



**Facilities Management
California State University, Bakersfield**

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DATE: November 6, 2011

TO: Department Heads
Department Chairs
Staff, Faculty

FROM: Juli A. Smith 
Interim Director, Safety & Risk Management

Patrick Jacobs 
Assistant Vice President, Facilities Planning, Development &
Operations

RE: Modification of Facilities Notification

In an effort to maintain a safe work environment, Facility Management and Safety & Risk Management ask for your cooperation in ensuring repairs, modifications, and equipment installations are planned and completed properly. "Do It Yourself" installations may result in failing equipment and building code violations that create potentially hazardous working conditions or may block paths of emergency egress. Failure to plan ahead can cause the cost of installation to increase, and will result in additional costs for removal of such installations if deemed necessary.

Please, contact Facilities Management to arrange for properly trained and equipped staff to take care of all building and grounds maintenance, construction, and equipment installations tasks. The cost of having a job done by FM staff includes the assurance that the work meets public health, worker safety, accessibility, and building codes, and that you will not be responsible for creating a potentially hazardous condition. Many of our buildings contain asbestos making it imperative that appropriate procedures are followed both to ensure everyone's safety and in order to comply with State and Federal regulations.

Departments are not permitted to hire contractors or conduct "Do It Yourself" paint jobs, remodels, repairs or alterations to State facilities without prior approval from management staff at CSUB Facilities Management. Call ext. 2211 to find out who can best help with your specific need.

Cc: Cabinet Officers

"ATTITUDE MAKES THE DIFFERENCE"