

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: Superintendent of Buildings and Grounds

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

Chairperson

Minor renovations and routine maintenance of facilities, include buildings and equipment, will be the responsibility of the Department of Buildings and Grounds in accordance with the College's Maintenance Manual.

All employees are encouraged to submit maintenance/minor renovation requests, whether of a general observation or a significant need, to the supervisor of buildings and grounds 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 will be approved by the President or Vice President of Finance and Administration after consultation with the functional area Vice President.