

# STOCKTON UNIVERSITY



## POLICY

### **Plant Management**

Policy Administrator: Associate Vice President of Operations

Authority:

Effective Date: August 18, 1980; October 1, 2009; February 16, 2011

Index Cross-References: Procedure 6815: Emergency Repairs

Policy File Number: VI-80

Approved By: Board of Trustees

### I. POLICY:

- A. The Director of Plant Management reports to the Vice President for Administration and Finance and is responsible for the maintenance of all buildings, grounds and facilities of the University in a safer economical, sanitary, and attractive appearance.
- B. The Plant Management organization is fundamentally a service organization concerned with timely service operations, maintenance, renovation, construction, and other related service activities pertaining to the physical facilities of the University.
- C. The policy objectives of Plant Management are:
  1. To maintain University buildings at a predetermined standard level of cleanliness and sanitation. Achievement of these objectives is accomplished by performance and supervision of such custodial tasks as scrubbing, mopping, stripping, waxing and polishing floors, dusting and polishing furniture, cleaning of restrooms, drinking fountains, and many related tasks. Additionally, the custodial force is responsible for the maintenance and appearance of assigned equipment.
  2. To provide for moving and setting up for special events.
  3. To remove the daily accumulation of various notices, advertisements, circulars, and placards on a routine, predetermined plan.

4. To operate a centralized management control system of building and facility maintenance which can provide uniform standards of service for the total University, consistent with resource availability. Achievement entails an effective work scheduling program; a documented and pre-planned preventive maintenance schedule; and effective reporting system which will identify manpower performance, equipment and material utilization;
5. To operate an effective landscape and grounds program responsible for the appearance and condition of the exterior areas and for providing for snow removal for the entire campus. A planned work system is necessary accommodating the variables of weather, climate, and pressing needs.
6. To operate an effective utility network consisting of the following services:
  - a. Primary and secondary electrical distribution.
  - b. Potable water treatment and distribution.
  - c. Sewage collection and required treatment.
  - d. Natural gas distribution and service.
  - e. Heating ventilation and air conditioning systems.
7. To allocate costs by functional areas and develop accountability for total financial expenditures within Plant Management.
8. To have an understanding of and be responsive to applicable Civil Service rules and regulations, especially those related to labor relations.

Approval History:

	Date
Board of Trustees	2/16/11