

# **POLICIES & PROCEDURES**

## **Basic Services**

Facilities Management includes all activities necessary to operate, maintain, and provide services for University buildings, mechanical equipment and utilities to keep them in good operating condition. All of these services are provided to all University colleges and departments. Activities which are classified as building Management, maintenance and services are performed by Facilities Management. These activities include building operational maintenance, custodial servicing, refuse removal and recycling, utilities services and distribution and other university services.

Basic Services includes:

- x Repairing heating, cooling, ventilation, and building air conditioning systems. Building HVAC systems are de

## **Service Requests**

Service Requests are required to arrange for services not included in Basic Services. The cost of these services will be charged to the department requesting the ser

**Repair of Equipment and Requests for Service Requires:**

- x Submitting a Service Request to Facilities Management.
- x Departments may request a cost estimate and an estimate of time for completion of the service by indicating the need for this information.
- x If the service will be completed by Facilities Management they will assume overall responsibility for completing the service. This includes arranging any required bids through the Purchasing Department

## **Utility Outages**

When it is necessary to upgrade, modify, or repair equipment, such work