

TRINITY INTERNATIONAL UNIVERSITY

TIU POLICY: Maintenance of Campus Facilities Policy

TIU POLICY #: P-742

STATUS: Approved, September 2013
Updated, July 2015

I. PURPOSE:

The purpose of this policy is to clarify procedures for the proper maintenance of the Trinity International University (University) campus.

II. SCOPE:

This policy applies to all members of the University community.

III. POLICY:

Facility Services will regularly conduct surveys in their area of responsibility of the University campus property to ensure adequate lighting, that the landscape is appropriately controlled, that all security mechanisms are in working order, and that street and pathways are kept clear in the winter months.

Students, faculty, and staff are encouraged to create work orders for any deficiencies they observe at <http://fixit.tiu.edu/WebRequest/>.

Repairs will be prioritized and addressed as follows:

- Emergency work orders are addressed immediately. If necessary, additional personnel and/or contract laborers will be secured.
- Urgent work orders are to be addressed within 24 business hours.
- All other work orders will be completed as soon as possible depending on the nature of the work order and the required resources.