3-27-2018

Facilities and Services Records

SDSU Archives and Special Collections, Hilton M. Briggs Library

Follow this and additional works at: https://openprairie.sdstate.edu/finding_aids-university

Recommended Citation


This Article is brought to you for free and open access by the Finding Aids at Open PRAIRIE: Open Public Research Access Institutional Repository and Information Exchange. It has been accepted for inclusion in University Archives by an authorized administrator of Open PRAIRIE: Open Public Research Access Institutional Repository and Information Exchange. For more information, please contact michael.biondo@sdstate.edu.
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.

Researchers conducting extensive research are asked to make an advance appointment to access archival material. Please call or e-mail prior to visiting the collection and indicate as much detail as possible about a particular topic and intended use.

South Dakota State University supports access to the materials, published and unpublished, in its collections. Nonetheless, access to some items may be restricted as a result of their fragile condition or by contractual agreements with donors.

**Copyright note**

Copyright restrictions apply in different ways to different materials. Many of the documents and other historical materials in the Archives are in the public domain and may be reproduced and used in any way. There are other materials in the Archive carrying a copyright interest and must be used according to the provisions of Title 17 of the U.S. Code. The Archive issues a warning concerning copyright restrictions to every researcher who requests copies of documents. Although the copyright law is under constant redefinition in the courts, it is ultimately the responsibility of the researcher to properly use copyrighted material.

**Arranged and Described by**

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

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