



## Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
PL-1.7.03	Work Requests	07/01/2007	

### I. Overview

The Physical Plant Department is responsible for the maintenance, repair, alternations, additions of existing facilities; grounds, streets, walks, and paved areas; the operation and maintenance of utilities systems, installed mechanical and electrical equipment; the collection of trash; and insect/rodent control; the maintenance and repair of all University vehicles, buildings, and grounds equipment; custodial services; Environmental Health and Safety Programs, and the Americans with Disabilities Act as it pertains to facilities and grounds.

All connections made to utility systems (waste, sewer, gas, steam or electrical), either in or out of buildings should be performed by the Physical Plant Department personnel or qualified contractors under Physical Plant guidance. All utility systems are owned by the University.

The Physical Plant Department must be advised and review drawings of any planned remodeling or construction of facilities as once the work is completed Physical Plant funds and man hours will be used to maintain the facilities and to insure facilities are adequate.

In all cases of construction and remodeling projects, As Build Drawings must be provided to Physical Plant for future repairs and maintenance.

### II. Physical Plant Services

The services provided by Physical Plant are related to providing a safe, healthy, and pleasant environment. The services include:

- Maintenance and repair services for interior and exterior of all buildings and installed equipment
- Maintenance and repair of walks, streets, and grounds
- Custodial services
- Vehicular maintenance
- Repair of leaking roof
- Painting
- Maintenance of heating, cooling, plumbing, electrical and utilities systems



- Repair broken windows, doors and locks
- Plumbing that is stopped up
- Changing of incandescent bulbs and fluorescent tubes
- Cutting of grass and planning of flowers
- Signs made and installed in buildings
- Setting of clocks for street lights and tennis court lights
- Project design and cost estimating
- Environmental Health and Safety inspections
- Hazardous Material training
- Pest Control
- Rights to Know training
- Disposal of Hazardous Material
- Set ups for special events

### **III. How to Obtain Services**

Physical Plant services are obtained by written work request except for emergencies. Emergencies should be reported to Physical Plant, extension 2558.

### **IV. Work Requests**

Work requests should be submitted to the Physical Plant Department. Department heads submit work requests to Physical Plant. When submitting work requests, please provide description of request, exact location (building and room number) and a contact person to direct questions.

Works requests can be sent to Physical Plant by fax, campus mail or email. Emails are the best way to send work requests to the department. You will receive an email response notifying you that the request was received by the Physical Plant. If the Plant is out, the requests are received but the response may be delayed until the next day.

Once the work request is received the Physical Plant department will assign a work request number. A shop will be assigned to perform the work. Periodically throughout the year a report will be sent to various departments. The report will list description of work requests they have submitted and total cost of completing the work.

At any time you wish to know the status of your work request call the Physical Plant Department.



**V. Life Safety and Building Codes**

Life safety and building codes must be adhere to in all work performed by the Physical Plant Department. If you have any questions concerning the various codes, please call the Physical Plant Department.