

Plant Facilities: Buildings, Grounds and Maintenance Plan

Related Board of Trustee Policy: NA

Responsible Official VP of Finance and Administration
Approvals 01/23/17
Revision

Procedure

Mission Statement of Facilities Maintenance:

McDowell Technical Community College is dedicated to maintaining all aspects of the physical interior and exterior environments of college-owned buildings, whereby students, faculty, staff, and visitors may function in an environment that is clean and sanitized, properly cared for, and conducive to a high level of productive learning.

General Information:

Facilities maintenance exists for the purpose of providing many of the services required to support the operational needs of the campus.

Areas of responsibility are as follows:

1. Institutional building and equipment maintenance repair
2. Departmental construction, renovation or remodeling work, and equipment repair
3. Grounds improvement and maintenance
4. Daily supervision and scheduling of cleaning activities for custodial staff
5. Vehicle maintenance

Institutional maintenance and repair of the buildings owned by the college shall include the structure, both inside and outside, all of the mechanical and electrical systems built into the structure such as water, gas and sewer lines, electrical circuits and panels, central air and heating systems, building lighting systems, water fountains, elevators, walls, floors, doors, restrooms, cabinets, ceilings, etc.

Vehicle maintenance of College-owned vehicles shall include routine and preventative maintenance including, but not limited to, oil change, lubrication, and fluid level checks; washing and waxing; inspection of wiper blades and lights; and state-required vehicle safety inspection.

Grounds improvement and maintenance of the college shall include mowing, fertilizing, mulching, landscaping, planting, etc.

Costs:

Institutional maintenance and repair services are rendered and are made without charge to any department. The funds required to make these services possible are requested by the Vice President for Finance and Administration and placed in the college budget to be expended under his/her supervision.

Requests for maintenance services should be made by completing an MTCC Work Order Request Form by logging into the College's Maintenance Direct system.

Services:

- **Housekeeping:**
It is the responsibility of all College employees to maintain good housekeeping habits.

Building cleaning services are contracted with an outside agency to provide the necessary services on a regular basis.
- **Grounds Maintenance:**
Grounds services are contracted with an outside agency to provide the necessary services on a regular basis.
- **Facilities/Equipment Maintenance:**
General Procedures: In addition to the general maintenance of buildings, grounds, and physical equipment, Facilities Maintenance, under the direction of the Coordinator of Maintenance, also provides services in remodeling and construction projects and special maintenance items.
 1. Departments should contact Facilities Maintenance prior to purchasing materials or equipment which may involve building modification or utility connections.
 2. It is the department's responsibility to coordinate with Facilities Maintenance the actual date of installation of equipment.
 3. Work referred to Facilities Maintenance which exceeds its in-house capabilities will normally be referred to the Vice President of Finance & Administration for approval to employ outside contractor(s) for accomplishment. The department will be advised when this is necessary.
- **Alterations, additions, and changes to physical facilities:**

Facilities Maintenance is the department charged with maintenance and repair of all College-owned facilities. Any physical modifications to these facilities must be approved in advance by the President of the College or his/her designee. This includes, but is not limited to, the erection of antennas, paint or carpentry work, or the use of any facilities or part of a facility for other than its intended purpose.
- **Scheduling:**
Project work will be scheduled according to the availability of manpower and the priorities established for work in progress. An *MTCC Work Order Request Form* should be completed by the individual or department requesting Facilities Maintenance services. The form should be completed well in advance of the need for the services to allow for scheduling of the work to be done.
- **Facilities Maintenance provides services (unless otherwise contracted) in the following areas:**
 1. **Refrigeration and Air Conditioning:** Repair, service, and installation of all air conditioning and refrigerated equipment, sheet metal work, water fountains, ice machines, humidifiers, exhaust systems, fume hoods, pneumatic control systems, compressed air systems, roof repair, etc.
 2. **Plumbing and Heating:** Repair, service, and installation of all water, gas, steam, air, and sewer lines and gas-operated equipment, toilets, sinks, fire sprinkler systems, and any welding required.

3. Paint and other appearance items: Interior and exterior painting, glass installation, building signs and graphics, furniture refinishing, ceramic tile and brickwork, vinyl base and floor coverings, and carpet repair and installation.
 4. Electric: Electrical distribution systems, clock maintenance, tube lights, ballasts, electrical outlets, power failures, maintenance and repair of fire and burglar alarms, etc.
 5. Carpentry: Construction and repair of all wood structures, concrete work and sidewalk repair, and repair and installation of all building and furniture hardware.
 6. Locks: Have keys cut; locks combined and installed; troubleshoot faulty locks; unlock cabinets, safes, door locks, etc.
 7. Elevators: Maintenance and repair of elevators and removal of passengers if elevator becomes stuck between floors.
 8. Preventive Maintenance: Routine check on structures and building equipment, minor repairs, and response to emergency calls.
- Vehicle Maintenance:
Vehicle maintenance services are contracted with an outside agency to provide the necessary services on a regular basis.

Review / Evaluation / Modification of Plan

This plan will be reviewed, evaluated, and modified as needed by the Vice President for Finance and Administration.