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Administration/Dept. of Facilities Management

<u>Box No.</u>	<u>Folder No.</u>	<u>Folder Heading</u>	Accession #970627
Box R-346	137	Raffles & Games of Chance, 1993.	
"	138	Recycling, 1993.	
"	139	Retirement Incentive Program, 1993.	
"	140	Self-Directed Work Teams, 1993.	
"	141	Service & Maintenance Seniority List, 1993.	
"	142	Smoking Policy, 1993.	
"	143	Snow Removal, 1993.	
"	144	Space & Scheduling, 1993.	
"	145	Student Employment - General Info., 1993.	
"	146	Student Judicial Director, 1993.	
"	147	Student Financial Aid, 1993.	
"	148	Student Senate, 1993.	
"	149	Summer Youth Employment Training Program, 1992-1993.	
"	150	Tax-Exempt Information, 1993.	
"	151	Teamsters 1993 Contract Negotiation.	
"	152	TQM, 1992-1994.	
"	153	TQM Grant Program, 1992-1993.	
"	154	TQM STP Team, 1992-1993.	
"	155	TQM Team Communication, 1992.	
"	156	TQM Work Order System, 1992-1993.	

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Box R-346	157	Traffic Accident, 1993.	
"	158	Typewriter Maintenance, 1992.	
"	159	USM Building Hours Policy, 1993.	
"	160	Testing & Assessment Center, 1992.	
"	161	Weather Policy, 1988-1993.	
"	162	Workplace Lab, 1993.	
"	163	Work Schedules Change, 1992.	
"	164	President, 1993.	
"	165	Art Dept., 1993.	
"	166	L. A. College, 1992-1993.	
"	167	L. A. College - Snow Plowing Bids, 1993	
"	168	Appraisal of Tools & Equipment, 1992-1993.	
"	169	Re-Seed Project, 1993.	
"	170	Honors <u>Program/Maine Scholar</u> , 1993.	
"	171	Biology Dept., 1992.	
"	172	Music Dept., 1993.	
"	173	Social Worker Dept., 1993.	
"	174	Assistive Technology Committee, 1993.	
"	175	Vice President/Administration, 1993.	
"	176	Child Care, 1992-1993.	

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Box R-346	177	Events Coordinator, 1993	
"	178	Conferences, 1993.	
"	179	Purchasing Procedures, 1992-1993.	
"	180	Request Approved, 1993.	
"	181	New Employee Orientation Program, 1993.	
"	182	Injury Mgmt. & Prevention Specialist, 1991-1993.	
"	183	Project 4-Ward, 1993.	
"	184	Labor Relations, 1993.	
"	185	Occupational Health & Safety Coord., 1989-1993.	
"	186	Occupational Health & Safety Asst., 1992.	
"	187	Shuttle Bus, 1992-1993	
"	188	Telecommunications, 1992-1993.	
"	189	Wolfe's Neck Conference House (Stone House), 1993.	
"	190	Wolfe's Neck Farm, 1993.	
"	191	Vice President/Development & External Affairs, 1993.	
"	192	Alumni, 1991-1992.	
"	193	Annual Fund Faculty Committee, 1990-1993.	
"	194	Admissions, 1993.	
"	195	Athletic Director, 1993.	
"	196	Summer Session, 1990-1991.	

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Box R-346	197	Winter Session, 1993.	
"	198	USM Mediation Program, 1993.	
"	199	Saco & Sanford Centers, 1992.	
"	200	UM/Orono, 1993-1994.	
"	201	Board of Trustees, 1993.	
"	202	CAPSTAN, 1993.	
"	203	Chancellor, 1993.	
"	204	<u>Environmental Health & Safety News</u> , 1993.	
"	205	Internal Audit, 1992.	
"	206	Offices of Facilities, 1993.	
"	207	<u>RE.</u> , 12/1993.	
"	208	Asst. Safety Engineer, 1993.	
"	209	UM System ME Youth Apprenticeship Program, 1993.	

