



Santa Fe College Rules Manual

Title: Facilities Services: Maintenance Procedure Rule 6.2

General Authority: FS 1001.64(5)(34)

Law Implemented: FS 1013.38, 1013.371; 6A-2.0010, FAC

Effective Date: May 19, 1983

Purpose: To state the procedure for maintenance of college facilities.

Standards

The physical plant is maintained in accordance with standards in common use, State Board of Education Rules, individual judgment of first-line supervisors, and Director of Physical Plant regarding use and condition of facilities, and feedback of students, faculty, and staff.

Plant Maintenance

The maintenance of real estate, buildings, and installed equipment is accomplished by personnel in three budgetary departments: grounds, custodial, and maintenance. Their work consists of daily activities or scheduled preventive maintenance.

Plant Repairs

The purpose of preventive maintenance is to prevent breakdowns and malfunctions to the extent possible. The degree of success is directly dependent on the quantity and quality of personnel available. When breakdowns do occur, repairs to buildings and installed equipment are initiated automatically when the Facilities Services Office is made aware of the requirements. All College personnel are encouraged to report equipment and building failures to the Facilities Services Office either by telephone or Request for Work Order form. Facilities Services personnel will also respond to service calls (e.g., hanging pictures) if skills, personnel, and time permit.

The Facilities Services Office is not responsible for the repair of departmental equipment, instructional aids, equipment unique to a particular activity, or furniture. However, as in the case of service calls, the Facilities Services Office will attempt to assist in emergencies and, as skills, personnel, and time permit, will examine defective equipment and recommend corrective action or repair if it is feasible.

Plant Remodeling/Renovation/In-House Construction

Resources for plant modifications, renovations, or in-house construction are the responsibility of the office of the Vice President of Administrative Affairs and CFO. Any organizational unit of the College may request a construction or renovation project on a Request for Work Order form sent to this office. Project requests should be forwarded through channels required by the budget manager involved.

Evaluation

To ensure maintenance of standards, continual inspections are made by first-line supervisors, frequent inspections by budget supervisors, and periodic inspections by the Vice President of Administrative Affairs and CFO. Comments from any member of the College community are encouraged.

Records of inspections are maintained by the Associate Vice President, Facilities Services.