

MICHIGAN STATE UNIVERSITY

Building Indoor Air Quality Monitoring

100 percent of buildings are maintained by indoor air quality monitoring system.

- All renovation, addition and new facilities are subject to means and methods as prescribed in the MSU IPF Design and Construction Standards. <https://ipf.msu.edu/construction/construction-standards/technical-standards-facility-services>. Within these standards there are requirements for buildings being designed and constructed as "LEED Certifiable". As such, LEED requires that new facilities are designed and constructed following Section 6 – Indoor Environmental Quality. Additionally, all new construction / renovation projects follow ASHRAE 62.1: Ventilation for Acceptable Indoor Air Quality as part of the design. To further demonstrate success in this area, and in alignment with LEED criteria, all major renovations, additions and new facilities are subject to the new construction commissioning (NC Cx) process. Section 230593 -Testing, Adjusting, and Balancing for HVAC. https://ipf.msu.edu/sites/default/files/2018-08/CS_TEC_2004_230593_TESTING_ADJUSTING_AND_BALANCING_FOR_HVAC.PDF. This comprehensive quality assurance process ensures that systems are designed and constructed with both maintainability and energy efficiency in mind. Further, the methodical process ensures building performance that reduces energy use and improves indoor air quality to meet the occupant's needs. Construction Quality Assurance is monitored by the Construction Quality Assurance team as specified in the Manual of Business Procedures. <https://ipf.msu.edu/manual-business-procedures-infrastructure-planning-and-facilities-section-260>
- As the building moves into ongoing operations, the campus-wide building automation system, or Central Control, <https://ipf.msu.edu/manual-business-procedures-infrastructure-planning-and-facilities-section-260> is **connected** to monitor system operation for the life of the building. The Central Control system is a continuous monitoring system that is set within parameters established consistent with ASHRE ventilation standards (62.1). If the air monitoring falls outside of the established parameters an alarm notifies the Building Automation System crew who responds to the alarm. Occupants of the building are able to log complaints through the online service request - <https://ipf.msu.edu/>; list of services: <https://intra.pplant.msu.edu/apps/sroipf/request?Token=1634CA3A3B8996D4FB62926514D8D484>; request form: <https://intra.pplant.msu.edu/apps/sroipf/Request/Submit?pl=015001001>. Action plans are developed by the Building Performance Services team. The crew will identify patterns and adjust how the systems run to optimize performance in accordance with the prescribed standards.
- Further, in critical environments such as laboratory and research facilities, a demand control systems known as Aircuity is utilized to monitor indoor air constituents such as CO/CO2, TVOCs, particulate matter, and formaldehydes and in turn sends signals to modulate the amount of exhaust and outdoor air required to maintain optimum indoor air quality. Aircuity provides continuous monitoring of the indoor environmental quality (IEQ) and informs building ventilation systems to respond to changing conditions. This ensures a healthy and productive environment ideal for all facilities. Aircuity's Lab Demand Control Ventilation (DCV) system accurately measures airborne contaminants on a continuous basis and informs building management controls, which is monitored by the Building Operations Crew, so that proper ventilation is maintained. When the air is clean, ventilation is reduced, saving significant amounts of energy. When issues are detected, ventilation rates are raised to design maximums until the air is clean once again.
- Last, all main campus buildings were subject to the one-time 10 year retro-commissioning program whereby teams analyzed facility mechanical systems, building use and made recommendations for building performance optimization (eg, converting to variable volume control, utilizing air flow measuring sensors for tracking outdoor air and exhaust air, instituting demand control ventilation, etc.).



Infrastructure Planning and Facilities

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**MANUAL BUSINESS PROCEDURES INFRASTRUCTURE PLANNING AND FACILITIES
SECTION 260**

MANUAL OF BUSINESS PROCEDURES - INFRASTRUCTURE PLANNING AND FACILITIES, SECTION 260

I. GENERAL

This section describes the wide range of Infrastructure Planning and Facilities services and outlines basic business procedures. To address questions not answered below, call IPF at (517) 353-1760 to be directed to the proper department.

Administration

IPF Administration oversees Infrastructure Planning and Facilities and its supporting departments, including the implementation of the IPF vision, values and strategy to support the core mission of the university.

Administrative functions include:

- developing short- and long-term strategy,
- measuring and communicating organizational performance, and

- championing quality framework.

Contact

Administration

Infrastructure Planning and Facilities Building 1147 Chestnut Road Room 101 East
Lansing, MI 48824

Phone: (517) 355-3366

Office hours Monday to Friday: 8 a.m. to 5 p.m.

