




www.mybrcc.edu

TITLE: MAINTENANCE OF FACILITIES	
EFFECTIVE DATE: July 1, 2013	
LAST REVISION: February 26, 2015	Policy No.9.1001

POLICY STATEMENT

The purpose of this policy is to establish methods for requesting maintenance of physical facilities. 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 Executive Director of Facilities Services and Environmental Safety in the general fund during annual budget request. Funding for maintenance expenses of auxiliary units will be from plant allocation funds. Work order and maintenance requests are to be submitted through proper offices for consideration and priority.

1. **Normal Requests:** Requests for maintenance or renovation of facilities should be forwarded on a work order request form through the Department Head, Dean, Director and the appropriate Vice Chancellor.
2. **Emergency Requests:** All emergency requests concerning maintenance of facilities should be reported to the Executive Director of Facilities Services and Environmental Safety. Public Safety can also assist with emergency requests that may involve situations which endanger life, property or college operations.
3. **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 the facilities helpdesk. Any department alterations such as carpeting, draperies, landscaping, and/or furniture can affect fire and/or other building codes. The Executive Director of Facilities Services and Environmental Safety will determine if the request for departmental maintenance is feasible and necessary.
4. **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 Executive Director of Facilities Services and Environmental Safety and are considered “special projects” which become part of the Capital Outlay request.

Source of Policy: <u>Facilities Services</u>	Responsible Administrator: <u>Finance</u> Vice Chancellor for
Related Policy: _____	LCTCS Policy Reference: _____
Approved by: 	LCTCS Guideline Reference: _____
Chancellor: Andrea Lewis Miller	Date: <u>02/26/15</u>