



## 3660 - Maintenance of Buildings and Property

### **Policy**

All buildings and property shall be maintained in a clean, safe, and sanitary manner in accordance with generally accepted standards. The general management and control of the maintenance and operations program shall be the responsibility of the Director of Facilities Planning and Operations.

Reference: *Education Code Section 81130, et seq.*

**Adopted: June 28, 2004**

### **Procedure**

- I. The following procedures are intended to facilitate the maintenance of District buildings and property.
  - A. Periodic informal inspections shall be made by the Campus Operations Managers regarding safety and cleanliness of buildings and grounds.
  - B. Emergency service needs, such as failure of heating, plumbing, lighting, are to be reported directly to the Campus Operations Managers by any staff member who becomes aware of the emergency.
  - C. Requests for remodel or improvement of buildings and/or property shall be reviewed by the Director of Facilities Planning and Operations. An architect, designated by the Board of Trustees, shall be consulted when deemed necessary by the Chancellor. All improvements shall be in accordance with applicable code sections. These provisions shall apply regardless of source of funding.

Reference: *Education Code Section 81130, et seq.*

**Procedure Last Revised: 04/11/07**