



## Maintenance of Facilities and Grounds Policy

Effective Date: November 2012

Approval: March 17, 2014;

Maintenance of Policy: Vice  
President of Facilities Management

**PURPOSE:** This policy defines the maintenance and operation of existing facilities, as well as custodial maintenance of same. Facilities Management is responsible for the maintenance and operation of all University-owned buildings and grounds, and the supervisions/approval of the maintenance of the residential properties & Faculty/Staff parking lots.

**SCOPE:** The Department of Facilities Management is responsible for maintenance & operations of all University owned buildings and grounds, custodial maintenance, and contracting with external contractors for maintenance & repair of University facilities.

### POLICY:

1. Operations and Repairs of Facilities and Grounds. Facilities Management Operations is responsible for coordinating modification of building utility systems in support of research activities, specialized equipment or temporary hookups. Maintenance and repair of building systems and equipment is carried out by both internal staff and qualified contractors under the supervisions of FM Operations. All requests for maintenance and repair of building systems and equipment or grounds must be requested through the Facilities Management work order system at <http://workorder.udayton.edu>.
2. Contracted Services include janitorial maintenance, elevator maintenance, air filter maintenance, window washing, and pest control. These services are accomplished by employing a contractor who will furnish all supervision, labor and materials/equipment with the exception of specified University-furnished supplies. Contracts for all custodial maintenance services will specify type of cleaning service and frequency. Any extension of cleaning frequencies may be required to remain within available funds. Pest control is performed at scheduled frequencies throughout campus. All cleaning and pest control products must conform to environmental and health standards. Elevator service contracts are maintained on all campus elevators. The contracts include routine maintenance, service calls, and emergency response. All elevators are inspected by the state twice a year

### REFERENCE DOCUMENTS:

1. Facilities Management Work Order Request

### POLICY HISTORY:

Approved as amended  
March 17, 2014

Approved as amended  
September 7, 2000

Approved as amended  
December 11, 1995

Approved in its original form  
December 6, 1993

POLICY (continued):

to insure that they comply with state operating regulations. All state certificates are kept in the Facilities Management office. Facilities Management maintains a service contract for all campus air filters. The contract is to insure that air quality is kept at a high level to insure occupant air quality and comfort in all buildings. All filters are changed on a routine service schedule.

3. Parking lots and snow removal of such lots will be contracted by Facilities Management Grounds. Parking lot maintenance is conducted on an annual 3 year rotation subject to funding. All requests for maintenance and repair of parking lots must be requested through the Facilities Management work order system at <http://workorder.udayton.edu>.