Source: https://www.valleycollege.edu/about-sbvc/offices/office-vp-admin-services/facilities-maintenance-operations.php

Facilities, Maintenance & Operations

The Facilities, Maintenance, & Operations Department ensures all facilities and grounds are well maintained, clean and safe. The department manages small to medium sized college construction projects and coordinates with district teams on large construction projects.

Facilities Team

The Facilities team routes work orders, handles all Facility Use requests, provides building safety oversight for the campus, offers logistical support for large packages, and manages the Campus Warehouse. Please call our main office line, and we will be happy to assist you.

Maintenance Team

The Maintenance team is responsible for the maintenance of current buildings and systems including; HVAC, plumbing, and electrical. Maintenance is also instrumental in coordinating various construction projects occurring on this campus. The team manages the Energy Management System that controls and schedules HVAC, Exterior Lighting and other various essential systems.

Grounds Team

The Grounds team maintains 83.5 acres of campus landscape and parking facilities. Grounds Maintenance maintains athletic fields, such as the football, track, softball and baseball fields. Campus irrigation is managed through an automated central control system. The irrigation requirements of the campus are monitored and updated as necessary based on actual weather conditions.

Custodial Team

The Custodial team is responsible for cleaning all campus buildings and supporting campus extracurricular activities by providing set-ups, custodial services, etc., for the many functions conducted on the SBVC campus.

Contact Us

Main Office

- Phone: 909-384-8906
- M-F, 7 am - 4:30 pm

After Hours

- Phone: 909-384-8242
- M-F, 4:30pm - 12 am

Weekend Phone

- Phone: 909-991-4293
- Saturday, 7 am - 7 pm

Facilities Use

Find the guidelines, forms, and resources you need to request campus facilities for your event at San Bernardino Valley College.

Facilities Use

Work Requests

Work requests are typically performed on a first-come first-served basis for routine repairs, maintenance, and extra cleaning. If you have a maintenance concern that is of an urgent nature, please contact our office and follow up with a work request. Below are examples of work requests.

Submit a Work Request

Please route all issues and work request through your Dean's Office.

Reasons to process work requests:

- Plumbing problems (leaks, clogged/broken toilets, sinks and drains)
- Electrical problems (lights out, no power to outlets)
- Heating or Cooling issues (too hot/cold, no air flow)
- Smoke detectors buzzing or alarm panels beeping
- Key/lock/door issues - (new or replacement keys, locks not functioning, doors slamming)
- Unsafe conditions - (windows/doors that don't lock, trip hazards)
- Pest problems - (ants, bees, rats, dead animals, strays)
- Window repairs
- Vandalism
- Outdoor lighting concerns
- Any landscape issues, including potential pavement hazards, plant materials and irrigation concerns
- Exterior litter
- Outdoor athletic areas
- Request for extra cleaning (e.g. offices, public areas, restrooms)
- Extra trash pick-up
- Request for restroom cleaning and/or service
- Moving of office items and boxes

Office Staff

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Complaint Procedure

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