

UNIVERSITY POLICY

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

1. Policy Statement

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 Scheduling Management and grounds; both hard and soft-scaped areas.

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

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

2. Reason for Policy

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

3. Who Should Read this Policy

Chancellors, Vice Presidents, Deans, Directors and Department Heads should read this policy.

4. Resources

For additional information, please visit the following web site: <http://facilities.rutgers.edu/>

5. The Policy

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 Scheduling Management and grounds; both hard and soft-scaped areas is the responsibility of University Facilities, a department of Institutional Planning and Operations.