEY CONTROL

keys@uwindsor.ca or call ext. 2855, 2856

[Key Control Request Link](#)

LINKS

[Facility Services Website](#)

[Interior Signage Request Form](#)

[FAC Services Charges Manual](#)

CONTACTS

Facility Operations Administration Team

fac-admin@uwindsor.ca

Dispatch (Repair) - Pina Biundo

pina@uwindsor.ca

ext. 2850

Cost Control Clerk - Cheryl D'Alimonte

cae@uwindsor.ca

ext. 2851

Office Coordinator - Selena Bertuccio

selena@uwindsor.ca

ext. 2856

Maintenance Clerk - Alyssa Beaugrand (temp)

alyssa1@uwindsor.ca

ext. 2848

Key Control - Katee Diemer

katee@uwindsor.ca

ext. 2855

Shipping & Receiving

shipping@uwindsor.ca

Distribution Services

distribution@uwindsor.ca

Director, Facility Services Operations - John Regier

jregier@uwindsor.ca

Maintenance Manager - Dave Schultz

david.schultz@uwindsor.ca

Grounds Services Supervisor - Garry Moore

gmoore@uwindsor.ca

Chief Operating Engineer (ECC) - Justin Hall

jhall@uwindsor.ca

Supervisor, Operations Administration - John Marcarian

john.marcarian@uwindsor.ca

Zone Supervisory Team:

Chris Mehenka

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Our mission

To provide a physical Campus environment that supports the University's needs and mission.

Our vision

We are always there and doing our best to provide solutions.

