

RUTGERS POLICY

UNIVERSITY POLICY

Section: ~~20.1.4~~

Section Title: ~~Administrative, Policies, Procedures & Services~~

Policy Name: ~~Maintenance & Repair; Buildings & Grounds~~

Formerly Book: ~~6.3.3~~

Approval Authority: ~~Senior Vice President for Administration~~ Senior Vice President for Institutional Planning and Operations

Responsible Executive: ~~Vice President, for University Facilities & Capital Planning~~ University Facilities

Responsible Office: ~~University Facilities and Capital Planning~~ Institutional Planning and Operations

Originally Issued: Adopted: ~~12/1964~~

Revisions: ~~8/1966, 1998, 7/1/2013, 10/10/2013 (Updated title)~~

Errors or changes? Contact: ~~Dianne Gravatt,~~ dgravatt@facilities.rutgers.edu

<u>Policy Name:</u>	<u>Maintenance & Repair; Buildings & Grounds</u>				
<u>Section #:</u>	<u>20.1.4</u>	<u>Section Title:</u>	<u>Administrative Policies, Procedures and Services</u>	<u>Formerly Book:</u>	<u>6.33</u>
<u>Approval Authority:</u>	<u>Senior Vice President for Institutional Planning and Operations</u>		<u>Adopted:</u>	<u>12/1964</u>	<u>Reviewed:</u> <u>7/13/2016</u>
<u>Responsible Executive:</u>	<u>Vice President, University Facilities</u>		<u>Revised:</u>	<u>8/1966; 1998; 7/1/2013; 10/10/2013 (Updated title) 7/13/2016</u>	
<u>Responsible Office:</u>	<u>Institutional Planning and Operations</u>		<u>Contact:</u>	<u>Dianne Gravatt, dgravatt@facilities.rutgers.edu</u>	

- Policy Statement**
~~Facilities Operations Services~~ Maintenance and Operations is responsible for all preventative, reactive and emergency maintenance & repair of all fixed mechanical building systems, utility systems, exterior envelopes, structures, select interior common space cosmetic enhancements, classroom space & furnishing managed by ~~Space~~ Scheduling Management and grounds; both hard and soft-scaped areas.

~~All regulations and procedures are subject to amendment.~~

All policies are subject to amendment. Please refer to the Rutgers University Policy Library website (policies.rutgers.edu) for the official, most recent version.

In addition to mechanical maintenance, the maintenance of interior and exterior space also includes routine trash and recyclable removal, pest control, weather related removals.

~~The Facilities Operations Services unit Maintenance and Operations includes Mechanical Maintenance & and Planning, Environmental Services & Grounds and Utilities Operations, who work in concert with one another, all under the umbrella of University Facilities & Capital Planning.~~

2. **Reason for Policy**

To ensure that all maintenance and repair activities are performed under the authority of the department of ~~University Facilities & Capital Planning~~ Institutional Planning and Operations division.

3. **Who Should Read This Policy**

Chancellors, Vice Presidents, Deans, Directors and Department Heads.

4. **Related Documents**

For additional information, please visit the following web sites:

- ~~Facilities Operations & Services~~ – <http://facilities.rutgers.edu/UF/Welcome.html>
- ~~Mechanical Maintenance & Planning~~ – <http://facilities.rutgers.edu/UF/MaintPlan.html>
- ~~Environmental Services & Grounds~~ – <http://facilities.rutgers.edu/UF/EnvironmentalSrv.html>
- ~~Utility Operations~~ – <http://www.fos.rutgers.edu/Utilities/default.htm>
- ~~Service Response Center~~ – <http://www.fos.rutgers.edu/ServCallCtr/Using%20the%20Service%20Call%20Center.pdf>
- ~~Service Request Form~~ – <http://www.fms.rutgers.edu/AboutFacilities/ServiceRequest/BLServReqForm.asp>
- ~~Who Takes Care of My Building~~ – <http://www.fos.rutgers.edu/Whois/Whotakescareofmybuilding.pdf>
- ~~My Classroom Needs...~~ – <http://www.fos.rutgers.edu/classroom/>
- ~~University Facilities Service Guide~~ – <http://facilities.rutgers.edu/pub/07-08%20FOS%20Service%20Cost%20Guide.pdf>
<http://facilities.rutgers.edu/>

5. **Contacts Definitions**

~~University Facilities & Capital Planning~~ N/A

6. **The Policy**

20.1.4 MAINTENANCE & REPAIR; BUILDINGS & GROUNDS

The preventative, reactive and emergency maintenance & repair of all fixed mechanical building systems, utility systems, exterior envelopes, structures, select interior common space cosmetic enhancements, classroom space & furnishing managed by ~~Space Scheduling~~ Management and grounds; both hard and soft-scaped areas is the responsibility of ~~Facilities Operations Services~~ University Facilities, a unit department of University Facilities & Capital Planning Institutional Planning and Operations.

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