

COASTAL ALABAMA COMMUNITY COLLEGE			
Policies and Procedures Manual			
Title:	Facilities Services		Approved by:
Insert:	09.02	Date:	04/01/2022
Replace:		Date:	06/01/2023
Reviewed:		Date:	06/01/2023
Remove:		Date:	

POLICY / PURPOSE:

It is the policy of Coastal Alabama Community College to ensure that all its facilities are appropriately maintained to ensure a safe and comfortable learning and working environment.

SCOPE:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees may be expected to recognize and comply with this policy.

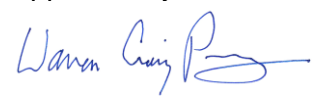
DEFINITIONS:

There are no definitions applicable to this policy.

DETAILS:

1. **Facilities Services:** Facilities Services consists of maintenance, grounds, vehicle maintenance, and Facility Planning and Design. Call 251-580-2238 or 251-809-1556 for assistance:
7:30 a.m. – 5:00 p.m. Monday -Thursday
7:30 a.m. – 1:30 p.m. Friday.
2. **Maintenance Services:** Facility repairs and other maintenance services for offices or buildings may be obtained by filling out work orders through Coastal Alabama Community College ticketing system and or emailing the Facilities Supervisor for their campus.
3. **Room and Key Assignments:** Upon Supervisor approval, the appropriate campus contact may issue building or office keys.
 - a. **Lost Keys:** Report all lost keys to the Facilities Office. Lost keys may result in disciplinary action, depending on the severity of the situation.
 - b. **Emergency Entry:** In an emergency, College Police, or Facilities can open a classroom or office if the staff or faculty member has the proper identification
4. **College Vehicle Use:** The College maintains a fleet of vehicles for business use. An employee must sign out a vehicle and obtain approval for each use. Individuals who are assigned a vehicle for long-term projects do not need to obtain approval each day. All drivers of college vehicles must be age 18 or older and hold a valid driver’s license. Only employees and guests of the College are permitted to be passengers in a college vehicle.
 - a. If an employee is involved in an accident while driving a college vehicle, the employee must immediately contact their supervisor. These instructions are clear as to notification requirements to the supervisor.

COASTAL ALABAMA COMMUNITY COLLEGE			
Policies and Procedures Manual			
Title:	Facilities Services		Approved by:
Insert:	09.02	Date:	04/01/2022
Replace:		Date:	06/01/2023
Reviewed:		Date:	06/01/2023
Remove:		Date:	



- b. Smoking and the consumption of food and beverages are prohibited in college-owned vehicles.
- c. If a college vehicle is not available, the employee may use a personal vehicle and submit for mileage reimbursement.

PROCEDURE(S):

Maintenance Services Request Procedures

1. Complete the Work Order Form or email Facilities (maintenance@coastalalabama.edu) at the applicable Campus.
2. The Maintenance Supervisor at the applicable Campus will assign the work order to the appropriate maintenance staff for completion.

Room and Key Requests

1. Complete a [Key Request Form](#) and send the form to the appropriate campus contact listed on the key request form for the key or keys to be issued.
2. Key(s) will be issued in a timely manner.

College Vehicle Requests

1. Complete a [Transportation Request Form](#) and return the complete form to the applicable contact on the form.
2. Refer to the [Travel and Travel Related Expenditures Policy](#) to request to rent a vehicle.

ADDITIONAL PROVISIONS/INFORMATION:

Refer to [General College Information and Resources Policy](#).
Refer to [Travel and Travel Related Expenditures Policy](#).