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## Facilities and Services Records

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SDSU Archives and Special Collections, Hilton M. Briggs Library, "Facilities and Services Records" (2018). *University Archives*. 103.

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# Facilities & Services Records

## COLLECTION SUMMARY

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IDENTIFIER

UA 41

TITLE

Facilities and Services Records

DATES

1958-2021

PHYSICAL DESCRIPTION

2.84 linear feet [2 record boxes, 2 document cases]

NAME OF CREATOR(S)

South Dakota State University. Facilities and Services

LANGUAGE

English

REPOSITORY

South Dakota State University Archives and Special Collections

Hilton M. Briggs Library (SBL) Room 241, Box 2115

1300 North Campus Drive, Brookings, SD 57007

Phone: 605-688-5094

Email: [arcrefs@sdstate.edu](mailto:arcrefs@sdstate.edu)

ACCESS NOTE

Open. This material does not circulate and may be used in-house only.

PREFERRED CITATION

Name of item, Collection identifier, box #, folder #, Collection Title, 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

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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

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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. Also included is material related to sustainability and recycling.

## SUBJECT HEADINGS

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- South Dakota Stated University. Facilities and services

## ACCESS

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Requests to publish should be arranged with the SDSU Archives and Special Collections.

## CONTAINER LIST

<b>Box</b>	<b>Folder</b>	<b>Description</b>	<b>Date(s)</b>
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
1	21	Annual Report	2014-2018
1	22	Central Farm Barn Photos [CD-R]	2001
1	23	Parking Permits	1994, undated
1	24	Physical Plant Services Booklet	2003
1	25	South Dakota State University Recycling Guide	2018 circa
2	1	Hand and face dryer from Wecota Hall restrooms when it was a dormitory	undated
3	1	Campus Bicycle Safety Display	undated
3	2	Parking and traffic regulations	2003, 2007
3	3	Sustainability - Association for the Advancement of Sustainability in Higher Education SiTARS Silver Institution Certificate	2019
3	4	Sustainability - Brookings Fixed-Route Bus Service	2014
3	5	Sustainability - Correspondence	1994-2015

<b>Box</b>	<b>Folder</b>	<b>Description</b>	<b>Date(s)</b>
3	6	Sustainability - Course Offerings and Curriculum Resources	2016-2018
3	7	Sustainability - Environmental Stewardship and Sustainability Committee Annual Report	2010-2012 FY
3	8	Sustainability - Environmental Stewardship and Sustainability Committee Annual Report	2013-2018 FY
3	9	Sustainability - Green Fest Budget	2012
3	10	Sustainability - Old guides and brochures	2014-2015
3	11	Sustainability - Plans and proposals	2012
3	12	Sustainability - Pledge and analysis	2014, 2016
3	13	Sustainability - Posters and brochures	2018-2019
3	14	Sustainability - Presentation notes for university management	2014
3	15	Sustainability - Recycling	1995-1996
3	16	Sustainability - Recycling and Waste Action Plan [1 of 2]	2010-2014
3	17	Sustainability - Recycling and Waste Action Plan [2 of 2]	2008-2013
4	1	Sustainability - Recycling Committee [1 of 2]	2012-2015
4	2	Sustainability - Recycling Committee [2 of 2]	2008-2013
4	3	Sustainability - Recycling Program Implementation and Management	1997-2013
4	4	Sustainability - Recycling Update FY95	1992-1998
4	5	Sustainability - Reports	1997-2013
4	6	Sustainability - Resources Brochures	2019
4	7	Sustainability - SDSU Recycling Manual	undated
4	8	Sustainability - SDSU Thermofomed lid proposal	2011
4	9	Sustainability - Student survey	2015
4	10	Sustainability - Waste Recycling Committee	1990-1993
4	11	Sustainability - Wellness Fair	2016
4	12	Sustainability - Spruce Up SDSU poster	2021
4	13	Sustainability - Tiny House Tours and Sustainability Presentation	2017