

Facilities and Property Management

Policy 507

1 Purpose

This policy serves to dictate University key and lock regulations.

2 Scope

This policy applies to all University faculty, staff, students, and visitors.

3 Definitions

4 Policy and Procedure Statements

4.1 Facilities Operations Services

4.1.1 Facilities Operations is responsible for the maintenance and operation of University facilities and grounds. The activities of Facilities Operations are directed toward maintaining a campus environment which is attractive, conducive to learning, and functional.

4.1.2 Direct funding is provided in the budget for Facilities Operations for routine maintenance and operation of state-supported buildings and grounds. The funding provided for Facilities Operations is intended to maintain University facilities as nearly as possible to the condition in which the facilities were originally provided.

4.1.3 As a part of the University business organization, the Physical Plant Director reports to the Vice Chancellor for Finance and Operations.

4.2 Departmental Services

4.2.1 Any changes or services required or desired for University buildings which are not routine maintenance and operation of the building, must be funded by the department requesting the change or service.

4.3 Request for Services

4.3.1 All requests for services are made by electronically submitting a WORK ORDER REQUEST through the Aim Work Order Management System. The costs for any changes or additions to a building are the responsibility of the requesting department. In order to preserve the integrity of each buildings' mechanical, electrical and plumbing systems, all changes or additions to buildings must be supervised by Facilities Operations. Departments are prohibited from hiring outside contractors. Unless necessitated by departmental misuse, repairs are the responsibility of Facilities Operations, and the departmental budget code will not be charged.

5 Additional References

6 Authority

7 Contact Information

Facilities Operations | 828-262-3190 Facilities | Operations

8 Original Effective Date

9 Revision Dates

January 24, 2022