

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 9	Facilities	Effective:	June 2000
Section 9.2	University Facilities	Revised:	January 2009
Policy 9.2.8	Vehicle Maintenance	Responsibility:	Assistant Vice President for Facilities

VEHICLE MAINTENANCE

Procedures

Facilities Management maintains an automotive garage for minor repairs, tune-ups, State inspections, and preventive maintenance for Health Science Center vehicles. Most departments submit an annual [Facilities Management Request for Department Funded Work](#) for their vehicle maintenance and repairs. For departments that do not desire to use an annual [Facilities Management Request for Department Funded Work](#), a new work order is required each time work is performed. Oil may be obtained by providing the garage attendant with the correct account number.
