Facilities and Property Management

Policy 507

1 Introduction

2 Scope

3 Definitions

4 Policy and Procedure Statements

4.1 General Information

4.1.1 The Physical Plant is generally responsible for the maintenance and operation of University facilities and grounds. The activities of the Physical Plant are directed toward maintaining a campus environment which is functional, attractive, in good taste, and conducive to learning.

4.1.2 The overall responsibilities of the Physical Plant include:

1. Building maintenance and repair
2. Minor renovations and alterations
3. Maintenance of mechanical and electrical systems
4. Campus Lighting
5. Academic housekeeping and related services
6. Sports Facilities
7. Landscape maintenance
8. Special engineering services
9. Telephone & Telecommunications repair
10. Transportation and vehicle maintenance
11. Recycling
12. Capital Project review

4.1.3 As a part of the University business organization, the Physical Plant Director reports to the Vice Chancellor for Business Affairs.

4.2 Location

4.2.1 The Physical Plant Office, Cost Control Center, Work Control Center and the individual shops are located in the Physical Plant Complex on Dale Street, off State Farm Road. Quick response Zone Maintenance shops are located on the main campus.

4.3 Assistance

4.3.1 Any questions which are not answered by this section of the RESOURCE MANUAL may be referred to the Administrative Office at extension 3190.

4.4 Organizational Structure
<table>
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<tr>
<th>Assistant Director Operations</th>
<th>Assistant Director Engineering</th>
<th>Assistant Director Design and Construction</th>
<th>Superintendent Water Plant</th>
<th>Assistant Director Administrative Services</th>
<th>Director Motor Pool</th>
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<tbody>
<tr>
<td>Electrical Department</td>
<td>Electronics/Telecommunications</td>
<td>Environment and Safety (OSHA)</td>
<td>Supply and Distribution</td>
<td>Computer Programming</td>
<td>Motor Pool Services</td>
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<tr>
<td>Preventive Maintenance</td>
<td>Steam Plant</td>
<td>Construction Management</td>
<td>Laboratory</td>
<td>Support Activities</td>
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<td>Paint Shop</td>
<td>Mechnicial Department</td>
<td>Mapping-Plans</td>
<td>Waste Water</td>
<td>Warehouse Operations</td>
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<td>Carpentry Shop</td>
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<td>Physical Education Support</td>
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5 Additional References

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates