

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****SUBJECT:**     **Maintenance of Facilities**    **EFFECTIVE DATE:**     **July 1, 2000**    

- 1) The purpose of this policy is to establish methods for requesting maintenance of physical facilities.
- 2) **Emergency Requests** – All emergency requests concerning maintenance of facilities should be reported to the Director of Physical Plant. Public Safety can also assist with emergency requests that may involve situations which endanger life, property or college operations.
- 3) **Normal Requests** – Requests for maintenance or renovation of facilities should be forwarded on a work order request form through the Department/Activity Head, Dean, Director and the appropriate Vice President.
- 4) Routine maintenance is the normal upkeep and repair required to maintain a facility in its original condition, function, or capacity. This would include custodial services, ground maintenance, and utility services. Funding for routine maintenance is provided by the Department of Physical Plant from educational and general accounts. Funding for maintenance expenses of auxiliary units will be from plant allocation funds.
- 5) **Department maintenance, department alterations, and department equipment installations:** Department maintenance is maintenance required for the convenience of the department, but not essential to the normal upkeep of the building or equipment. The installation of equipment requiring special considerations shall be initiated through Physical Plant. Any department alterations such as carpeting, draperies, landscaping, and/or furniture can affect fire and/or other building codes. The Director of Physical Plant will determine if the request for departmental maintenance is feasible and necessary.

**Source of Policy:**     **Transition Team 6**      
    **Facilities**    **Related Policy:**     **N/A**    **Approved:** \_\_\_\_\_  
**President****Responsible Vice President for Business,  
Administrator:**     **Finance & Info Systems**      
**TBR Policy Reference:**     **N/A**      
**TBR Guideline Reference:**     **N/A**    **Date:**     **July 1, 2000**

- 6) **Capital Projects:** A Capital Project is a scheduled special project to maintain the original function or capacity of the facility, and includes, but is not limited to, such projects as roof replacement, brick repair, and utility line examination. Capital projects originate with the Director of Physical Plant and are considered “special projects” which become part of the Capital budget request.
- 7) Work order and maintenance requests are to be submitted through proper offices for consideration and priority.