Building Services (Building Performance Service)

Through IPF's core values and strategic objectives, the Building Performance Services team provides an evidence-based approach to measure and direct planning, design, construction and life-cycle decision making for the most efficient building operations on MSU's campus.

Asset Management

The Asset Management Team is composed of preventative maintenance (PM) management and deferred maintenance tracking. Asset Management inputs equipment information into the IPF computerized maintenance management system to electronically connect new and existing equipment to equipment profiles. This information can then be utilized to develop PM and track asset activity across campus. Currently, the process allows for the tracking and scheduling of equipment PM, trouble calls and a comprehensive list of deferred maintenance opportunities.

IPF is working towards a process that will track equipment trouble calls and conditions through the life of an asset. By applying a facility condition needs index (FCNI) to each asset, it will allow for more objective scoring of equipment health and accurate prioritization of funding requests for deferred maintenance. As a result, the annual number of completed PM will be compared with trouble calls and the information merged with the database of deferred maintenance to better inform and direct funding request priorities.

Central Control

Central Control is the hub for monitoring heating, cooling and electrical systems in more than 100 buildings across MSU's campus. Using the Building Automation System,

the crew identifies patterns and adjusts how systems run to optimize energy use, including scheduling start and stop times for all connected equipment.

Central control is responsible for addressing:

- Campus-wide HVAC system scheduling
- Reacting to alarms
- Supporting the HVAC shop
- Providing support to new construction/renovations for building upgrades
- Implementing energy conservation measures

Construction Quality Assurance

The Construction Quality Assurance team is composed of an internal New Construction Commissioning team and Skilled Trades Construction Representatives (STCR).

The NC Cx team administers and executes comprehensive NC Cx on MSU design and construction projects through a project-specific approach and commissioning principles. The team administers and executes comprehensive NC Cx on MSU design and construction projects following industry recognized commissioning protocols prescribed by the American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE), the University of Wisconsin Engineering Professional Development programs, the National Environmental Balancing Bureau (NEBB) and the Associated Air Balance Council (AABC). Many projects are administered and executed internally, utilizing subject matter experts and third-party commissioning agents to address specialty applications and/or surplus workload, as needed. To ensure that all projects are transitioned to MSU in correct, functional working order, larger projects that require Leadership in Energy and Environmental Design (LEED) points receive a comprehensive commissioning process work scope, and smaller projects may receive a focused commissioning or systems verification.

The STCR team is composed of seven subject matter experts who were appointed from their respective trade-specific disciplines to support the design and construction of new facilities and major renovations. Credited with more than 300 construction standards change initiatives over the past 10 years, represented skilled trades include:

- Architectural/structural
- Roofing/masonry
- HVAC
- Plumbing
- Electrical
-

- Outside utilities/soil erosion
- Life safety systems

The team is continuously engaged in the inspection of assemblies, trade contractor coordination, project support for shut-downs and identification and resolution of project deficiencies.

Existing Building Commissioning (EB Cx)

The IPF EB Cx team conducts comprehensive engineering and operational analysis on the performance of existing building systems, including HVAC, lighting and envelope. This systematic process strives to improve building performance, reduce energy consumption, improve indoor air quality and better understand and meet occupant needs. The team is engaged in three distinct forms of EB Cx:

1. Retro-commissioning (R-Cx)
2. Re-commissioning (Re-Cx)
3. Ongoing commissioning (O-Cx)

Contact

Building Performance Services Services

Infrastructure Planning and Facilities Building 1147 Chestnut Road, Room 132 East
Lansing, MI 48824

Phone: (517) 432-5110

Office hours Monday to Friday: 8 a.m. - 4:30 p.m.

Building Services (Maintenance Services)

Maintenance Services is composed of a crew of highly skilled, skill trades employees to operate and maintain MSU's academic buildings, utility distribution system and perform related services. The Maintenance Services staff maintain departmental facilities and projects through a wide variety of skills and materials, including metal work, electrical, electronics, plumbing, heating, ventilation, air-conditioning, carpentry, roofing, masonry, locksmith, painting, glazing and swimming pool operation.

Maintenance Services is divided into three sections, Electrical Services, Mechanical Services and Structural Services.

Electrical Services

From the time that electricity leaves the T.B. Simon Power Plant until it reaches its point of use destination, Electrical Services is responsible for the power supplied to campus and the associated infrastructure. This includes power supplied to plug outlets, interior and exterior lighting and motor controls.

Additionally, Electrical Services is dedicated to project work and managing major repairs and service requests from campus faculty and staff, power installment or relocation for new department equipment, elevator maintenance, trouble truck operation seven days per week and a safety and security team that maintains the locks and keys, access control and fire alarms.

Electrical Services is composed of a variety of skilled trade experts, including:

- Electrical maintenance
 - Low voltage systems
 - High voltage utility distribution
 - Street lights
 - Generators
- Electrical construction
- Elevators
- Safety and security
 - Fire alarms
 - Fire Suppression
 - Locks & Keys
 - Access Control
 - Security Cameras

Contact: John Nurenberg, maintenance services assistant manager, electrical, (517) 353-1760, jmnuren@ipf.msu.edu

Mechanical Services

Mechanical Services provides a safe, healthy, comfortable and useful environment in which teaching, learning and research can advance knowledge and transform lives. The Maintenance Services experts are responsible for maintenance, operations and improvements to the mechanical systems on campus that allow buildings to have water, ventilation, heating and cooling. Additionally, Mechanical Services provides support to repair or install equipment and metal finishes.

Mechanical Services is composed of a variety of skilled trade experts, including:

- HVAC
- Refrigeration
- Plumbing
- Second shift operations
- Metal services
- Mechanical services
- Energy systems mechanical alterations and improvements

Contact: Stacy Nurenberg, maintenance services assistant manager, mechanical, (517) 432-0531, sanuren@ipf.msu.edu

Structural Services

Structural Services creates a safe and aesthetically pleasing environment for visitors, students and faculty by maintaining the structural features of MSU campus buildings. This includes: building aesthetic features, Alterations and Improvements, windows, roofing and more.

Structural Services is composed of a variety of skilled trade experts, including:

- Alterations and improvements
- Custom cabinetry
- Carpentry
- Paint
- Signs
- Roofing
- Masonry
- Waterproofing
- Glass

Contact: Mark Lutkenhoff, maintenance services assistant manager, structural, (517) 432-0537, mlutkenhoff@ipf.msu.edu

Contact

Maintenance Services

Infrastructure Planning and Facilities Building 1147 Chestnut Road Room 132 East
Lansing, MI 48824

Phone: (517) 353-1760

Office hours Monday to Friday: 7 a.m. to 4:30 p.m.

Campus Services (Custodial Services)

Custodial Services provides cleaning services in MSU's academic, athletics, medical and events buildings, manages and coordinates campus events, performs pest control, replaces light bulbs and tubes, and performs similar building maintenance. Locking and unlocking services are provided for non-automated building entrances.

Contact

Custodial Services

Infrastructure Planning and Facilities Building 1147 Chestnut Road Room 39 East
Lansing, MI 48824

Phone: (517) 353-1760

Office hours Monday to Friday: 8 a.m. to 1 a.m.

Communications

The Communications department directs both internal and external communications strategies for the unit, involving the key focus areas of website and intranet development, construction communications and specialized marketing/public relations for unit projects and initiatives.

The department also coordinates unit events, promotions and social media. Its staff works closely with news media, university communicators and other units on campus.

For media inquiries:

- Email IPF.Communications@msu.edu
- Call Fred Woodhams, communications manager, (517) 930-6931

Contact

Communications

Holden Hall 234 Wilson Rd. #C201 East Lansing, MI 48825

Phone: (517) 432-0235

Office hours Monday to Friday: 8 a.m. to 5 p.m.

Landscape Services

Landscape Services maintains all horticultural material and outdoor litter and debris control. The staff also maintains roads, bridges, walks, ornamental pools and outdoor furniture. The department works at construction sites to install or repair the landscape around those areas. It maintains informational and traffic signs on campus as well as repairing operation and service equipment used in grounds maintenance operations.

The department provides woody plant specimens from its nursery and greenhouse support for plant materials used in Beal Botanical Garden and the planned campus. It also maintains Forest Akers East and West Golf Courses.

When inclement weather strikes, Landscape Services is on the front lines of keeping the campus free of hazardous snow and ice.

The crews include:

- Arborists
- Gardeners
- Golf Crew
- Hard Surface
- Irrigation
- Landscape Supply
- Mechanics
- Nursery
- Site Crew
- Turf Crew

Main office contact

Landscape Services

Landscape Services Building 1060 Stadium Road East Lansing, MI 48824 Phone: (517) 355-7750

Fax: (517) 353-4631

Email: landscapeservices@ipf.msu.edu

Office hours Monday to Friday: 7 a.m. to 3 p.m.

