UAM OPERATING PROCEDURE 810.1
Re: Maintenance of Facilities and Grounds

July 14, 2009
Revised: July 1, 2011

The maintenance of university facilities and grounds is the responsibility of the UAM Physical Plant. Facilities include all buildings and other university infrastructure. Requests for repairs and renovations should be submitted on a work order providing at a minimum:

1. Name and phone number of requestor.
2. An account number for charges that may be incurred.
3. The desired service.
4. The signature of the appropriate dean, department head or administrator with authority to obligate the designated budget.

Outside contractors are at times employed on the university campus for:
1. Construction and renovation projects.
2. Specialized services that the UAM physical plant is not able or qualified to perform.

No outside contractor should perform work on any university facility or grounds unless a work order is reviewed and approved in advance by the Director of Physical Plant.