

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE <b>BUILDING/GROUNDS MAINTENANCE REQUESTS</b>	Policy 2.2.8
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Maintenance work requests are to be submitted by faculty and staff to the Campus Development Department. If there is a reason why the request cannot be handled expeditiously, the Campus Development Maintenance/Arboretum Technician will notify the requestor. If the request involves work that is deemed by the Director of Campus Development to be outside of the scope of buildings/grounds maintenance, the appropriate Vice President will be notified.

Adopted: 11-07-2017