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<u>Box No.</u>	<u>Folder No.</u>	<u>Folder Heading</u>	Accession #971117
R-330	1	<u>The Cutting Edge: DFM's Newsletter</u> , vol. 1 issue #1, Fall 1992 (2 c.).	
"	2	Child Care/Conferences -- Leased Bus, Summer 1993 -- EMPTY.	
"	3	Child Care/Conferences -- Leased Bus, Summer 1994. incl. copy of bus driver's license.	
USM Motor Pool -- Returned/Sold Vehicles.			
"	4	Chevrolet Pickup Truck FWD 1981 (Blue), sold 9/1993.	
"	5	Chevrolet Van 1976 (Blue), sold 8/1988.	
"	6	Chrysler LeBaron 1987 (Cordovan), sold 5/1994.	
"	7	Clark Forklift 1971 (Green), traded in 7/1991.	
"	8	Dodge Aries 1986 (Silver), sold 10/1993.	
"	9	Dodge Aries 1989 (Blue), sold 3/1995.	
"	10	Dodge Aries 1989 (Ice Blue), sold 3/1995.	
"	11	Dodge Aries 1989 (Silver), sold 3/1995.	
"	12	Fisher Snowplow, sold 10/1993.	
"	13	Ford Van 1989 (Silver), sold 6/1994.	
"	14	Melroe Bobcat 1969 (White), sold 3/1994.	
"	15	Energy, 1990.	
"	16	Energy, 1991.	
"	17	Energy, 1992-93.	

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<u>Box No.</u>	<u>Folder No.</u>	<u>Folder Heading</u>	Accession #971117
R-330	18	Greenlights, 1991.	
"	19	Greenlights, 1992.	
"	20	Greenlights, 1993.	
"	21	Greenlights, 1994.	
"	22	Recycling, 1990-91.	

Wolfes Neck Farm files

"	23	DEP Review, May-June 1997.
"	24	<u>Pre-Environmental Site Assessment</u> , April 30, 1997 (photocopy). (*prepared by Woodard & Curran for American Farmland
"	25	DEP Review, March-April 1997.
"	26	<u>Draft Building Evaluation</u> , December 1996 . (*prepared by Criterium-Mooney for Peter Cox, Wolfe's Neck Farm Foundation)
"	27	<u>Review & Comments re. Criterium-Mooney's Draft Wolfe's Neck Farm Building Evaluation</u> , January, 1997. (*prepared by David J. Early & Leland Crooker, DFM)
"	28	<u>Building Evaluation</u> , March 1997 (photocopy). (*prepared by Criterium-Mooney for Peter Cox, Wolfe's Neck Farm Foundation)

R-330 #980128

Parking/Transportation Review Committee, 1993-1994

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<u>Box No.</u>	<u>Folder No.</u>	<u>Folder Heading</u>	<u>Access.#980610</u>
R-370	1.	Adaptive Technologies, Spring 1995.	
	2.	ADA Transportation, 1994/95.	
	3.	Administrative Leave, 1994/95.	
	4.	AFUM Negotiation, 1995.	
	5.	Air Conditioning, 1995-1997.	
	6.	Air Quality: 25 Bedford St., 1993-1994.	
	7a.	Air Quality: Law School Bldg., 1994-1995 (1 of 2 folders).	
	7b.	Air Quality: Law School Bldg., 1994-1995 (2 of 2 folders). incl.: IAQ/HVAC evaluation for the Law Bldg, by the H. L. Turner Group, Inc., May 1994.	
	8.	Air Quality: Library Bldg., Portland, Spring 1994.	
	9.	Air Quality: Portland Bookstore, 1993-1995 passim.	
	10.	Annual Fund, 1994-1995.	
	11.	Annual Leave, 1993-1995.	
	12.	Annual Safety & Heater Bldg. Inspection, 1994/95.	
	13.	APPA / NACUBO Benchmarking, 1993/94.	
	14.	APPA / NACUBO Benchmarking, 1995.	
	15.	APPA Membership, 1994/95.	
	16.	Appreciation Letters, 1994-1995 and 1997.	
	17.	ARAMARK, 1994-1995.	

