



## MAINTENANCE OF FACILITIES

OP-P 808

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Operating Protocol-Procedure #: 808

Category: College Facilities

Office of Primary Responsibility: Facility Services

Approval Date: 3/30/15

Effective Date: 3/30/15

Revised:

### **Purpose** (Clearly state the rationale and purpose for this Operating Protocol)

To state the role and responsibility of the Facility Services Department as it relates to the maintenance of facilities and grounds of the Pueblo Campus of Pueblo Community College.

### **Applicability** (Identify to whom this Operating Protocol applies)

All Pueblo Campus employees

### **Definitions** (Define abbreviations, acronyms, and technical terms)

None

### **References** (List any related references such as State Board policies, state statutes, accreditation regulations, etc.)

None

### **Attachments** (List any supporting documents related to this Operating Protocol/procedure including a process flow chart, if applicable)

None

### **Operating Protocol** (Please provide the statement of Operating Protocol. The Operating Protocol statement is the governing rule, principle, plan, or understanding that guides the procedure)

The Facility Services Department is charged with the responsibility of assuring that the maintenance and operations of the campus physical facilities and grounds are managed in the best manner to meet the instructional goals of the institution within the funds so provided.

### **Procedure**

Any requests for maintenance, grounds keeping, or custodial services should be made to the Facility Services Department using the "Facilities Help Desk" found on the Resources tab of the Portal.