External locations

Forest Akers Golf Course

Akers Golf Course - Maintenance Building (West) 3522 E. Mount Hope Road Lansing, MI 48910

Phone: (517) 355-7436

Fax: (517) 432-8303

Landscape Supply

Landscape Services Beaumont Landscape Supply 4080 Beaumont Road Lansing, MI 48910

Phone: (517) 884-4880

Fax: (517) 432-1071

Beaumont Nursery

Landscape Services Beaumont Nursery - Headhouse 4120 Beaumont Road Lansing, MI 48910

Phone: (517) 353-0876

Fax: (517) 432-1071

Planning, Design and Construction

Planning, Design and Construction provides planning, design, construction inspection and management services for campus infrastructure and facilities. The department includes an interior design team that serves teaching and learning spaces, athletic spaces, offices and public areas on campus. In addition, the staff designs and manages landscaping, roads and sidewalks, and is responsible for the long-term physical

development of MSU's campus. It develops, manages and implements the future landscape and land use laid out in the Campus Master Plan, and supports MSU's Energy Transition Plan by working with decision-makers to focus on energy policies, monitoring and verifying energy consumption and performance on campus and identifying energy-use patterns that lead the campus community to solutions.

This department oversees the Campus Infrastructure Planning Work Group (CIPWG), a broadly-based committee that provides recommendations to the Executive Vice President for Administration, the Provost and Executive Vice President for Academic Affairs and the Vice President for Strategic Infrastructure Planning and Facilities regarding the compliance of campus-wide and project-specific planning and design efforts with the Campus Master Plan.

The department is also responsible for the following:

- operation of the W.J. Beal Botanical Garden and curation of the Campus Arboretum;
- building process analysis;
- contract administration of the university's transit services agreement with the Capital Area Transportation Authority (CATA);
- Leadership of the Public Art on Campus Committee;
- Enhancing the campus landscape through the Campus Beautification Initiative.

Facilities Information Services maintains information about the physical infrastructure of MSU. Functional areas include building operational drawings, mapping, document management, utility staking, application development, data analysis and infrastructure data. FIS provides services both internally to the university and to the general public.

Contact

Planning, Design and Construction

Infrastructure Planning and Facilities Building 1147 Chestnut Road Room 101 East
Lansing, MI 48824

Phone: (517) 355-3372

Fax: (517) 353-6358

Office hours Monday to Friday: 8 a.m. to 5 p.m.

Facilities Information Services support line Phone: (517) 353-3434

Power and Water

Power and Water operates the power plant, reservoir, and wells which provide steam, electricity, and water to the main campus.

For information on utility capabilities, call Planning, Design and Construction at (517) 355-3372.

To report irregular utility conditions or utility interruptions, call ContactIPF at (517) 353-1760.

Contact

Power and Water

T.B. Simon Power Plant 354 Service Road East Lansing, MI 48824 Phone: (517) 355-3314

Fax: (517) 432-2368

Office hours Monday to Friday: 7 a.m. to 4 p.m.

Support Services

Support Services supports the unit by managing expense operations, computer applications and systems and human resources. It is comprised of the following teams:

Business Operations

Business Operations serves IPF by handling the payroll and billing for all departments in the unit.

Materials and Logistics

Materials and Logistics procures, stocks and delivers tools, materials and equipment for the direct support of Maintenance Services. The group provides, maintains and equips the service vehicle and bicycle fleet used by Building Services. The Set-Up crew provides moving services and event support for the campus community. The Set-Up crew moves and installs furniture in offices and sets up tables, chairs and other requested event equipment. Services are also available for any other logistical need that is required by campus departments.

Capital Projects Accounting

Capital Projects Accounting manages the accounting requirements for Capital Projects with budgets of \$250,000 or more, including construction projects approved by the Board of Trustees. Responsibilities include establishing project Plant Fund accounts, making sure funding is in place, managing project Purchase Orders, including reviewing and processing Change Orders, approving invoice payment requests, reconciling costs in the FAMIS and Unifier systems with the University accounting system, making sure any corrections are entered and closing the Capital Projects upon completion.

Contact

Support Services

Infrastructure Planning and Facilities Building 1147 Chestnut Road Room 37 East
Lansing, MI 48824

Phone: (517) 355-3375

Fax: (517) 353-5001

Office hours Monday to Friday: 7:30 a.m. to noon and 12:30 to 5 p.m.

