

Alphabetical Listing of Departmental Shops and Offices

CAMPUS EVENTS ([Connie Simmons](#) - Ext. 4435)

The campus events manager is responsible for support and logistical coordination of various campus events, set-ups, deliveries and moves.

CAMPUS SAFETY ([Jim Gilmore](#) - Ext. 3611)

Full time security officers, augmented by part-time officers, provide campus safety services for our campus 24 hours a day, 365 days a year. Requests for assistance for any safety or security matter can be addressed by calling ext. 4444 (777-4444) at any time. We ask that you report any suspicious or unauthorized person on campus, and all matters that may adversely affect the safety of our students, staff and faculty. You may submit an online work order request or contact dispatch at ext. 3445 (777-3445) with any work order questions.

CARPENTER/PAINT SHOP ([Gary Tuttle](#) - Ext. 4452)

The carpenter shop offers full assessment of repairs and renovations, selection of materials, and implementation of work by experienced in-house trade's people. Prioritizing and scheduling of repairs is determined by the shop supervisor. The Academy provides painting by Facilities Management employees and outside contractors. Painting requests are encouraged to keep color selections in the range of neutral shades.

CENTRAL HEAT PLANT ([Glenn Patten](#) - Ext. 4454)

Open twenty-four hours a day, the heating station supplies steam for heat, hot water, and air conditioning to most of the buildings on campus. It also supplies refrigeration for the ice rinks.

CONSTRUCTION PROJECT MANAGEMENT ([Mark Leighton](#) - Ext. 4459)

Many renovations and repair projects are accomplished by outside contractors. Please direct any questions you may have about a particular contractor or renovation project to this office.

CUSTODIAL SERVICES ([Phil Buzzard](#) - Ext. 4451)

Custodians provide all housekeeping duties in our dormitories, academic and administration buildings. Custodial Services participates in an active recycling program which was developed and Implemented in the fall of 1989. This program works in conjunction with the recycling activities of the Town of Exeter.

ENVIRONMENTAL & ENERGY MANAGEMENT ([Rudy Cartier](#) - Ext. 4437)

This area has become the focal point for environmental issues such as asbestos, radon, lead paint, hazardous materials, and storage tanks. The Academy is in full compliance with EPA-AHERA regulations regarding asbestos in schools. Test results for asbestos, lead, and radon in Academy owned buildings are available from the Environmental Office.

ELECTRIC SHOP ([Tim Lozeau](#) - Ext. 4453)

The electric shop maintains the fire alarm systems, elevators, and campus electrical systems. In addition they support students, faculty, staff as well as other Facilities shops

activities.

FACILITIES INFORMATION ([Anita Bailey](#) - Ext.4434)

This is the information resource area for the Academy's general building, campus, floor plans, maps and accessibility information.

FACILITIES MANAGEMENT ADMINISTRATION ([Tammie Motuzas](#) - Ext. 4443)

The Facilities Management Office supports all department functional areas with distractive coordination and guidance, processing financial information, scheduling department appointments, training, coordination of departmental meetings, and as a liaison to HR and IT.

GARAGE ([Joe Kovolyan](#) – Ext. 4437)

The garage facility operates from 7:00 a.m. to 4:00 p.m.; Monday - Friday to service Academy owned vehicles and grounds equipment.

GROUNDS SHOP ([Joe Kovolyan](#) - Ext. 4436)

Grounds employees maintain the lawns and campus gardens, dispose of trash, and remove snow. Your cooperation is greatly appreciated to maintain a beautiful campus by not parking on lawns, keeping vehicles off the campus walkways, and by curbing pets in specific areas. Planting—Shrubbery may not be planted or pruned without permission of the grounds manager. Picking flowers is not permitted in any Academy garden.

LOCK SHOP ([Marshal Miller](#) - Ext. 4439)

The locksmith repairs locks, door closers, and crash bars; installs card access systems; and maintains keys and key records for all Academy buildings. The locksmith is ready to assist faculty, students, and staff with key needs or problems. There is a \$15 charge to replace lost keys.

MECHANICAL SERVICES ([Mic Cooper](#) - Ext. 4450)

The Mechanical Services' operation, to include the plumbing and heating, cooling and energy employees, are called on to respond to heating and plumbing requests, implements minor renovation or alterations and to troubleshoot problems within Academy buildings. The Academy is phasing in an energy management system for our buildings to control our environments in order to conserve energy and reduce waste. They have an on-going preventive maintenance program to reduce breakdowns, plumbing emergencies, and water consumption.

WAREHOUSE ([Russ Driscoll](#) - Ext. 4432)

The Academy Warehouse maintains an inventory of supplies for all departments and will assist you in receiving supplies ordered through the purchasing system. UPS shipping is available for departmental use only. {Personal shipping can be done through Federal Express (1-800-463-3339), UPS (1-800-742-5877), or through the local U.S. Post Office.