

	POLICY & PROCEDURES MANUAL WAYLAND BAPTIST UNIVERSITY	Classification Number: 5.1.3 Revised: August 14, 2017
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SUBJECT: GENERAL MAINTENANCE OF UNIVERSITY FACILITIES

The president, at the Plainview campus or the executive director/campus dean, at each external campus, is responsible for the custody, care, maintenance, and safekeeping of his/her campus. This responsibility includes buildings and grounds. Building and facilities maintenance and custodial services shall include preventive maintenance, minor repairs, routine service and general upkeep. The executive director/campus dean of each external campus shall publish regulations as are deemed necessary to fulfill this responsibility.

The chief financial officer shall account for buildings and other improvements owned by the university in a perpetual inventory system. This record shall be verified at least once each year, normally at the time the physical inventory of other property is taken.

Plainview campus - At the Plainview campus, recommendations concerning the need for new facilities or the need to perform a substantial renovation on an existing facility, should be developed during the Planning, Budgeting and Evaluation process and then forwarded, with annual budget requests, to the Office of the President.

External Campuses - At the external campuses, recommendations concerning the need for new facilities, or the need to perform a substantial renovation on an existing facility, should be developed during the Planning, Budgeting and Evaluation process and then be forwarded, with annual budget requests, to the vice president of external campuses.

Each campus shall adopt and implement an energy conservation program for all buildings it owns and leases.

Contact for Interpretation: Vice President of Enrollment Management

The policy statement supersedes all previous policy statements on this subject.

Revisions:

- 08/14/2017- Revision-title changes
- 09/03/2014 - Reviewed, no changes
- 02/27/2009 - Revision-title change
- 04/11/2007 - Revision-title change
- 04/11/2007 - Review
- 07/07/2005 - Revision-title change
- 05/15/2004 - Revision-title change
- 09/01/2001 - Revision-title change
- 08/19/1997 - Reissue as 5.1.3
- 08/19/1997 - Revision-language change and restructure
- 09/10/1994 - Reissue as 5.1.2
- 09/10/1993 - Inception as policy 5.1.1