

# Facilities

The MassArt academic campus consists of 8 buildings covering over 850,000 square feet. The Facilities Department is responsible for providing the daily operational support needed to provide a safe, clean, and suitable working and learning environment for staff, faculty, and students. The Facilities Department's primary mission is to keep all ancillary systems and components safe and functional. Our secondary goal is to continually upgrade the facilities to meet changing academic needs.

The Facilities office is located in the Kennedy building, suite K104. This is where all facilities calls are received and directed to the appropriate personnel. All foremen and tradesmen carry radios so they can be reached quickly, especially in emergencies. Work Request forms are filled out online using the SchoolDude system.

## **Howie LaRosee, Assistant Vice President of Facilities Planning**

Kennedy 104

617-879-7938

The Assistant Vice President is responsible for the overall operation of the Facilities and Planning departments. All tradesmen report to the executive director and meet daily to discuss work requests and projects as assigned. The Energy Management System is managed by the executive director and the HVAC department. All Capital or Renewal projects are managed through the Planning side of the department, including in-house projects, DCAMM projects and MSCBA projects.

The Sustainability/Environmental Health & Safety Officer is responsible for ensuring compliance in environmental health and safety laws, as well as other applicable health and safety policies at the college. The Health and Safety Officer oversees elevator maintenance, generator maintenance, and the recycling and composting programs. This office also provides expertise in training, respirator fit testing, air quality testing and office ergonomics.

## **Francine Femino, Director of Facilities**

Tower 107

617-879-7955

The Director of Facilities is responsible for custodial, maintenance, grounds keeping, snow removal and event set-up. There are 3 shifts of staff who maintain the facilities as scheduled. Working foreman are strategically placed to ensure work is done as scheduled and to allow for easy communications to the assistant director

## **Joseph Connelly, Assistant Director of Facilities**

Kennedy 104

617-879-7933

The Assistant Director of Facilities is responsible for custodial, maintenance, grounds keeping, snow removal and event set-up. There are 3 shifts of staff who maintain the facilities as scheduled. Working foreman are strategically placed to ensure work is done as scheduled and to allow for easy communications to the assistant director

## **Mary Piper, Administrative Assistant II**

Kennedy 104

617-879-7950

The Administrative Assistant II is the first contact with the department for most requests. This position is responsible for managing the work order system and the self service time and attendance system. Emergency calls for Facilities are vetted to the appropriate responder from this office. Work requests are triaged at this level and assigned as needed. All work study positions report through the Administrative Assistant II and time sheets are approved by this position, as well.

## **Robert Healy, Staff Assistant (3rd shift)**

Kennedy 104

617-879-7943

The Staff Assistant is responsible for custodial, maintenance, and snow removal on the 3rd shift. A maintenance foreman is also assigned to this shift to assist in scheduling and communications.