

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 4.1.8.1
Related Policy: 4.1.8
Title: Facilities Maintenance
Responsibility: Superintendent of Buildings and Grounds

Original Approval Date: 09-09-1993
Last Cabinet Review: 11-01-2017
Last Revision: 11-01-2017

President

The Superintendent of Buildings and Grounds will submit a college-wide request for major renovations twice annually. This list will include all three campuses and shall be submitted to the Vice President of Finance and Administration for review and approval.

Once the 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.

Additionally, all employees are encouraged to submit minor maintenance renovation requests during the year to the Superintendent of Buildings and Grounds, utilizing the official maintenance request forms and work order system.