

PROCEDURE

Number: 74-19
Title: Preventative Maintenance Requests
Responsibility: Vice President of Finance and Administration
Original Approval Date: 07/01/2005
Last Cabinet Review: 00/00/0000
Last Revision: 04/15/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC: Policy# 70-50 Maintenance Requests

Other:

Procedure Description

I. PROCEDURE

PREVENTATIVE MAINTENANCE

Preventative maintenance activities are performed and managed by the Physical Facilities Department.

Preventative maintenance (PM) is scheduled and managed by an automated system that creates recurring maintenance schedules on a daily, weekly, monthly and annual basis.

PM work orders are automatically assigned to technicians, and are integrated into the work order process.

MAINTENANCE REQUESTS

All requests for maintenance assistance should be addressed to the Physical Facilities Department and requested on the Online System. In case of safety or security concerns, requests for assistance should call 8210 for the main campus; 2810 for SiMT; or 8510 for the HSC Campus. Cosmetology, Hartsville, Lake City, and Mullins Campuses Do Not have security on location – Dial 911 for all emergencies.

Requests for modifications, improvements, or remodeling must be routed through and approved by the Department Head and the Division Vice-President.

Maintenance work order requests are assigned according to the following priority listing:

1. Safety
2. Security
3. Maintenance of the facilities and grounds
4. Modifications or changes required for utilizing new instructional equipment
5. Other modifications, improvements, or changes.