

FACILITIES MANAGEMENT POLICIES & PROCEDURES:

- **Maintenance Requests**
- **Capital Improvement Requests**
- **Furniture Acquisition Requests**

1. Maintenance Requests (e.g., carpet repair, broken furniture, small painting requests, light bulb replacement, etc.):

Three main campuses:

The employee making the request fills out an electronic work order form. These forms can be accessed on the InnerLoop under the Physical Plant tab. The requesting employee must also identify his/her "Authorized Person" on the form. Authorized Persons are also listed on the InnerLoop. Completed forms are to be submitted to the campus plant director for evaluation/action. The appropriate Authorized Person will also be copied on the submission and must agree with the need for the maintenance request.

Extension Centers:

Please contact your dean for direction, as there may be maintenance agreements between the landlord and CCBC which would over-ride this procedure.

2. Capital Improvement Requests (i.e., renovations):

Requests should be directed initially to the academic deans, then to the appropriate Vice Chancellor, to the campus administrators, and to the Vice Chancellor for Finance and Administration for approval.

Requests from the executive deans should be submitted to the campus administrators, and then to the Vice Chancellor for Finance and Administration for approval.

Requests in excess of \$2,500 may require Cabinet approval.

3. Furniture Acquisition Requests:

Requests should be directed initially to the academic deans, then to the appropriate Vice Chancellor, to the campus administrators, and to the Vice Chancellor for Finance and Administration for approval.

Requests from the executive deans should be submitted to the campus administrators, and then to the Vice Chancellor for Finance and Administration for approval.

Requests in excess of \$2,500 may require Cabinet approval.