



DENMARK
TECHNICAL COLLEGE

ADMINISTRATIVE POLICY #03.20.02.01 (2020) MAINTENANCE POLICY

Policy Title: Maintenance Policy

Policy Type: Administration

Policy Number: ADM Policy #03.20.02.01 (2020)

Legal Authority:

State Board Policy:

Approval Date: September 28, 2020

Responsible Office: Office of Fiscal Affairs

Responsible Executive: Vice President of Fiscal Affairs

Applies to: College Community

POLICY STATEMENT:

PURPOSE: To establish responsibility for routine and preventative maintenance as well as hazardous or emergency conditions which may lead to personal injury, college liability, and/or property losses.

1. The Office of Fiscal Affairs is responsible for completing all routine and preventative maintenance; the office is also responsible for correcting all emergency or hazardous situations.
2. The Office of Fiscal Affairs will:
 1. Review and evaluate work order requests from departments throughout the college and specify approximate completion dates based on urgency, manpower, and other recourses available, and scheduled workload.
 2. Schedule and accomplish routine and preventative maintenance activities required.
 3. Respond to emergencies as required.
 4. Procure materials and supplies as needed to accomplish required activities.
3. Major projects, renovations, or proposals will be forwarded to the Vice President of Fiscal Affairs for inclusion in the proposed permanent improvement plan and the College budget, which are approved annually by the President's cabinet and the College's Area Commissioners.

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DEFINITIONS

Routine Maintenance Schedule

The majority of daily tasks performed by staff are classified as routine maintenance (service calls). Typical routine maintenance tasks include responding to the following requests:

- a. HVAC—uncomfortable space temperature.
- b. Plumbing—dripping faucet or clogged toilet.
- c. Electrical—power malfunction or burned out light bulb.
- d. Painting—walls are scratched or faded, door tiles are broken.
- e. Carpentry—broken doors, locks, and ceiling tile replacement.

Maintenance requests are prioritized according to the following definitions which determine the urgency of response along with availability of manpower and materials.

Safety Issue [Immediately] — life safety, legal compliance, and central plant operations. Work must be started immediately to prevent injury to personnel or damage to facilities or equipment. Also included are breakdowns or outages that shut down all or a significant portion of the campus.

Preventive Maintenance Schedule — scheduled maintenance and upkeep of buildings and major equipment to ensure reliable and efficient operation. Included is work to correct a potential hazard to personnel or property, but can be planned and scheduled.

Planned — work necessitates the entire campus, building, or significant portion of either to be shut down. This work must be planned and scheduled around campus activities.

The goal of the Office of Fiscal Affairs is to respond to maintenance requests as soon as possible; however, they plan to respond no later than five (5) business days.

Preventive Maintenance

An important part of the Office of Fiscal Affairs operations is preventing maintenance. Major breakdowns to critical equipment and system are expensive to repair and create undesired disruption in the work and teaching environments of the campus community. Preventive maintenance maximizes equipment and system efficiency, which reduces energy consumption. It also enhances the institution's appearance.

A preventive maintenance plan is defined as regularly scheduled inspection of building structures and their equipment and building systems for signs of wear and tear that will require routine and/or corrective maintenance. This inspection process is performed by the Office of Fiscal Affairs personnel as well as outside contractors. The following list includes samples of the different types of preventive maintenance programs presently active at Denmark Technical College:

- Periodic inspection of HVAC equipment.
- Boilers are inspected as required by a certified boiler inspector.
- The fire alarm system is checked annually by a licensed contractor.
- Fire safety inspections are conducted by the Public Safety Office. There is an annual inspection of fire extinguishers and suppression systems in kitchens located on the campus.
- Custodians are assigned to clean campus buildings and to report any building deficiencies.
- Faculty and staff are required to complete a Work Order Form for additional maintenance and housekeeping requests.

Deferred Maintenance

Work that has been delayed, bypassed to a future operational budget, or postponed until supplemental funds are available is described as Deferred Maintenance. The Deferred Maintenance of the college's physical facilities includes those projects that are typically too large and/or too costly to be completed as a routine/periodic maintenance project. The Office of Fiscal Affairs uses a variety of sources to gather information for these projects. This information is then summarized and reviewed. The projects will then be listed on a Deferred Maintenance Projects List. Various funding options are then discussed/requested to address these projects. The following is a sample of typical short-term deferred maintenance items:

- Pump seal is leaking and must be repaired.
- Carpet replacement of a large area.

CONTACT(S)

The Vice President of Fiscal Affairs officially interprets this policy. Additionally, the Vice President of Fiscal Affairs is responsible for obtaining approval for any revisions as required through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Fiscal Affairs.

STAKEHOLDER(S)

College community; more specifically, students, faculty, and staff.

TITLE: POLICY CONTENTS PUBLICATION

The policy will be widely distributed to the College community. To ensure timely publication and distribution thereof, the Associate Vice President of Institutional Advancement and Effectiveness will:

- Communicate the policy in writing, electronically, or otherwise to the College community, including current students within fourteen (14) days of approval;
- Submit this policy for inclusion in the Policy Library within fourteen (14) days of approval;
- Post the policy on the College's webpage and all other related webpages, in the student handbook, and in the College catalog; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

REVIEW SCHEDULE

- Next Scheduled Review: September 28, 2022
- Approval by, date: Area Commissioners, N/A
- Revision History: May 4, 2020
- Supersedes: N/A

RELATED DOCUMENTS

There are no related documents associated with this policy.

FORMS

Work Order Form