

SUBJECT: Request for Service and/or Repairs	Effective Date:	Policy Number:
	July 1, 2011	02-1-005
	Supersedes:	Page 1 Of 2
	Policy: Date:	
Responsible Authority: Administrative Services- Physical Plant Manager		

I. Purpose and statement of operational policy underlying the procedure.

The policy helps to ensure that any requests for Physical Plant Services and/or Repairs are processed appropriately through Administrative Services Office.

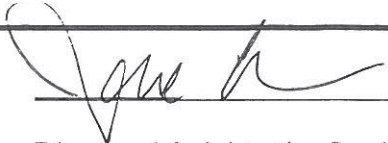
II. Applicability/Scope

This applies to all College Personnel and Students.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Requestor	Must complete a Facilities work order form and may bring the form to the Administrative Services Office or email the request to rosie_gray@loc.edu	
Requestor	Must provide information of the scope of work requested and the area in which the work will be performed.	
Administrative Services	Will provide Physical Plant with the Work Order Request.	
Physical Plant	Will assess the work order request and will repair or provide needed services.	
Physical Plant	Will make a determination whether the work will need to be outsourced.	
Physical Plant	Will complete the bottom portion of the Work Order Request and maintain copies of the request in the Administrative Services Office.	

**IV. Related policies/References for more information
Physical Plant Operations**

Authorizing Official: 	Authorization Date: <u>10-10-11</u>
Title: <u>Director, Administrative Services</u>	