

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE BUILDING/GROUNDS MAINTENANCE REQUESTS	Policy 2.2.8
------------------------------	--	--------------

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