

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 708.1

Title Maintenance and Operation

Maintenance Schedule

The President or his/her designee shall cause to be developed and administered a comprehensive maintenance schedule for the general care and housekeeping of all College buildings, equipment, and grounds. This schedule shall include provisions establishing the proper lines of authority in administering such schedule.

It shall be the responsibility of all employees to notify the Physical Plant Department when something is in need of repair or removal, including graffiti.

Date of adoption _____

Legal Reference: (Code of Iowa)

Date of Last Revision 5/9/88

Date of Current Revision 12/11/95

Related Administrative Procedures and Cross References _____

