



Clean it?

Move it?

Fix it?

Wire it?

Contact Us:

**Facilities Services
of Bremen Public Schools**

Director of Facilities
Jeff Unsicker
junsicker@bps.k12.in.us
Chris Langton - Head Custodian K-8
Roland Huff - Head Custodian 9-12
Greg Welborn - Grounds

And a Truly
Dedicated Team

DEDICATED TO SERVICE

Facilities Services Office
512 W. Grant Street
Bremen, IN 46506
(office) 574-546-3929 x2020

**FACILITIES
SERVICES**



OUR GOAL

*To provide students,
faculty and staff with
a clean, efficient,
safe and comfortable
learning and working
environment.*

*The responsibility
to maintain this
environment rests
with us. This guide is
provided to help you
make the best use of
our services.*



FACILITIES SERVICES

We Provide

MAINTENANCE

- General Maintenance
- Electrical
- Plumbing
- HVAC (Heating, Ventilation, Air Conditioning)
- Keys and Locks

GROUNDS

- Landscaping
- Grounds Maintenance
- Trash Removal Exterior
- Moving
- Snow Removal

CUSTODIAL

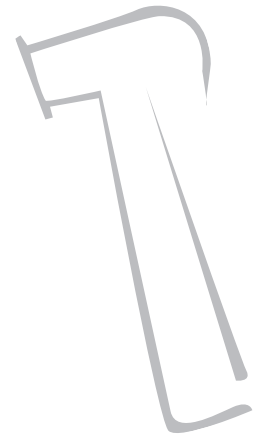
- Routine, Emergency and Special Cleaning
- Floor and Carpet Care
- Trash Removal Interior



GUIDELINES FOR OBTAINING FACILITIES SERVICES IS AS EASY AS 1...2...3

1. DETERMINE WHETHER YOUR WORK IS ROUTINE OR URGENT

- Emergency Maintenance Requests always take precedence. Emergency situations are those that are life threatening, or could cause serious injuries, illness or threaten school operations. Examples are:
 - * 1. Smoke, burning odors
 2. Burst water pipes
 3. Overflowing toilets
 4. Air conditioning or heating outages
- EMERGENCY services available 24 hours a day.
 - * Call 911 for fire emergency. Call Facilities Services.
 - Call Facilities Services for all other emergencies
(cell) 574-209-0853
(office) 574-546-3929 x2020



2. CONTACT FACILITIES MANAGEMENT DEPARTMENT

- ROUTINE
- Send maintenance request through Sodexo maintenance work order link on BPS home page



3. FOLLOW - UP

- Normally a tag will be placed on or near your door indicating that Facilities Services department has responded.
- Status of work requested can also be obtained through the Sodexo maintenance work order link on BPS home page.