

Subject: Maintenance Calls

Policy Number: A4.20

Date: 8/25/81

Reviewed: 4/15/16

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 observes maintenance problem areas (e.g., inoperable heat or air conditioning) in the building, the nature of the problem should be reported immediately to the Assistant to the Director. 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.