



Administrative Services Values

We accept responsibility for our actions.

We are ethical and honest in our work.

We show respect and courtesy to all individuals.

We strive to provide extraordinary service.

We constantly improve ourselves and the quality of our services.

Examples of ways employees of Facilities Management will demonstrate these values:

We accept responsibility for our actions by:

- Having pride in our work.
- Being accountable.

We show ethics and honesty in our work by:

- Being trustworthy.
- Trusting others.
- Respecting university resources.

We show respect and courtesy to all individuals by:

- Being friendly.
- Being loyal.
- Communicating and sharing information with others.
- Being patient.
- Accepting change.
- Valuing the contributions of others.
- Choosing a positive attitude.
- Starting and ending meetings on time.
- Listening to others without interrupting.
- Refraining from using foul language.

We provide extraordinary service by:

- Contributing and working as a team.
- Paying attention to details.
- Being flexible.

We improve ourselves and the quality of our services by:

- Recognizing good work.
- Encouraging self-improvement.
- Learning from our mistakes.
- Showing initiative.