Getting Started

Welcome to Our Division

More than 700 talented and professional Facilities Division employees are responsible for providing quality support services to build and maintain a safe and sustainable environment for UAB’s campus.

Our in-house team of architects, engineers, construction managers, designers, skilled craftsmen, and custodial service staff take great pride in delivering excellent customer service.

Strategically, we are engaged in supporting academic opportunities and innovation by serving as a living laboratory for the University to provide a place where students, faculty, and staff work together to problem-solve through applied research and analysis. We provide internships in key academic areas, and work with campus constituents in overall master planning.

Please let us know what we can do to serve you.

Bob McMains
Senior Facilities Officer
Facilities Division

Facilities Division Core Values

Enhancing Customer Service
Stewarding Facilities Resources
Valuing the Environment
Enhancing Safety
Promoting Sustainability
Valuing Inclusivity

Facilities Division 10 Expectations

1. Honesty & Integrity
2. Communication
3. Think of the Entire Team
4. Look at the Big Picture
5. Treat People Fairly
6. Anticipate Deadlines
7. Develop Relationships
8. Be a Role Model
9. Accountability
10. Follow Up
How We Can Assist You

Our team is ready to assist you with your requests. We offer a number of services to our campus customers. Let us know how we can help you by contacting us today.

Campus Planning  
Construction Management  
Custodial Services  
Design Services  
Electrical Repair  
In-house Construction  
Landscaping Services  
Mechanical Repair  
Occupational Medicine  
Painting  
Plumbing  
Preventative Maintenance  
Recycling  
Renovation Work  
Roofing  
Safety  
Sidewalk Repair  
Small Business Inclusion  
Sustainability  
Utility and Energy Services

Work Orders

A Work Order is a request for a service that is provided by the Facilities Division. The online Work Order Request Form is maintained in-house by Facilities Information Technology.

Requests include but are not limited to:

- Maintenance repairs inside or outside a building
- In-house Construction
- Renovation Work
- Painting
- Custodial services
- Landscaping work

How to submit a Work Order

The Facilities Division is responsible for providing highly responsive and quality support services to build and maintain the facilities, grounds, and infrastructure of the university campus. In order to be a customer-focused organization, the organization has two official ways to receive work requests: through the online Work Order system or by calling the Facilities Dispatch Center at 934-WORK(9675).

Facilities Dispatch Center

During emergency maintenance situations, it is recommended customers call the Facilities Dispatch Center at 934-WORK(9675). The center is open 6 a.m. to 6 p.m. Monday through Friday. Outside of those hours, the 934-WORK number will connect to the UAB Switchboard, which will contact a pager for the on call Supervisor.
How We Identify Your Project

The Facilities Division is available to assist you with a number of campus projects and services. Most requests will fall into four main categories, however, all requests should be submitted through the online Work Order Request form or by calling the Facilities Dispatch Call Center at 934-WORK (9675).

Facilities Management

Concierge Construction Services

Concierge Construction Services (CCS) is a group of more than 20 craftsmen, who are UAB Facilities employees, which handle small campus construction projects. CCS gets notified when a Work Order is submitted that seeks to improve or replace existing systems or materials.

CCS handles projects that do not require:
- Wall changes,
- Space management impacts, or
- Permits

An estimator will make contact with the requester of the work to provide a quote. If the scope of a project is larger and requires outside construction help, the Work Order will be routed to Planning Design & Construction to manage.

Planning Design & Construction

Small Public Works Projects
- Wall / door / space changes or design changes to existing facilities
- SPW bidding to external contractors
- Typically under $50,000

Intermediate Capital Projects
- Renovations, space changes, new construction
- Public Works bidding required
- No approval required by Board of Trustees
- Between $50,000 and $750,000

Major Capital Projects
- New construction, renovations, space changes
- Public Works bidding required
- Approval required by Board of Trustees
- Over $750,000
Meet Our Team

Facilities Administration and Occupational Health & Safety

Facilities Administration supports every team member in the Facilities Division. We work to provide the tools and resources necessary to help make the Facilities Division more effective and efficient by promoting the Facilities Core Values each day.

The Department of Occupational Health & Safety’s mission is to ensure that our customers have a safe workplace by providing them with the service and knowledge necessary to protect themselves, the UAB community, and the environment.

Financial Management
Facilities Human Resources
Information Technology
Occupational Health & Safety

Occupational Medicine
Communications
Business Process Management

Facilities Management

Facilities Management provides the overall administration and management of the areas below. Through its role, Facilities Management ensures the campus remains safe, clean, beautiful and functioning.

Campus Maintenance
  Campus Maintenance
  Elevator Maintenance
  Roofing
Concierge Construction Services
Hospital Maintenance
Sustainability

Support Services
  Building Services
  Campus Services and Grounds
  Recycling
Utilities
  Central Utilities
  Steam Plant
  Energy Management
Meet Our Team

Planning Design & Construction

The function of Planning, Design & Construction within Facilities is to serve as the University Architect, Project Management Team, and Design Resource for projects as outlined in the Board of Trustees and UAB Policy authority.

PD&C is organized into four Teams focused on meeting the needs of a specific customer base or area of expertise. Each team is comprised of a multi-disciplinary group of design and construction professionals and specialists who are dedicated to serving their customer base from project inception to project completion.

Team U
- Athletics
- UAB Central Administration
- Parking & Transportation
- Campus Utilities
- Real Estate

Team A
- School of Medicine
- School of Nursing
- School of Dentistry
- School of Optometry
- School of Public Health
- School of Health Professions
- ARP

Team B
- Provost
- College of Arts & Sciences
- Collat School of Business
- Student Services
- School of Engineering
- School of Education
- Graduate School
- Campus Recreation

Team C
- Facilities Management
- Occupational Health & Safety

Small Business Inclusion

It is the University's policy to provide opportunities for diverse business enterprises to ensure their fair consideration as suppliers of our goods and services. In establishing this policy, UAB is recognizing its responsibility to the communities that it serves and the society in which it conducts its business.

It is the mission of the Department of Small Business Inclusion (SBI), as a unit within the Facilities Division, to assist in UAB’s efforts to increase participation of Diverse Business Enterprises in the procurement and construction process through education, advocacy, mentoring, relationship building and other data driven initiatives.
Contact Us

Facilities Dispatch Call Center .................. 934-WORK (9675)
   The center is open 6 a.m. to 6 p.m. Monday through Friday. Outside of those hours, the 934-WORK number will connect to the UAB Switchboard, which will contact a pager for the on call Supervisor.

Senior Facilities Officer general inquiries ............... 934-4427

Facilities Administration general inquiries ............... 975-3327

Facilities Management general inquiries ............... 934-3502

Occupational Health & Safety general inquiries .... 934-2487

Planning Design & Construction general inquiries ..... 934-6280

Small Business Inclusion general inquiries ............... 934-9349

Facilities Division

Physical Address:
   Facilities Administration Building
   801 6th Ave. S.
   Birmingham, AL 35233

Mailing Address:
   FAB
   1720 2nd Ave. S.
   Birmingham, AL 35294