

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
Finance Unit
SIP-5525

SUBJECT: Maintenance Work Order Request System

REFERENCE: None

ORIGINATION: April 19, 2011

EFFECTIVE: April 19, 2011

REVIEWED: April 19 , 2011

SECTION 1. PURPOSE

1.1 The purpose of this policy is to establish the procedures for requesting maintenance, repairs and/or improvements at Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy is applicable to all departments and employees of the institution.

SECTION 3. DEFINITIONS

3.1 Emergency - Problems that create safety hazards, interrupt building operations, or seriously disrupt academic, administrative, or student services functions.

3.2 Routine - Problems less serious than emergencies that may be handled on a first-come-first served basis.

3.3 Standing - Work that is not necessarily assigned to specific work orders such as preventative maintenance of the HVAC systems. Also included in this category are seasonal jobs that may be performed to equalize the workload throughout the year.

SECTION 4. PROCEDURE

4.1 All requests for maintenance, repairs, and improvements must be submitted in an approved manner, and such request will be handled by a prescribed method. The primary objective of the maintenance department is to maintain the College's facilities and grounds in a manner conducive to a learning atmosphere.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None

SECTION 6. GENERAL PROVISIONS

6.1 None

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 All work requests are to be forwarded to the Director of Campus Operations at the campus where the work is to be completed. If the work requested is from a campus other than Logan, but requires maintenance staff that are regularly assigned to the Logan Campus the work request must be sent to the Director of Campus Operations/Logan campus.
- 7.2 If necessary, the individual requesting work shall prepare drawings or sketches and forward the documents to the Director: they will be attached to the work request.
- 7.3 Upon receipt of a request, the Director shall print the request, forward a copy to the maintenance staff, and schedule the work to be performed. Attempts will be made to complete all requests as expeditiously as possible; however, emergencies will be given priority.
- 7.4 If costs are involved, the maintenance staff shall promptly prepare an estimate and present it to the Director of Campus Operations.
- 7.5 The maintenance staff shall develop a list of materials needed to complete the job and present it to the Director of Campus Operations.
- 7.6 The Director Of Campus Operations will then complete the requisition. Upon completion of the requisition the Director will purchase the materials or have some one designated from the Finance office to purchase the materials.
- 7.7 Upon completion of each request, the maintenance worker shall sign the form, date it, and present it to the Director for record keeping purposes.
- 7.8 To ensure that all work meets acceptable standards, the Director or designee shall periodically inspect completed jobs.

SECTION 8. CANCELLATION

- 8.1 None

SECTION 9. REVIEW STATEMENT

- 9.1 This procedure shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the procedure be amended or repealed.

Attachments: Maintenance Request Form

Distribution: All employees of Southern West Virginia Community and Technical College via www.intranet.southernwv.edu

Revision Notes: April 2011 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities.