



Physical Plant Policy & Procedure #9

TITLE: BUILDING TOURS

OBJECTIVE AND PURPOSE: To establish a level of quality in the maintenance and custodial care of University Facilities and to foster communication between the maintenance and custodial functions.

RESPONSIBILITY: ACTION

PHYSICAL PLANT

- ◆ Conduct a room by room tour of a select University building on the first and third Wednesday of each month at 2:00 PM. Attendees, at minimum, are to include management level representatives from Physical Plant, Maintenance and Custodial Services.
- ◆ Review and discuss existing building conditions encountered as they relate to maintenance and custodial operations and as they relate to acceptable standards for each.
- ◆ Create a work order list from the walkthrough (***Building Tour Notes - Attachment "A"***), identifying by craft the work to be accomplished.

MAINTENANCE/ CUSTODIAL

- ◆ Upon receipt of work order list from building tour, initiate work orders as identified for respective craft.

PHYSICAL PLANT

- ◆ Approximately thirty (30) days after building tour, walk the facility with the work order list to assure that work was accomplished as intended.

REFERENCE:

- ◆ Maintenance Contract

ATTACHMENTS

- ◆ ***Building Tour Notes – Attachment "A"***
- ◆ ***Building Tour Schedule – Attachment "B"***

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APPROVED:	Vice President	Associate V.P.	Director