

# Essex County College College Regulation

## REG 2-12 BUILDINGS AND GROUNDS SERVICE

**Purpose:**

To establish protocols which advance the College's interest in facilitating effective building and grounds maintenance.

**Application:**

1. Request for service will be made as follows:

- (a) All emergency requests for Buildings and Grounds services should be reported immediately to the Facilities Management Department.
- (b) All requests for structural changes shall be made to the Space Allocation Committee for presentation to the Cabinet.
- (c) A three (3) day lead period is needed for all services to be done.
- (d) A written reply from an appropriate representative of Facilities Management will be submitted to the originating department within forty-eight (48) hours.

<b>Responsible Official(s):</b>	<b>Reference: <i>N.J.S.A. 18A: 64A-12(o)</i></b>
<b>Regulation History: App. 3/93, Rev. 10/01, 7/11, 3/17.</b>	<b>Attachment(s):</b>