



RUTGERS POLICY

Section: 20.1.4

Section Title: Administrative Policies, Procedures & Services

Policy Name: Buildings and Fixtures – Repairs and Maintenance

Formerly Book: 6.3.3, Repairs and Maintenance – Building and Fixtures

Approval Authority: Senior Vice President for Finance and Administration

Responsible Executive: Senior Vice President for Finance and Administration

Responsible Office: University Facilities

Originally Issued: 12/1964

Revisions: 1998

This policy is in the process of revision; the existing policy is below. For assistance, please contact the Office of Administration and Finance at oevpada@rutgers.edu or 732-932-5661.

Existing Policy (in revision)

20.1.4 REPAIRS AND MAINTENANCE - BUILDINGS & FIXTURES

Facilities Maintenance Operations (FMO) Division is responsible for all maintenance and repair of utility systems, structures and classroom furniture and fixtures.

- A. Requests for repairs, maintenance and/or painting should be forwarded by homepage or telephone to the appropriate Facilities Maintenance Services (FMS) Service Desk listed in the University Directory, the Facilities Homepage, and in the Facilities Guide. There is normally no charge for routine repair work.
- B. In making requests for repair of departmental furniture or equipment, the requesting department must issue a Quick Order requisition to the Campus Facilities Maintenance Services (FMS) to cover the estimated cost of the repair. If many occasions for repair service are anticipated during the year, substantial paper work can be saved by issuing a blanket requisition against which individual work orders can be charged.
- C. Painting of building interiors is a responsibility of Facilities Maintenance Services (FMS) and is done as funding permits. The normal interval between paint jobs is about seven years, although painting may be done more frequently in heavy traffic areas.

- D. Repair and maintenance projects costing in excess of \$50,000 or requiring Architectural/Engineering (A/E) Design services shall be referred to the Office of Facilities Project Administration for execution.