



## **FACILITY SERVICES**

### **Material Handling & Trucking**

#### **(Service Levels)**

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<b>Liquid Nitrogen</b>	<b>Frequency</b>
On Campus Liquid Nitrogen (pick up/refill/deliver dewers at #37, 52, 25, 22)	Daily
Off Campus Liquid Nitrogen (pick up/refill/deliver dewers to St. Joes and North Hamilton Clinic)	Bi-Weekly
Miscellaneous Campus Liquid Nitrogen (pick up/refill/deliver dewers at #51, 54, 16)	Daily
Transport animals/cages from CAF to Off Campus Hospitals and return materials (St. Joes, Juravinski)	Daily
Transport animals/cages from CAF to On campus locations and return materials (building #34, 39, 09)	Bi-Weekly or as requested
Biohazardous waste pickup and deliver to #39 (Buildings 16, 09, 24, 51, 39, 54)	Weekly or as requested
Delivery of biohazardous waste boxes/bags to campus producers	Bi-weekly or as requested
Pick up Biohazardous waste from miscellaneous producers on campus	Bi-weekly or as requested
Deliveries from general receiving to campus buildings #39 and 22	Daily
Campus deliveries from #25 stores to various campus buildings	Daily
Transport Radioactive waste and return empty bins from building #37 to building #39 and 22	Daily
<b>Light Receiving (Truck 47)</b>	<b>Frequency</b>
Light receiving campus deliveries from general receiving to various campus buildings (Buildings # 16, 9, 25, 49, 56, T13, 43, 52, 37)	Daily
Deliveries from bookstore to various campus locations	Daily
Deliveries from general receiving to area shops (Buildings # 21, 25, 28, 50, 28)	Daily



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Delivery of copy paper from general receiving to various campus buildings (Buildings # 16, 9, 25, 49, 56, T13, 43, 52, 37)	Daily
Grand and Toy deliveries from general receiving to various campus buildings (Buildings # 16, 9, 25, 49, 56, T13, 43, 52, 37)	Weekly
Dry ice delivery from general receiving to Building #25	Bi-weekly

#### **Light Receiving**

#### **Frequency**

Light receiving campus deliveries from general receiving to various campus buildings (Buildings #20, 23, 29, 38, 46, 54, 24, 28, 2, 1, 8, 11, 34, 10, 17)	Daily
Delivery of copy paper from general receiving to various campus buildings (Buildings #20, 23, 29, 38, 46, 54, 24, 28, 2, 1, 8, 11, 34, 10, 17)	Daily
Grand and Toy deliveries from general receiving to various campus buildings (Buildings #20, 23, 29, 38, 46, 54, 24, 28, 2, 1, 8, 11, 34, 10, 17)	Daily
Delivery and pick up for Audio Visual	Daily
Delivery and pick up of off campus mail to hospitals	Daily
Pick up pouches from building #31 and deliver to various locations on campus	Daily

#### **Exterior Waste Collection**

#### **Frequency**

Empty cans, replace bags, transport and dispose of garbage in garbage cans outside of all campus buildings and in various locations across campus (Total of 231 bins)	Daily
Supply and maintain garbage and recycle bins for outside functions as per customer requests	As requested



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#### **Mail**

#### **Frequency**

Pickup and delivery of mail between mail services and all buildings across campus	Daily
Delivery of mail bag from mail services to the Credit Union in Westdale.	Daily
Delivery and pickup of mail to the Medical Centre	Daily

#### **Audio Visual**

#### **Frequency**

Performs delivery of Media Service materials and equipment to various locations on and off campus as per daily schedule. This run is charged back to the Media Services department, including vehicle maintenance and repairs.	Daily
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#### **Courthouse/Utility**

#### **Frequency**

Pick up mail from mail services and deliver off campus to the courthouse, return any mail from courthouse back to mail services	Daily
Pick up mail from mail services and deliver to MIPS	Daily
Pick up and deliver perishable goods from general receiving to various campus buildings as addressed	Daily
Pick up and deliver light receiving delivers from general receiving to various campus buildings as addressed	Daily – As required
Pick up of Grand and Toy bags and cartridges from mail services to #31	Weekly
Pick up and deliver mail from building #10 to HSC receiving and all other libraries on	Daily



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campus, return mail to #10	
Pick up pay stubs from mail services and deliver to building #31	Bi-Monthly
Pick up cheques from mail services and deliver to #31	Weekly
Pick up boxes from bookstore and deliver off campus	Daily – As required
Pick up and deliver packages for off campus locations from general receiving	Daily – As required
<b>Heavy Receiving</b>	<b>Frequency</b>
Deliver heavy receiving materials (ie. Skids of materials) from general receiving to various locations on campus	Daily
Complete various customer work requests (ie. Furniture moves, disposal) that require a truck and driver as per requirements on work request. On and off campus	Daily – As requested
Clean up and disposal of garbage (ie. Used skids) in the loading docks of all buildings	Daily
Supply and remove filters for air handling equipment in all buildings. Remove refuse from equipment rooms as required	Daily