Sustainability

Established in 1855 as the nation's pioneer land-grant university and Michigan's first agricultural college, MSU was called upon to address growing areas of concern in the country: education, agriculture, infrastructure and science. Developing critical solutions like hybrid corn, the process for homogenization of milk and a cancer-saving drug, MSU's history is rooted in public service and leadership in the areas of natural resources, stewardship and human health.

While the world faces bigger, more complex and increasingly urgent problems, Spartans are at the forefront of discovery, building on the foundation of our core land-grant values. Guided by a powerful vision and mission, Campus Sustainability strives to enable Spartans to conduct this important work on a campus that delivers on efficiency and innovation.

IPF, in partnership with Campus Sustainability, offers support in consulting with various departments on enhancing efficiency, reducing costs, streamlining process and increasing stewardship. Campus Sustainability also serves as a central hub for university sustainability, tracking and connecting the diverse academic and operational advancements, achievements, initiatives and opportunities. Advancing the university's mission of high performance and stewardship, the department strives to be a

comprehensive resource for students, faculty, researchers, staff and community members, connecting ideas to cultivate long-lasting results.

Contact

IPF Strategic Initiatives - Sustainability

Holden Hall 234 Wilson Rd. #C201 East Lansing, MI 48825

Phone: (517) 897-1847

Email: erhardt7@msu.edu

Transportation Services

Transportation Services operates a charter bus service; leases sedans, station wagons, vans and trucks to university departments; and provides a vehicle-repair facility and a fueling station on Service Road for the university fleet.

Transportation Services retains all documents, data, titles and licensing information for Michigan State University's fleet of vehicles. Campus bus shuttle service and special transportation services are operated by [Capital Area Transportation Authority](#) and can be reached at (517) 394-1100. For information about using employee MSU ID cards as bus passes, visit the [ID Office website](#).

Contact

Transportation Services

Central Services Building 570 Red Cedar Road Room 134 East Lansing, MI 48824

Phone: (517) 353-5280

Fax: (517) 353-4510

Email: mpool@ipf.msu.edu

Office hours Monday to Friday: 7 a.m. to 5 p.m.

II. SERVICE DESCRIPTIONS

A. Building Services – Building Performance Services provides new and retro-commissioning services, construction quality assurance, asset management support, capital renewal programming, and oversight of the Central Control system. They direct and support programs for the purpose of building and maintaining high-quality facilities that operate efficiently over the entirety of the building lifecycle.

B. Building Services – Project Services plans and executes small-scale renovation, replacement, and renewal projects across the campus through coordination with campus and contract vendors and service providers. They also provide design and engineering support and emergency response coordination.

C. Building Services - Maintenance Services office operates and maintains building systems, maintains the utility distribution system, and performs related services. A wide variety of skills and materials in metalworking, electrical, electronics, plumbing, heating, ventilation, refrigeration, carpentry, roofing, masonry, locksmith, utility distribution, painting, sign-making, and glazing trades are available for departmental facilities and projects.

D. Campus Services provides cleaning service in academic, athletic and event buildings, locks and unlocks the buildings, manages and coordinates campus events, performs pest control, replaces light bulbs and tubes, and similar minor building maintenance. Contact the head custodian for basic custodial service in a building; otherwise call the office at (517) 353-1760.

E. Planning, Design and Construction performs planning and analysis for MSU IPF, maintains construction standards and master records of buildings and utilities, coordinates and inspects alteration projects, and prepares plans and specifications. The department also reviews plans for consulting architects and engineers on capital construction projects.

F. Landscape Services provides maintenance of the campus park including all horticultural and flowering materials, roads, sidewalks, directional traffic and informational signs and litter and debris control. Woody plant specimens are made available from its nursery for the planned campus. Site construction work and maintenance of service equipment is also provided.

G. Power and Water operates the power plant, reservoir, and wells which provide steam, electricity, and water to the main campus. For information on utility capabilities, call Planning, Design and Construction at (517) 355-3372. To report irregular utility conditions or utility interruptions, call ContactIPF at (517) 353-1760.

H. Transportation Services operates the Campus Charter Bus Service; rents and leases sedans, station wagons, vans and trucks to departments and individuals for university

business; operates a fueling and vehicle repair station; and maintains data, titles and licensing for the vehicle fleet. Campus shuttle service and special transportation services are operated by Capital Area Transportation Authority at (517) 394-1100.

III. REQUESTING SERVICES

A. To request routine maintenance services, custodial services or to report problems in academic buildings, complete a service request online or call (517) 353-1760.

