

## GUIDE TO SERVICES

### University Facilities

#### **Custodial**

Responsible for maintaining the cleanliness of all corridors, public space, classrooms, labs, offices, restrooms, elevators, and stairwells. Custodial support is required for any event with catering scheduled.

#### **Utility**

Responsible for the moving and relocation of office furnishings and laboratory equipment such as desks, filing cabinets, tables, chairs, and boxed items to buildings on campus as requested. Utility support is required for all events that have a change in physical set up.

#### **Electrician/Maintenance**

Manage university electrical and mechanical infrastructure. Provide electrical and maintenance support to events.

#### **Grounds Keeping**

Responsible for maintaining all campus sidewalks, lawns, exterior stairways, building entrances, and athletic fields including the daily removal of trash, debris, and snow; graffiti removal.

Grounds keeping service is required for all outdoor events that include food or require a water source.

### Public Safety

#### **Security**

Security services unit helps ensure a safe environment and improved quality of life on Drexel's campuses through efficient use of security officer services, technology, and effective partnerships. Security services provide event security, pedestrian and traffic safety, emergency response services, and proactive community patrols, and is required for events with expected attendance of 100 people or more, or utilizing buildings outside of the normal operational hours.

#### **Campus Police**

Drexel University Police Department is composed of full-time sworn municipal police officers certified through the Commonwealth of Pennsylvania Municipal Police Officers Education & Training Commission with law enforcement authority at Drexel University campuses. Campus police officers are scheduled to support events at the discretion of the Vice President of Public Safety.

#### **Access Control – Electronics Fee**

Most Drexel University buildings are equipped with electronic access control devices that allow individuals to access certain University buildings. Access control privileges are determined and assigned by University administrators based on specific needs and requirements of the University and the cardholder. A Campus Electronics fee will be assessed for all events that require access to buildings outside of the normal operational hours.