

Crafts

Below is a listing of the crafts at NJIT that perform your maintenance requests. Please enter the craft that best meets your request's needs. It will help us to expedite the process if you accurately fill in this information. Please email us at www.njit.edu/maintenance.

CARPENTRY

- Building & repairing cabinets, shelves and furniture
- Installing blackboards, whiteboards and bulletin boards
- Repairing & installing windows and window coverings
- Repairing doors and door frames (NOT electrical or mechanical locks, door closers or keys)
- Installing flooring and carpet
- Renovating spaces, including new walls and furniture (for large projects, see **Special Projects**)
- For work in a residence hall or NJIT owned Greek bldg, see **General Maintenance**

CUSTODIAL

- Cleaning common area bathrooms
- Replacing bathroom dispensers batteries
- Cleaning classrooms
- Cleaning wall to wall carpet
- Polishing floors
- Trash & recycling removal

ELECTRICAL

- Servicing wall outlets and switches
- Resetting circuit breakers
- For work in a residence hall or NJIT owned Greek bldg, see **General Maintenance**

ELEVATORS

- Any elevator repairs
- Missing elevator call or floor selection buttons

EQUIPMENT

- Review of a potential equipment purchase is needed by Facilities Services (per purchasing policy) prior to PO approval. This may be required for: excessive weight/size, rigging/moving requirements, electrical/gas/water/pneumatic requirements, excessive heat load, odor/noise/vibration considerations, heating/cooling/ventilation requirements, etc.
- Servicing kitchen equipment (refrigerators, ovens, ice machines, etc).
- Servicing NJIT owned washers, dryers
- Servicing environmental lab hoods
- Does NOT include: Computers, office machines, copiers, fax, printers, AV, projectors, etc.

EVENT SETUP

- All events need to be scheduled thru the R25 system at <http://r25livepr1.njit.edu/calendar/>
- Once scheduled, this system craft can be used to coordinate work needed including:
 - Lighting and wiring in and around event space
 - Hanging promotional banners
 - Building & setting up stages and platforms
 - Protecting campus grounds from weather
 - Setting up fencing around event

- Cleaning up after event

GENERAL MAINTENANCE

- This craft is for Reslife buildings, NJIT owned Greek residence areas and EDC & CHEN only
- Valid locations: CYP, RED, OAK, LAUR, DHRH, GREEK WAY, EDC1, EDC2, & EDC3, & CHEN
- Workers in the above locations perform a wide variety of services including:
 - Repairs of walls, doors, locks, windows, furniture, etc.
 - Correcting clogged toilets, sinks, minor leaks
 - Light bulb replacement
 - Resetting circuit breakers
 - Room lock battery replacement

FIRE ALARM SYSTEM

- Maintaining smoke detectors and fire alarms
- Maintaining common area fire extinguishers

GROUNDS

- Addressing a walkway or step needing repair
- Maintaining roads and parking lots
- Removing leaves that could cause flooding
- Reporting a hazardous ice or snow condition

HEALTH/SAFETY

- Reporting chemical spills and odors
- Lab equipment inspection
- Hazardous material pickups
- Special training needs
- Trip and fall hazards
- Work related hazards
- See www.njit.edu/environmentalsafety for more info

HEATING/VENTILATION/AIR CONDITIONING

- Installing, adjusting & repairing air conditioning units
- Installing, adjusting & repairing heating units
- Adjusting the temperature in office, classroom or laboratory

HOUSING

- This craft is for items that need to be directed to the Residence Life office including:
 - Cable television issues
 - Initial issuing and programming of room keys / locks
 - Providing approval of special requests for keys, mattresses, etc.

KEY AND LOCK

- Metal key lock maintenance
- Replacing or adjusting locks
- Problems with door closer function
- For work in a residence hall or NJIT owned Greek bldg, see **General Maintenance**

LIGHTING

- Maintaining & replacing light bulbs in common areas
- Light fixture and ballast replacement
- For work in a residence hall or NJIT owned Greek bldg, see **General Maintenance**

MISCELLANEOUS

- Anything that does not apply to the standard craft list
- Items will be reclassified to the appropriate craft by system operators

MOVING

- Moving office furniture, equipment and records
- Rigging equipment to move heavy/specialized equipment on campus

PAINTING

- Painting campus spaces
- For work in a residence hall or NJIT owned Greek bldg, see **General Maintenance**

PEST CONTROL

- Reporting unwanted pests, such as bugs, insects or rodents

PLUMBING

- Plumbing services for toilets, sinks, showers, water fountains, etc.
- For work in a residence hall or NJIT owned Greek bldg, see **General Maintenance**

ROOF

- Repairing roof leaks
- Unclogging gutters

SECURITY (Systems)

- Requests for and repair of Security Systems including:
- Security cameras
- Photo ID swipe card readers
- Office alarm systems
- Building door alarms
- Panic buttons
- Parking lot gates
- Does NOT include door combination locks (see **Key and Lock**)

SPECIAL PROJECTS

- Planning, design and construction of buildings, labs, offices, etc
- Architectural and engineering analysis
- Large projects involving multiple trades and professional services

VEHICLE MAINTENANCE

- Servicing and inspecting university owned vehicles