B. Work order, project number, and capital project number

Upon approval of the service request, an electronic confirmation is sent to the requesting department. Three key references included on the work order are the:

1. Work order, project number, and capital project number - which appear on all documents from an approved service request to final billing. Reference it when inquiring about a job.
2. Project manager - IPF's primary representative to be contacted regarding the status of a job.
3. The requester - the requesting department's representative regarding all aspects of the job.

C. Open order for trouble calls

An IPF open order request can be established for immediate response by IPF personnel for emergency type IPF services. A separate work order will be issued for each emergency call using information received on the open order request, eliminating the need for a separate service request for each "trouble call."

Contact customer@ipf.msu.edu or call (517) 435-3375 to receive more information about this service.

D. Non-student outdoor events

Forms, guidelines and information regarding the procedure to obtain approvals and schedule non-student outdoor events, including 5K runs, events with tents, including tailgate tents, as well as outdoor banners and signs can be found on the IPF website (link). For additional information call (517) 355-8485. Student events are facilitated through Student Life, (517) 355-8286.

E. Billing procedures

Billing charges for all other departmental services are itemized on the IPF online customer statement and in AIS Docviewer.

F. Customer inquiries

1. To get answers regarding the status of a job, contact the project manager listed on the electronic confirmation or call (517) 353-1760.
2. Send billing inquiries to (customer@ipf.msu.edu) or call (517) 432-0250.

G. Extended heating, ventilation and cooling (HVAC) run times

MSU IPF is the unit that implements the requests for extending HVAC operation in buildings on campus. All requests will be logged with the requestor's name, department affiliation/position, phone number, date and time and location of activity, number of people associated with the activity, and the reason/purpose for extension. Under all circumstances, requests should be sent in as a service request. Call (517) 353-1760 in the case of emergencies or if immediate assistance is required. Billing will occur for incurred cost where appropriate.

In keeping with the environmental-stewardship goals, data monitoring the additional run-time requests for Tier III and IV will include the additional energy use including kwh costs to the general fund and CO2 emissions calculations on a semester basis. This information will be shared with the Vice President for Strategic Infrastructure Planning and Facilities and the Provost.

Tier I - Central Control approval:

These requests are single time requests, amounting to four or fewer hours additional run time on a single system. These requests should be submitted by service request.

Additional conditions: Four or more similar requests by the person/department within a six-month period will automatically elevate the request to a Tier II request. Denial of a request, for any reason, may be appealed to a Tier II level.

Tier II - IPF Supervisor approval/appeal:

These requests are temporary in nature, amounting to 16 or fewer total hours of additional run time and include any elevated Tier I requests and appeals. These requests should be submitted by service request.

Additional conditions: Two or more similar requests by the person/department within a six-month period will automatically elevate the request to a Tier III request. Denial of a

request, for any reason, may be appealed to a Tier III level.

Tier III - IPF Service Manager approval/appeal:

These are temporary in nature, but may be in effect for extended periods lasting less than 15 weeks and will include any elevated Tier II requests and appeals. These requests require advance notice submitted in writing and need to allow adequate time to process and evaluate. An energy estimate will be performed. Department head or Dean approval is required. Service requests will be directed to the IPF Director of Building Services. The energy estimate will be provided to the requestor.

Additional conditions: Two or more similar requests by the person/department within a 12-month period will automatically elevate the request to a Tier IV request. Denial of a request, for any reason, may be appealed to a Tier IV level.

Tier IV - Vice President for Strategic Infrastructure Planning and Facilities approval/appeal:

These include all permanent changes as well as any elevated Tier III requests and appeals. These requests require advance notice, allow a minimum of two weeks for adequate time to process and evaluate. An energy estimate will be performed. E-mail or letter of approval from the Department head or Dean is required along with the service request. E-mails should be sent to customer@ipf.msu.edu. Requesting department may be required to secure additional utility funding. Service requests will be directed to the IPF Director of Building Services with a copy to the Vice President for Strategic Infrastructure Planning and Facilities. The energy request will be provided to the requestor. All tier IV requests shall be reviewed yearly for re-evaluation of conditions by the Vice President for Strategic Infrastructure Planning and Facilities and the Provost.

Final Appeal: Denial of a request, for any reason, may be appealed to the Vice President for Strategic Infrastructure Planning and Facilities and the Provost.



Infrastructure Planning and Facilities

1147 Chestnut Road, Room 101
East Lansing, MI 48824

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