

# 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

<b>Vice Chancellor</b>
<b>Business Affairs</b>
<b>Associate Vice Chancellor for</b>
<b>Physical Operations</b>
<b>Administrative Assistant</b>

Assistant Director Operations	Assistant Director Engineering	Assistant Director Design and Construction	Superintendent Water Plant	Assistant Director Administrative Services	Director Motor Pool Services
Electrical Department	Electronics/Telecommunications	Environment and Safety (OSHA)	Supply and Distribution	Computer Programming	Motor Pool Services
Preventive Maintenance	Steam Plant	Construction Management	Laboratory	Support Activities	
Paint Shop	Mechanical Department	Mapping-Plans	Waste Water	Warehouse Operations	
Carpentry Shop	TV Cable System Support	Computer Aided Drawing		Work Reception Center	
Landscape Services		Interior Design			
Building Services		Facilities Planning			
Physical Education Support					

## 5 Additional References

## 6 Authority

## 7 Contact Information

## 8 Original Effective Date

## 9 Revision Dates