

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT:** Maintenance of Facilities**EFFECTIVE DATE:** July 1, 2000; July 1, 2024**Purpose**

The purpose of this policy is to establish methods for requesting maintenance of physical facilities at Southwest Tennessee Community College (“Southwest” or “the College”).

Policy

The Physical Plant department is responsible for providing custodial and maintenance services to enhance the overall mission of the College. The services provided include, but are not limited to, routine building upkeep, renovations, repairs, response to emergency conditions, setup and breakdown for events and programs, and maintaining cleanliness.

While the Physical Plant department oversees these tasks, Southwest employees and students will participate in the maintenance of facilities by being respectful, responsible, and attentive regarding trash, litter, and garbage. Furniture and other items, including fixtures, shall not be intentionally or recklessly damaged. The duty to maintain the College applies to all property owned or being used by the College, both inside and outside. This includes, but is not limited to, campuses, sites, centers, graduation locations, off-site academic facilities, athletic facilities, and all similar facilities.

- A. Emergency Requests – All emergency requests concerning maintenance of facilities should be reported to the Chief of Administrative Services or designee. The Police Services/Public Safety Department can also assist with emergency requests that may involve situations that endanger life, property, or College operations.
- B. Normal Requests – Requests for maintenance, renovation of facilities, or special event assistance may be submitted in a work order request form using the Dude Solutions platform found in the my.Southwest portal under “[submit a quick ticket](#).” Work orders must be descriptive, including the campus location, room number, name and telephone extension of the person requesting the work, and a description of the work requested (with attached photographs and videos, if appropriate).

Employee requests to use space on campus for meetings, special events, etc. are submitted using the [eSPACE](#) platform available in the my.Southwest portal.

- C. Routine Maintenance – Routine maintenance is the normal upkeep and repair required to maintain a facility in its original condition, function, or capacity, including custodial services, ground maintenance, and utility services.

Normal upkeep and repairs are performed or overseen by the Physical Plant department. The Chief of Administrative Services or designee will determine services that are necessary and those that are elective. The Chief or designee will determine the urgency and order in which services will be provided.

- D. Department Maintenance, Department Alterations, and Department Equipment Installations – Department maintenance is maintenance required for the convenience of a department, but not essential to the normal upkeep of a building or equipment.

The installation of equipment requiring special considerations shall be initiated through Physical Plant. Any department alterations such as carpeting, draperies, landscaping, or furniture can affect fire and other building codes. The Chief of Administrative Services or designee must be notified and will determine if the request for departmental maintenance is approved.

- E. Capital Projects – A Capital Project is a scheduled special project to maintain the original function or capacity of the facility, and includes, but is not limited to, such projects as roof replacement, brick repair, and utility line examination. Capital projects originate with the Chief of Administrative Services or and are considered special projects that are a part of the College's capital budget.

Source of Policy: Business and Finance

Responsible

Administrator: Chief of Administrative Services

Related Policy: 6:03:02:50/17

TBR Policy Reference: _____

Approved: 

President

Date: July 1, 2024