

TCSG 3.3.1.p: SCTC Procedure Maintenance for Campus Facilities

Southern Crescent Technical College has a responsibility to its employees, students, and visitors to provide a healthy and safe environment. The maintenance department of the college has a protocol and schedule for maintaining its campus facilities.

Maintenance/Custodial Work Requests

A maintenance request form is located on the intranet at helpdesk.sctech.edu, using the helpdesk form for maintenance support. Faculty and staff that identify a need for maintenance and repair tasks must submit the helpdesk form. The helpdesk system is used to prioritize maintenance and repair tasks, better utilize time and track problem areas in an effort to be proactive rather than reactive. Requests will be prioritized and completed as soon as possible according to available staff. Emergency or urgent repairs are handled immediately.

Food and drink are not permitted in classrooms, laboratories and lecture hall. Food and beverages must be consumed within the designated snack areas on each campus except in special circumstances authorized by the College.

Preventative Maintenance

Preventative maintenance is practiced on a regular basis. Preventative maintenance calendar and manufacturers recommendation are used to determine the frequency of inspection. When equipment fails or otherwise goes out of service, the situation is assessed and a plan is devised for repair or replacement.