**UNIVERSITY POLICY**

**FACILITIES & PLANNING WORK REQUEST POLICY**

**POLICY #F&P-4800-02**

# PURPOSE

To establish a guideline for receiving, planning, and accomplishing all work requests.

# OBJECTIVE

To enable effective and efficient management of the work force, equipment, and fiscal resources of the Facilities & Planning Department.

Definitions

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| A. | *Facilities maintenance* is the term used to define the activity necessary to preserve the buildings and grounds in a state appropriate to their original  intent. |
| B. | *Emergency maintenance* is the term used to define the activity necessary to return a facilities component or system to operational function; the loss of function would cause a dramatic financial or operational impact. |
| C. | *Corrective maintenance* is the term used to define the action necessary to repair or replace existing non-critical equipment that no longer functions as originally intended. |
| D. | *Preventive maintenance* is the term used to define the activities intended to prolong the useful life of facilities. |
| E. | *Project work* is the term used to define construction, expansion, extension, alternation, or addition to any facility or utility. |
| F. | *Minor Fabrication* is specialized shop work that cannot be accomplished through a purchasing process or when the cost to repair existing components is less than the cost to replace them. Departments will be charged for materials involved in fabrication or repair. |

# POLICY

The primary function of the Department of Facilities and Planning is to provide facilities maintenance services for Slippery Rock University. All existing buildings and grounds at Slippery Rock University should be appropriately maintained.