



# Physical Plant Policy & Procedure #1

**TITLE**

**PHYSICAL PLANT STAFF MEETINGS**

**OBJECTIVE & PURPOSE**

Keep staff updated on current and on-going campus activities as well as upcoming events. Share project and task status updates. Review service levels of contracted services.

**ACTION**

**DIRECTOR**

- ◆ Establishes schedule for general staff meeting as follows:
  - General Staff Meetings are scheduled on the first and third Tuesdays of each month at 2:00 PM. The first Tuesday meeting is for internal staff only. The second Tuesday meeting includes the internal staff plus the maintenance and custodial project managers.
  - Schedule individual staff meetings with both internal staff and contract project managers as follows: Meet with Assistant Directors ½ hour prior to each general staff meeting to review task assignments. Meet with contract project manager every other Wednesday at 2:00PM to discuss issues related to contract. Meet every other (opposite) Wednesday at 2:00 PM with Assistant Directors and Project Managers to tour buildings and discuss and review service levels.

**STAFF**

- ◆ Recommends agenda items to the Director by the Monday preceding the meeting.

**DIRECTOR**

- ◆ Prepares agenda for staff meeting
- ◆ Chairs the staff meetings or appoints designee.

**NOTE**

- ◆ Director of Physical Plant or designee to endeavor to attend Facilities Planning staff meetings for Major Projects review and Minor Projects review.
- ◆ Frequent meetings occur daily and/or are scheduled in advance in response to on-going business activity.

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APPROVED:	Vice President	Assistant V.P.	Director