



Facilities Liaison Resource Guide

Vital Campus
Partners



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CPFM Mission Statement

Through communication and collaboration, we strive to continually provide excellent service across the University of Oregon Campus.

Facilities Liaison Roles and Responsibilities

Facilities Liaison is responsible for identifying and maintaining a list of key contacts within their building to share communication and notifications about building systems, Campus issues in areas around the building, building project updates, SRS testing, etc.

Work Order Resource:

- Immediately respond to questions

- Grant Call Log access

- Assist in identifying building occupants to coordinate with on CPFM issue.

Attend Facilities Liaison Meetings several times a year.

CPFM Work Control Center

To submit service requests visit <https://cgis.uoregon.edu/callog>

If you need access to the call log email workcontrolcenter@uoregon.edu

Hours: Monday – Friday 7:00 am – 5:00 pm

Phone: 541-346-2319

After Hours Emergencies

Immediate Life-Threatening Emergencies, Dial 911

For other emergencies, contact UOPD directly at 541-346-2929

UOPD can reach CPFM for after-hours response

Access and Control

CPFM Access and Control manages the building key/access systems. Access and Control works with UOPD regarding security system approval and installation.

Please submit all requests to Work Control.

Call Log <https://cgis.uoregon.edu/calllog>

If you need access to the call log email workcontrolcenter@uoregon.edu

Phone 541-346-2319

Budget Information

The Work Control Center determines if a request is billable or non-billable, following the guidelines in the book of services.

[Book of Services](#)

Exceptions to the following guidelines may exist by authorized Memos of Understanding (MOU).

If you have any questions regarding billing please contact the Work Control Center.

Email: workcontrolcenter@uoregon.edu

Phone: 541-346-2319

Design and Construction

Design and Construction is a service-oriented organization, responsible for managing the delivery of University construction projects. The Project Delivery Team works with external architectural and engineering consultants, as well as General Contractors, to maintain the scope, schedule, and budget of campus construction projects.

<https://cpfm.uoregon.edu/design-construction>

They work collaboratively with stakeholders who represent the collective interest of the campus community, enriching the project delivery process by:

- Providing students, faculty, and staff with information and support through projects, acting as the campus representative through all phases of a project
- Supporting the development of sustainable facilities that enhance the exceptional teaching, discovery, and service of the University of Oregon.
- Establishing Campus Design Standards for University buildings.
- Contributing to the framework of policies that will shape the future of the campus.

Design and Construction is comprised of the following teams:

- **Accounting, Contracting, and Invoicing staff** facilitates the budgetary and contractual needs of capital projects by processing invoices for vendors, consultants, and contractors, reporting budgets and expenditures related to projects, and managing Construction and Consulting services contracts related to Design and Construction on campus.
- **Our Design Services group** provides leadership and oversight in the development of interior spaces related to campus construction projects, including expertise associated with renovations, interior space design development, product evaluation, color, pattern, and material selection, and furniture procurement.
- **Project Management personnel**, including Project Managers and Owner's Representatives, is responsible for coordinating the project team to ensure that a project follows the correct process and is completed within the established scope, schedule, and budget. Project Managers guide the project delivery process through all phases of design, bidding, permitting, construction, and occupancy, while managing a budget, inspections, and schedules to meet the needs of the University. Design and Construction has teams of Project Managers specializing in Research, Academic/Auxiliary, and Special Projects.

Visit the below link for Project Initiation Request Form, Design Standards, Request Drawings, Contracting, and Invoicing Forms, Request Public Records and Project Toolkit.

<https://cpfm.uoregon.edu/resources>

Custodial Services Overview

Please submit all requests to Work Control.

Call Log <https://cgis.uoregon.edu/calllog>

If you need access to the call log email workcontrolcenter@uoregon.edu

Phone 541-346-2319

For more information visit <https://cpfm.uoregon.edu/custodial-services>

Resources

Campus Shutdowns <https://map.uoregon.edu/shutdowns>

Campus Planning <https://cpfm.uoregon.edu/campus-planning>

Mobile Equipment <https://cpfm.uoregon.edu/mobile-equipment>

Projects <https://map.uoregon.edu/construction-projects>

UO Zero Waste Program <https://cpfm.uoregon.edu/zerowaste>

CPFM Blog <https://blogs.uoregon.edu/cpfmnotifications>

Safety and Risk Services <https://safety.uoregon.edu>