Types of Services

**Basic Operational Services** are services for which the Physical Plant receives Legislative budget allocation, and which are in direct support of E&G and Health Science Center activities. These services include custodial services, utilities, building repairs, grounds maintenance, refuse collection, the preventive maintenance program, and energy audits and conservation programs.

**Reimbursable Services** are services for which the Physical Plant does not receive budget allocation and therefore, must be paid for by the requestor. These services include minor renovation and automotive services, as well as custodial service, repairs and utilities to non-E&G building. Departments are required to pay for reimbursable services.

Billing Inquires

**Reimbursable Services** are invoiced the first week of the month following the month during which services were completed. The invoice will be complete and accurate, providing adequate detail of the charges. If you should have a concern or question related to an invoice or how funds were taken from your account, contact the PPD Billing Department at (352) 392-4030. To expedite the inquiry, have the invoice number and/or your account number available.

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**Physical Plant Division**

**Mission Statement**

“Our mission is to anticipate and provide a sustainable physical environment that enables the University of Florida to achieve its objectives in instruction, research and public service.”

**Vision Statement**

“Physical Plant Division at The University of Florida is a premier, nationally recognized, facilities management organization. We provide a quality, sustainable setting for education and research. We apply leading edge technology and management practices for the benefit of the university community, including our employees.”

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Work requests for Main Campus and the Health Center may be submitted by:

**Telephone:** (352) 392-1121  
**Fax:** (352) 392-8006  
**E-mail:** workorder@admin.ufl.edu

**Campus Mail:** PO Box 117730 Building 702

**Online:** www.ppd.ufl.edu

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**Request for Services**

The Work Management Center is responsible for receiving all work requests (except Automotive Services). Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. However, the phone is answered around the clock.

When a request is made, the following information is needed: name, title, department and phone number of requestor; the specific location (building and room number) and the nature of the problem; and a contact person, if different from the person making the request.

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**Prompt**

**Professional**

**Dependable**

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**Quality First!**

Quality service is a top priority at the Physical Plant Division. If you would like to E-mail us some feedback about our service, you may contact us at ppdfeedback@admin.ufl.edu.
Services Offered

- Custodial Services
- Planning/Records
- Preventive Maintenance
- Landscaping and Grounds Maintenance
- Automotive Services
- Routine Repairs
- Energy Conservation
- Key Shop & Locksmith Services
- Utilities Maintenance
- Campus Roads & Sidewalks Maintenance

Key Telephone Numbers

Work Request/Info............. 392-1121

Main Campus

- Administrative Offices........ 392-1141
- Building Services............. 392-2334
- Business Operations.......... 846-3393
- Supply Chain Management and Warehouse Operations........ 392-1116
- Dig Permits.................... 392-5781
- Building Maintenance......... 392-6361
- Grounds.......................... 392-1148
- Key Shop........................ 294-0683
- Motor Pool...................... 392-1131
- Operations Engineering...... 392-5050
- Planning/Documents/Records...... 294-0608
- Refuse & Recycling............ 392-7396
- Utilities & Energy Services... 392-1141

Health Science Center

- Administrative Offices........ 273-5905
- Building Services............. 392-4415
- Supply Chain Management and Warehouse Operations........ 392-5775
- Engineering.................... 273-5660
- Facilities...................... 273-5574
- Key Shop....................... 273-5959
- Systems........................ 273-5577
- Vet Medicine Utilities........ 846-3366

Physical Plant Division

Winner

APPA Award of Excellence

Service Guide

UF UNIVERSITY OF FLORIDA
The Foundation for The Gator Nation