

Arkansas State University - Jonesboro

Effective Date: 07/01/91

Number: 04-19

Section: Facilities and Services

Subject: Facilities - Maintenance & Repair of Buildings & Furnishings

1. Maintenance and repair of university buildings and grounds includes repair and operations of buildings including walls, doors, floor surfaces, ceilings, ceiling or wall lighting, heating and air conditioning; utilities distribution systems; grounds including streets, parking lots, paths, walks; and the maintenance of general safety and sanitary conditions of the buildings and grounds.
 - a. Facilities Management assumes responsibility for costs associated with such maintenance.
 - b. The primary objective is to maintain the facilities to work and function in a pleasant and comfortable environment.
2. The maintenance and repair of departmental equipment and furnishings is the responsibility of the department. This includes portable equipment, furniture, desks, lamps, bookshelves, bulletin boards, cabinets, etc. This also includes modifications to departmental equipment and furnishings and installation of specialized equipment or equipment acquired from a special source. Services for installation, maintenance or repair of department equipment or furnishings by Facilities Management are charged to the department.

REGULATIONS

1. Painting buildings or facilities, including offices, is done for maintenance purposes only and is at the discretion of Facilities Management except in cases of renovations, modifications, etc. that require painting. Paint used on or in university buildings or facilities shall be in neutral colors conducive to a professional environment.
2. The scheduling of Facilities Management work is the responsibility of the Assistant Vice Chancellor for Facilities Management.

PROCEDURES

1. Non-billable repairs and maintenance are requested by a work order request to Facilities Management.
2. Billable repairs and maintenance are requested by IDT.

Revised on 11/15/2011.