

GRAYS HARBOR COLLEGE
Administrative Procedure

Subject: MAINTENANCE AND REPAIR

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In order to maintain our facilities at the highest possible level while being effective stewards of GHC financial resources, Campus Operations operates with the following priorities. These priority standards determine the priority for completion of work orders, as well as defining projects that will be funded from a Campus Operations budget. It is the goal of Campus Operations to provide a safe, healthy, functional and aesthetically pleasing environment in a fiscally responsible manner.

All requests for maintenance, repair, or enhancements shall be made by submitting a Work Order Request via the link hosted on the Campus Operations portal within the GHC Intranet.

Priority 1-Physical plant of the college.

Our physical plant consists of the buildings and infrastructure including mechanical, electrical and plumbing systems. This includes the structure, the building envelope (exterior windows, walls, doors and roofs) and finishes such as paint and carpet.

Items that are unique to the function of the building and are integrated structurally on a permanent basis for programmatic reasons are excluded. Furniture, fixtures, and portable equipment of any type are not part of the physical plant. The repair and replacement of such items is the responsibility of the department controlling the asset.

A. Responsibility for costs

Any maintenance or repair to the physical plant of the college is the responsibility of Campus Operations, and are addressed at the highest priority level possible. Cosmetic issues such as paint and stained carpet will have a lower priority than projects that are required to preserve the integrity of the building.

B. Scheduling Priority

The physical plant of the college is the highest priority for all scheduling.

Priority 2-Existing Programmatic Structural Equipment

Programmatic equipment in this category consists of Items that are unique to the function of the building and are integrated structurally. Examples include items such as dust collectors, cranes and hoists, fume hoods, and similar equipment.

A. Responsibility for costs

Campus Operations will fund mandatory inspections for equipment of this nature. Repairs and replacement of this category will be funded by the program.

B. Scheduling Priority

Inspections are typically scheduled annually in coordination with programs involved. Repair and replacement of equipment is dependent upon funding. Campus Operations, in coordination with Purchasing, will determine how repairs and replacement are conducted.

Priority 3-Programmatic FFE

Programmatic FFE includes furniture, fixtures and small, typically portable, mechanical equipment. This excludes computers, servers, switches, routers, projectors and other items typically the responsibility of the IT department.

A. Responsibility for costs

Work of this type is done with no expectation that Campus Operations is reimbursed for minor tools, labor or supervision of any type. Campus operations will also fund incidental hardware costs of under \$10. This typically includes nuts, bolts, screws and similar commonly stocked items. Any parts costs beyond this are the

responsibility of the department and a budget number should be included in the work order. All costs will be discussed with the department prior to purchases being made.

B. Scheduling Priority

Jobs of this nature are typically small scale, requiring little planning, and less than 8 hours of labor per work order. They are prioritized after levels 2 and 3, but because of the smaller time requirement are typically worked on concurrently with previous categories if staff time permits.

Priority 4-Programmatic Enhancements

A programmatic enhancement extends the college's capacity and ability to impact student success, directly or indirectly. The college has made a commitment and identified funding to support the enhancement.

A. Responsibility for costs

Work of this type is done with the expectation that the department or program has a budget available and finances any out of pocket costs. There is no expectation that Campus Operations is reimbursed for supervision of any type. Campus Operations has limited labor capacity and most enhancements will require contracting with outside vendors to perform work. Small enhancements of limited scope may be scheduled during instructional breaks, assuming staffing levels permit and higher priority items do not take precedence.

B. Scheduling Priority

If funding exists, these enhancements are woven into the capital project schedule and coordinated with the academic schedule. This will be discussed with the originating department. If work is to be self-performed, work is typically limited to instructional breaks and may have a 2-3 year timeline for completion.

Priority 5-Discretionary improvements

Discretionary improvements are purely cosmetic and do not extend the life of the physical plant or our capacity and ability to impact student success. Our core functions could continue without this improvement, perhaps with some inconvenience. Typical examples include painting, moving furniture, hanging signs or pictures, relocating offices.

A. Responsibility for costs

Work of this type is done with no expectation that Campus Operations is reimbursed for minor tools, labor or supervision of any type. Campus Operations will also fund incidental hardware costs of under \$10. This typically includes nuts, bolts, screws and similar commonly stocked items. Any parts costs beyond this are the responsibility of the department and a budget number should be included in the work order. All costs will be discussed with the department prior to purchases being made.

B. Scheduling Priority

This work will be done only when time permits and no projects of higher priority are pending. Work orders will typically be fulfilled when a mechanic or PT employee has a short period of time to fill and is unable to take on a larger project with a higher priority. It is likely that Priority 5 requests will take several weeks before being addressed.

CALCULATION OF COST

Time

Work is done with no expectation that Campus Operations is reimbursed for labor or supervision of any type.

Materials

Materials are any items purchased directly for a job. Receipts will be tracked and available for department review upon request. Campus Operations will not charge for incidental items that are typically stocked (screws and nails), unless the job is of sufficient size and scope to require additional items to be purchased.

Prioritization

Work will typically be scheduled and prioritized according to the levels described above. All work will take the academic calendar, special events, and specialty skills of staff into account, and may not be done in sequence received or identified.