

## Facilities: Facilities Administration

Facilities Administration personnel coordinate all Institution Capital Projects, assist with Port Security, oversee new laboratory design and construction, coordinate building renovations, and are responsible for all infrastructure maintenance. Located in the village of Woods Hole, Massachusetts, and on the nearby Quissett campus, WHOI's shore-based facilities encompass 219 acres of land and waterfront and 58 buildings and laboratories.

Facilities management also reviews and processes the Work Order System and is responsible for functional areas such as Plant Operations, Security, Distribution & Services and the Skilled Trades Shops.

Shore Operations includes Facilities oversight, along with management of the Campus Development Projects, Transportation, and oversight of Technology Transfer operations at WHOI.

During emergencies, Facilities staff, in conjunction with the Safety Office, are responsible for coordination of response. For more information, refer to [Emergency Procedures](#).

### Staff

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