

POLICIES AND PROCEDURES

Subject: Work Orders Reference: C-IV

Source: Executive Vice President Eff. Date: January 11, 2006

Approval Auth.: President Approved: _____

Remarks: Replaces previous policy dated August 26, 2003

(Personnel Title Changes only).

Date: January 11, 2006

Work orders are requests for assistance from one or more of the areas within the Physical Plant Department (i.e., Building Maintenance, Grounds Maintenance, Central Utility and Campus Police) and must be submitted in writing on the form provided for that purpose.

All employees are encouraged to call or write a note by E-Mail to the Physical Plant Office about items outside their work area needing attention. Such are considered helpful suggestions, not work requests, and are not required to be submitted in writing.

Approval Authority and Routing of Requests

Authority to approve work orders depends largely upon the nature of the request, the estimated cost of labor and materials involved, and/or the extent of physical alterations to be made.

When specific materials, equipment, or labor (non-MCC personnel) are required to be purchased as part of the work order, the regular Budget Administration Policy and budgeting process apply. Persons anticipating such projects should include them in the annual budget requests.

<u>Item</u>	<u>Routing or Request</u>	<u>Approval Authority</u>
Routine building and grounds maintenance	Directly to Director, Physical Plant	Director, Physical Plant
Construction of furniture, equipment, bookshelves, cabinets; painting of offices, classrooms, etc.	Through admin. channels to Executive Vice President	Executive Vice President

<u>Item</u>	<u>Routing or Request</u>	<u>Approval Authority</u>
Telephone service (new	Through admin. channels	Executive

installations, revisions, to Coordinator removals)	Purchasing/Central Services	Vice President
Moving of partitions or doors or changing the size, shape or use of building spaces	Through admin. channels to Executive Vice President to President	President
Transfer of classroom furnishings and equipment (chairs, desks, tables, etc.)	Through admin. channels to Vice President, Instruction	Vice President, Instruction
Transfer of non-classroom furniture and equipment <u>among</u> instructional divisions and administrative offices	Through admin. channels Vice President of area	Vice President of area
Transfer of non-classroom furniture and equipment <u>within</u> instructional divisions	Through admin. channels to Dean/Director	Dean

Keys for Buildings:

Grand Master Keys	Through admin. channels and Executive Vice President to President	President
Building Master Keys	Through admin. channels to appropriate Vice President	Vice President
Office, Classroom Keys	Through admin. channels to Dean/Director	Dean or Director (in non-instructional areas)