

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 4.1.8.1  
Related Policy: 4.1.8  
Title: Facilities Maintenance  
Responsibility: Director of Maintenance

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

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President

The Director of Maintenance will submit a college-wide request for major renovations twice annually. The list of requests will include input from all three campuses and shall be submitted to the Vice President of Finance and Administration and the College President for review and approval.

Once the request list is approved, it becomes the official document from which assignments are made to the appropriate maintenance personnel. All data relative to this list should be included in the maintenance software program.

All employees are encouraged to submit minor maintenance renovation requests during the year to the Director of Maintenance, utilizing the official maintenance request forms and work order system.