

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Policy FO-06
Building Maintenance & Repair

Building maintenance and repairs should be directed to the Physical Plant Work Control office by any of several methods. Problems such as burned out lights, sticking doors, broken windows, dripping faucets, etc., can be: 1) called in to the maintenance trouble desk, extension 4-1868, option 1; 2) requested through our e-mail work request system or; 3) by faxing a work request form to extension 4-3554. Emergency repairs or dangerous building conditions should be reported by telephone to extension 4-1868, option 1 during the hours of 8am to 5pm Monday thru Friday. After hours emergencies should be reported to Public Safety Services at extension 4-1794.

Liquid spills or other serious problems requiring immediate janitorial attention should be reported to extension 4-1886 during the hours of 7am to 5pm Monday thru Friday and after hours to Public Safety Services at extension 4-1794.

All maintenance and repairs or janitorial services are performed at no expense to facilities in the educational and general classification. Maintenance and repair of office equipment or furniture not attached to the building at the time of construction is considered a reimbursable charge. All services for auxiliary facilities are performed on a cost reimbursable basis and require an account number for labor and material charges. For work request forms or a link to the e-mail work request system, go to the [Physical Plant Home Page](#) or the forms section of the University Policies and Procedures. See also BUILDING MODIFICATIONS for work not classified as building maintenance or repair.

Approved by: Dana Gibson-Vice President for Finance & Operations – 4/15/2010

Reviewed by: Doug Greening-Director of Physical Plant – 4/15/2010

Next review: 4/15/2011