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| Policy: Physical Facilities Maintenance | Number: 502.01 |
| Date Revised: 09-01-17 | Supersedes: L-01 |
| Cross Reference: N/A | Issued: 10-11-91 |

It shall be the responsibility of each instructor to make certain that all machines, tools, equipment, furniture, etc., in his/her program are in a good state of repair. If problems with equipment or shop facilities occur, they shall be reported to the Center/Facility Director who will then approve and coordinate repair work with the Coordinator of Transportation and Facility Projects.

The Dean of Administration has overall responsibility for coordinating facility repairs and grounds maintenance with the Coordinator of Transportation and Facility Projects. Any problems or deficiencies should be reported to the appropriate Center/Facility Directors who will contact the Dean of Instruction and Dean of Administration.

The Physical Facilities Committee will meet quarterly to monitor ongoing maintenance. In October of each year, the Committee will conduct an annual evaluation of institutional maintenance efforts.