

PACE UNIVERSITY

Campus Planning and Facilities

Week of 6 H S W H P E H U 2021

Energy & Sustainability

Ryan McEnany, our Director of Energy & Resiliency was presented with an International Green Mentors Award at the NYC Green Schools Conference for his outstanding contributions to advance sustainability in education. He has shared examples of the carbon reduction activities taking place at Pace University to inform global universities and schools to integrate into their own practices.

Facilities Work Order

As a reminder please be sure to submit Work Order tickets through the Saber system at facilitiesrequest.pace.edu. For emergencies, please call the Facilities Department at f914 923-2725 for Westchester and f212 346-1521 in New York City during work hours. Please contact the Security department during off hours and they will contact the Engineer on duty on the respective campuses. You can also send an email to facilitiesdept@pace.edu.

- x Log on to the system: facilitiesrequest.pace.edu using your Pace credentials. The system can also be accessed through an icon on the MyPace mobile app.
- x Select icon based on the facilities issue you are experiencing.
- x Fill in the designated fields.
- x Select "Create" and your work order will be sent to the facilities department to address

Important: You must be logged on to the Pace Wi-Fi to access Saber.

It is critical to have all issues tracked and logged to ensure work is being completed in a timely fashion and for future planning of equipment downtime!

Space/Furniture/Equipment/Art/Signage/Move Request

Our department responds to a multitude of requests. Some are considered capital requests and should be included in the annual capital budget to be addressed. Other requests that may come up during the academic year that are not planned, we ask everyone to fill out the form so we can track it appropriately. The form must be completed and signed by the department VP or Dean. Please visit

<https://www.pace.edu/campus-planning-and-facilities>

80 Greenwich

The chiller repairs are complete. Cooling hasoh (to)T /T0485

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Week of **September 30**, 2024 Update

One Pace Plaza East Renovation