Quick References

Dan Nein  
Director of Physical Plant Operations Ext. 8364

Pam Wichroski  
Director of Capital Planning and Construction Ext. 6212

Robert Leavitt, Assistant Director of Maintenance and Operations Ext. 8366

Office Contacts:  
Peter Anderson, Architect Ext. 5914  
Linda Carter, Office Manager Ext. 6206  
Paul Farnsworth, Project Manager Ext. 6943  
Joy Griffiths, Administrative Assistant Ext. 6211  
Mike Gustin, Project Manager Ext. 8357  
Joan Houston, Administrative Assistant Ext. 6207  
Dave Larrabee, Residential Facilities Auditor Ext. 6205  
Bill St. Pierre, Maintenance Systems Technician Ext. 6449  
\*Work Order Line Ext. 6449  
Julie Rosenbach, Environmental Coordinator Ext. 8367

Trades/Custodial:  
Dan Sands, Painting/Carpentry Services Manager  
John Snyder, Lead Painter  
Tim Chouinard, Lead Carpenter  
Alan Kelley, Mechanical/Electrical Services Manager  
Bill Pinard, Lead Plumber  
Greg LaCroix, Lead Electrician  
John Griffiths, Grounds Supervisor  
Bill Bergevin, Landscape Coordinator  
Ron McBride, Stockroom Clerk  
Bob Comeau, Rental Property Maintenance  
Ray Garneau, Custodial Supervisor  
Virginia Sturgis, Custodial Supervisor  
Dennis Turcotte, Custodial Supervisor

Bates College

Physical Plant
Cutten Maintenance Center
147 Russell Street
Lewiston, Maine 04240

HOURS
7:00 am – 4:00 pm  
Monday – Friday

Office Phones
(207) 786-6207
(207) 786-6211

Office Fax
(207) 786-6026

Work Order Line
(207) 786-6449

(Should you receive our voice mail, please feel free to leave a detailed message and a clear contact phone number, we will return your call during normal business hours)

PRINTED ON RECYCLED PAPER
The Bates College Physical Plant
Located at the Cutten Maintenance Center by Underhill Ice Arena and Merrill Gym. We house the Physical Plant offices (2nd floor on left, at top of the stairs), project management services, trade shops, custodial services, environmental services, greenhouse facility, grounds shops, motor vehicles, and loading dock area for deliveries. The Physical Plant department is responsible for the planning, construction, renovation, maintenance and repair of college buildings and facilities; and the provision of utilities, refuse collections, custodial and other services essential to the mission of Bates College.

Mission
Our mission is to make the Bates College campus a comfortable, safe, and aesthetically attractive place to learn, live, work and play. We strive to keep all operating systems in good working order, and respond to emergency maintenance and repair needs of the campus community. We are committed to building a sustainable community through outreach and education, energy efficiency, conservation, recycling, smart transportation, and greener procurement.

The Physical Plant Administrative office is the “Gateway” to the various departments that reside within Physical Plant. By calling our work order line at 786-6449, you are able to speak with someone “one on one” regarding your service needs. For general information or questions, please call our main office numbers listed below. Hours of operation are 7:00 am – 4:00 pm, Monday through Friday, with extended hours for certain events throughout the year.

Office Contacts
Linda Carter, Office Manager
(207) 786-6206
Joan Houston, Administrative Assistant
(207) 786-6207
Joy Griffiths, Administrative Assistant
(207) 786-6211

Director of Physical Plant Operations
Dan Nein Ext. 8364

Director of Capital Planning and Construction
Pamela Wichroski Ext. 6212

Reporting a Work Order
Bill St. Pierre, Maintenance Systems Technician
(207) 786-6449

Non-emergency requests after 4:00 pm or on weekends, please leave a clear, detailed message and a contact phone number. Your call will be returned during normal business hours.

Emergencies
Please call Campus Security – open 24 hours, at 786-6254 – they will call in a technician if determined necessary.

Links on the Web – Web Address
http://www.bates.edu/physical-plant.xml
- Sustainability – detailed information
- Student Storage Policy
- Departmental Project Worksheet
- Knowing Your Heat

Keys/ID Cards
All keys are managed at the Access Control Office located in Chase Hall – Please call Suzy Natress at Ext. 6379

Loft Building Permits
Permits are required when building your own loft. Please contact the Safety Office, Human Resources – Ext. 6140

Reservations for Functions and Meetings
The College uses an electronic coordinator called R25 for “on line reservations”. While reserving space on R25 you should opt to define room setups, which will generate an automatic work order to Physical Plant. For additional information and assistance, please contact Claire Lavallee – Chase Hall - Ext. 6305

We Provide Support for and Information about the Following Areas:
Physical Plant Office – Extensions 6207 and 6211
- Student Storage Tags
- Guest Mattresses (call ahead and bring your ID)
- Lofting/Bunking of Beds (for assistance with)

Work Order Line Ext. 6449 – Example Work Order Calls:
- No Heat/No Power
- Broken windows/shades
- Plumbing issues and leaks
- Ice/Snow and slippery conditions/concerns
- Lighting and Electrical Issues

Residential Facilities Auditor, Dave Larrabee, Ext. 6205
- Dorm Damage – Billing Questions
- Missing Student Items
- Bed boards/Bookshelves
- Lofting/Bunking of Beds

Recycling Coordinator, Julie Rosenbach, Ext. 8367
- Campus Sustainability Initiatives
- Recycling
- Clean Sweep Program
- Bike Program
- President’s Climate Commitment

Project Management - Ext 6449
The Capital Planning and Construction staff manages, develops, updates and implements the College’s Facility Master Plan. Additionally, the staff works with all departments on campus to provide project management services that can involve everything from new construction to furniture procurement/installation coordination and everything in between. To request project management services, please complete and submit a Project Worksheet to Physical Plant.