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<u>Box No.</u>	<u>Folder No.</u>	<u>Folder Heading</u>	Access.#980610
R-370	18.	Archives, 1991-1995. incl.: printed lists of files sent to Archives (1991-1995), and one WordPerfect 5.1 file, labeled ARCHIVES, on a 3½" HD diskette (1995).	
	19.	Art Department, 1994-1995.	
	20.	Asbestos: Abatement Projects, Fall 1994.	
	21.	Asbestos: Environmental Protection Agency, 1994.	
	22.	Asbestos: Exam, 1994/95.	
	23.	ASHRAE: IAQ Seminar, October 1995.	
	24.	Athletics, 1993-1995 (mostly FY 1993/94).	
	25.	Attendance, FY 1991/92 through 1994/95. incl.: several spreadsheet files (prob. in Lotus 1-2-3), on a 3½" HD diskette (files dated through 1995).	
	26.	Audit Team Concept, 1994.	
	27.	Auxiliary Enterprise Budget, 1994/1995.	
	28.	Auxiliary Enterprise Budget, 1993/1994.	
	29.	Auxiliary Enterprise Budget Review, 1991/92 & 1994-1995 incl.: several "budgetxx" and "sallisxx" (salary list) files (in WordPerfect 5.1), on a 3½" HD diskette (5/1992).	
	30.	Bid Process: Disclosure of Results, 1995-1996.	
	31.	Biohazard Disposal Law, Spring 1994.	
	32.	Blanket Purchase Order List, 1994/95.	
	33.	Boiler Certificates, 1993-1994.	

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R-370	34.	Budget, 1994/95.	
	35.	Budget, 1993/94.	
	36.	Budget: Account # Changes, 1994.	
	37.	Budget: Adjustments, 1993-1994.	
	38.	Budget: Building Maintenance Accounts, Fall 1994.	
	39.	Budget: Cost Containment, Fall 1994.	
	40.	Budget: Grounds Department - FY 1991, 1993, & 1994 to May 18.	
	41.	Budget: Ledger 7 Accounts Balances, 1994-1995.	
	42.	Budget: Maintenance Reserves, Spring 1995.	
	43.	Burglar Alarm Reports, 1994-1995.	
	44.	Calendars: Academic/Holidays, 1994/95 & 1995/96.	
	45.	Campus Acreage, Fall 1994.	
	46.	Capital Construction Projects, 1994-1995.	
	47.	CAPS Account Code Renewal, 1994.	
	48.	Catalog: Personnel Listing Review, for 1995/96 Catalog.	
	49.	Center for Teaching, Fall 1993.	
	50.	Central Heating Plant, Portland, 1993/94.	
	51.	CFCs, 1993-1995 passim.	
	52.	Chemical Inventory Report, for calendar year 1993.	
	53.	CICS - FAST, June 1994.	

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R-370	54.	City of Portland, Fall 1994.	
	55.	City of Portland: Traffic Engineer, Fall 1994. incl.: four 4"x 6" color photos of a U-Haul truck, with its right front fender crunched into a guardpost (on Forest Ave., in front of the Portland Campus Library).	
	56.	City of Portland: Waste Water Sampling, Fall 1991.	
	57.	Classified Staff, 1994-1995.	
	58.	Classified Staff Senate, 1994/95.	
	59.	Classroom / Teaching Labs Committee, Spring 1994.	
	60.	C.O.L.T., 1992-1995.	
	61.	Combined Charitable Appeal, Fall 1993 & Fall 1994.	
	62.	Contracted Maintenance, Fall 1994.	
	63.	Cost Containment, 1988-1990 and June 1994.	
	64.	Crime Investigation Reports, 1993-1994.	
	65.	CQI Survey Results, Spring 1994. incl.: survey files, most for 1994 and a few for 1995 (in WordPerfect 5.1), on a 3½" HD diskette.	
	66.	Customer Service Letters & Notices, 1994-1995.	
	67.	Custodial Staffing, January 1995.	