

McLennan Community College

POLICIES AND PROCEDURES

Reference:	C-IV	Effective Date	09/15/2014
Subject:	Work Orders		
Source:	Vice President, Finance & Administration		
Approval Authority:	President	Approval Date	09/15/2014
History:	Previously effective 09/15/2014, replaced policy dated 02/21/2011		
Remarks:	Policy updated to new format.		

Work orders are requests for assistance from one or more of the areas within the Physical Plant Department (i.e., Building Maintenance, Grounds Maintenance, Central Utility, and Custodial). Work requests can be submitted either by calling the Physical Plant or by sending an email to the Physical Plant department secretary.

Approval Authority and Routing of Requests

Authority to approve work orders depends largely upon the nature of the request, the estimated cost of labor and materials involved, and/or the extent of physical alterations to be made.

When specific materials, equipment, or labor (non-MCC personnel) are required to be purchased as part of the work order, the regular Budget Administration Policy and budgeting process apply. Persons anticipating such projects should include them in the annual budget requests.

<u>Item</u>	<u>Routing or Request</u>	<u>Approval Authority</u>
Routine building and grounds maintenance	Directly to Director, Physical Plant	Director, Physical Plant
Construction of furniture, equipment, bookshelves, cabinets; painting of offices, classrooms, etc.	Through admin. Channels to Vice President, Finance & Administration	Vice President, Finance & Administration

<u>Item</u>	<u>Routing or Request</u>	<u>Approval Authority</u>
Telephone service (new installations, revisions, removals)	Through admin. channels to Director, Information Systems & Services	Vice President, Research, Effectiveness, & Information Technology
Moving of partitions or doors or changing the size, shape or use of building spaces	Through admin. channels to Vice President, Finance & Administration to President	President

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Transfer of classroom furnishings and equipment (chairs, desks, tables, etc.)	Through admin. channels to Vice President, Instruction & Student Engagement	Vice President, Instruction & Student Engagement
Transfer of non-classroom furniture and equipment among instructional divisions and administrative offices	Through admin. channels to Vice President of area	Vice President of area
Transfer of non-classroom furniture and equipment <u>within</u> instructional divisions	Through admin. channels to Dean/Director	Dean
Keys/Card Access for Buildings:		
Grand Master Keys	Through admin. Channels to Vice President, Finance & Administration to President	President
Building Master Keys	Through admin. Channels to appropriate Vice President	Vice President
Office, Classroom Keys	Through admin. channels to Dean/Director	Dean or Director (in non-instructional areas)