



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 3026 MAINTENANCE AND CARE OF FACILITIES

The Director of the Physical Plant is responsible for the maintenance and operation of buildings and grounds. Except in emergencies, staff and faculty shall refrain from giving instructions directly to plant personnel. All requests for facility changes, such as electrical, telephones, etc., shall be submitted in writing to the Physical Plant Office after being approved by the division director. Deficiencies in custodial services shall be reported to the Physical Plant Office.

A standard memorandum (interoffice) will serve as a work request to the Physical Plant.

Effective Date: 12-20-1994