

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 9	Facilities	Effective:	June 2000
Section 9.2	University Facilities	Revised:	January 2009
Policy 9.2.5	Building Maintenance	Responsibility:	Assistant Vice President for Facilities

BUILDING MAINTENANCE

Responsibilities

Facilities Management ensures that all parts of the buildings are kept in good repair and that lights, utilities, elevators, and building equipment are working properly. Problems with the electrical systems, light fixtures, vacuum, air or steam systems, or plumbing systems should be reported to Construction Maintenance Office (7-2885) during normal working hours and Utilities Operations (7-2947) on nights and weekends. Problems with heating, cooling, exhaust should always be reported to Utilities. Building Maintenance provides labor and materials required for the maintenance and repair of the buildings and the various utility distribution systems. This includes wages, materials, equipment, services, and other items as may be required to provide scheduled maintenance, normal wear repainting, standard lamp replacement, and maintenance of roofs, electrical systems, exterior walls, foundations, ceilings, floors, air conditioning and heating, distribution lines, plumbing systems, elevators, compressed air, vacuum, steam systems, and central water treatment systems.
