

Physical Plant Services – Service Guidelines

July 2021

Replacing;

Policy 9-2: Physical Plant Policies and Procedures

Issued: 1987

Revised: 07-11

Policy 9-11: Special Event Support

Issued:10-00

Revised 07-11

Physical Plant Services is budgeted to address routine operation and maintenance requirements of the college.

1. In general, this is work required to operate and maintain facilities, utility systems, grounds and to provide support for core college activities.
2. Department service requests will be performed, as time allows, and departments will only be charged for equipment and material necessary to complete the request.
3. Repairs and services

4. Furniture and equipment moves or relocations.
5. Athletic field lining other than in season events.
6. Events associated with outside groups.
7. If Physical Plant Services determines that outside contractors are required to perform part or all of a departmental service request the department will be responsible for all costs associated with the contracted service.
8. Departmental requests that require labor overtime to complete will be charged for the OT hours.

3. General building HVAC systems
4. Building exterior elements such as roofs, windows, doors, etc.
5. General door hardware including door closers
6. Building plumbing systems
7. Water fountains
8. Boilers
9. Water heaters
10. Restroom fixtures
11. Fire alarm system
12. Fire protection system
13. Elevators
- 14.

