

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 4.1.8
Title: Facilities Maintenance
Authority: Title 59, Chapter 53, Sections 810-860 of the
1976 Code of Laws of South Carolina, as Amended
Responsibility: Director of Maintenance

Original Approval Date: 09-09-1993
Last Cabinet Review: 04-10-2024
Last Revision: 04-10-2024

Chairperson

Minor renovations and routine maintenance of facilities, including buildings and equipment, will be the responsibility of the Director of Maintenance.

All employees are encouraged to submit maintenance/minor renovation requests, whether of a general observation or a significant need, to the Director of Maintenance for appropriate action. These requests will generally be completed via the work-order process. For renovations of a more significant nature, the College will issue a college-wide request for renovations twice annually. All requests requiring significant funds or manpower (i.e., greater than \$5,000) will be approved by the President or Vice President of Finance and Administration after consultation with the functional area Vice President.