

## 05:02:03:00 Maintenance and Custodial Services

### **Purpose:**

The purpose of this policy is to define the Maintenance and Custodial services available at Dyersburg State Community College (DSCC) and the procedures for reporting a problem.

### **Scope:**

This policy applies to all full- and part-time employees of DSCC. Every effort will be made to provide these services as promptly and efficiently as possible.

### **Policy:**

The Physical Plant provides maintenance and custodial services to all of the buildings and grounds of DSCC at all locations.

1. If there is a custodial issue, locate the building custodian, since most items of a custodial nature require immediate attention. Locating custodian or maintenance personnel can be accomplished by calling security and requesting custodial or maintenance staff.
2. If there is a maintenance issue, log in to IssueTrak and log the item and area that is not functioning properly. This form is located at MyDSCC on the Dyersburg State Community College website at <http://support.dsc.edu> from within the DSCC local area network. This will issue a work order to the appropriate person to complete this task. The person logging the deficiency will be notified by emailed when the item has been completed.

### **Compliance:**

Maintenance and Custodial services are provided to enhance the overall mission of the college. Whenever such services could be improved, staff members must notify the Physical Plant Director to discuss the improvements.

### **Definitions:**

N/A

### **Revision History:**

Policy written October, 2004. Policy revised November 2013; approved by Administrative Council on November 22, 2013. Policy revision reviewed and approved by Admin Council on 04/27/2023.