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Facilities and Services Records

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Facilities and Services Records

Finding Aid

South Dakota State University Archives and Special Collections
Briggs Library (SBL) Room 241 Box 2114
1300 North Campus Drive
Brookings, SD 57007
Phone: 605-688-5094
Email: arcrefs@sdstate.edu

Collection Summary

Identifier

UA 41

Title

Facilities and Services Records

Creator

Facilities and Services, Physical Plant, South Dakota State University

Dates

1958-2008

Extent

1.42 linear feet -- 1 records center box, 1 document case,
photographs, electronic records, realia

Language

English

Repository

South Dakota State University Archives and Special Collections, Hilton
M. Briggs Library, Brookings, South Dakota.

Access note

This collection is open to researchers without restrictions. The materials in the Archives do not circulate and may be used in-house only.

Preferred Citation

Name of item. Facilities and Services Records. UA 41. South Dakota State University Archives and Special Collections, Hilton M. Briggs Library, Brookings, South Dakota.

Abstract

Facilities and Services provides the physical environment and related services, which will best serve the primary objectives of the university. This collection is composed of material on campus security, central mailing, parking and traffic, and miscellaneous items published by or for the department.

Historical Note

Physical Plant is a service organization established for the sole purpose of providing the physical environment and related services, which will best serve the primary objectives of the university. The Physical Plant operates on a budget derived from an annual allotment of state appropriated funds, charges from services and supplies furnished to certain departments or activities, and the allocation of maintenance and repair funds by the Board of Regents for specific projects.

The services furnished by Physical Plant are the operation, maintenance, repair and remodeling of university buildings and grounds, and the operation and repair of certain types of equipment. Services include custodial service in academic, administrative and some research buildings, central mailing, U.S. mail delivery, moving service, security service, trash collection and disposal, key and lock service, pest control, utilities operation and maintenance, building and land inventory management, setups for special events, facilities engineering, liaison between the university and other organizations concerned with new construction, maintenance and repair and remodeling projects.

The Physical Plant changed its name to Facilities and Services in 2008.

Contents Note

This collection is composed of material on campus security, central mailing, parking and traffic, and miscellaneous items published by or for the department. The security information consists of security reports, a pamphlet about campus safety and security and parking and traffic regulations from 1958 through 1991. The central mailing information details

how to use central mailing service and gives guidelines for mail deposited with them. The miscellaneous published items include information on campus buildings, land, utilities, streets, parking lots and maintenance. Also included is a hand and face dryer used in the restrooms of Wecota Hall when that building was used as a dormitory.

Key Words

South Dakota State University. Facilities and Services.

South Dakota State University. Physical Plant.

Administrative Information

Conditions Governing Access

This collection is open to researchers without restrictions. The materials in the Archives do not circulate and may be used in-house only.

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Arranged and Described by

Crystal J. Gamradt, 2002 June 4, additions made 2009 April 3.

Container List

Box	Folder	Description	Date(s)
1	1	Academic buildings	2005 circa
1	2	Campus map	2005
1	3	Campus Safety and Security (pamphlets, mailers)	1998
1	4	Carillon Performance Request Form	undated
1	5	Central Farm Barn	2001
1	6	Central mailing guidelines	undated
1	7	Construction report FY 2005	2005
1	8	Department profile	2005
1	9	History of Physical Plant	1981
1	10	News / Announcements	2004
1	11	Organizational chart	2005 circa
1	12	Parking and traffic regulations	1958-1998, 2006-2008
1	13	Physical Plant Service Guide	1990
1	14	Physical Plant facts	2005
1	15	Police Department	2003
1	16	Security report	2004
1	17	Security report	2005
1	18	Service charges and work order forms	1979, undated
1	19	Sign Order Request Form	2004 circa
1	20	South Dakota Fleet and Travel Management: Policy and Procedure Handbook for Assigned Drivers and Pool Vehicles	2002
2	item	Hand and face dryer from Wecota Hall restrooms when it was a dormitory	undated