

Subject: Maintenance
Policy Number: M10
Date: April 25, 2003
Reviewed: December 15, 2008

POLICY:

Every effort will be made to ensure that the building is in good repair and that problems are resolved.

PROCEDURE:

When faculty or staff observe maintenance problem areas (e.g., inoperable heat or air conditioning) in the building, the nature of the problem should be reported immediately to the Administrative Assistant in the Dean's office. This person will notify the maintenance department and will follow up on the call to try to ensure correction of the problem.

Faculty and staff must remember that the maintenance department is not under the jurisdiction of the School and operates according to its own priorities.