

# Facilities Services Division Operation Policy Statement

Strolling through any Salt Lake Community College campus one is not usually aware of the presence of the Facilities Services Division and the services it provides to the College. The trees, shrubs, sidewalks, outside lighting, campus signs, buildings, etc. that make up the campuses and centers are planned, developed, and maintained through efforts of the Facilities Services Division.

Electricity, water, natural gas – utilities necessary for daily campus operations – and access to buildings, are provided and distributed by the same Division.

Custodial workers, groundskeepers, painters, electricians, plumbers, carpenters, project managers, engineers, and a host of others join hands in an effort to provide our services in a manner consistent with SLCC's standard of excellence.

We are a service organization dedicated to quality, service, and productivity with a highly skilled and professional staff to initiate and complete design and construction activities, plan and operate utilities, and maintain and repair.

The Mission Statement of the Facilities Services Division establishes the responsibility and authority to operate and maintain college properties, facilities and equipment in a condition equal to or better than the original quality provided by the contractor or manufacture within the department's available budget, and to make service our top priority.

All work to the physical facilities at any of the campuses which involves repair, maintenance, remodeling, alterations, or construction must be handled through the Facilities Services Division. In some cases, this may also include satellite centers.

This policy applies, but is not limited to such things as:

1. Maintenance Services – These consist of work performed to maintain college campuses and centers, and includes maintenance of campus grounds, utility systems, buildings, and permanent fixtures or equipment designated as part of a building, but excludes maintenance and repair of departmental equipment.
2. Department Requested Services – These services include the maintenance and repair of some departmental equipment, use of motor pool vehicles, special event set-ups, etc. Departments requesting services are billed on a *cost* or *bid* basis.
3. Remodel – The alteration of a college-owned or leased structure or any of its components.

4. Design and Construction of New Facilities – The Facilities Services Division assists in the development of planning guides and then transfers these standards into working drawings which, ultimately, result in the construction of new facilities.
5. Emergency – Any life safety situation, or an unforeseen combination of circumstances that requires immediate action to forestall injury or loss to body or limb, destruction or damage to physical property, or disruption of an instructional program.