

North Dakota State University

Policy Manual

SECTION 708

CAMPUS MAINTENANCE AND SERVICE REQUESTS

SOURCE: NDSU President

1. The Facilities Management department is responsible to operate, manage, repair and clean all academic and administrative (defined by the State Board of Higher Education as Type I and II) buildings and common building systems, basic classroom furniture/equipment, and appurtenances (accessories) in public areas. Office furnishings are the responsibility of the occupying department.
 - 1.1 Report all maintenance problems by calling the Facilities Management department at 231-7911.
2. A department requiring special equipment, unique to its discipline (including office equipment), must pay for its installation, maintenance, repair and replacement.
3. Departments requesting new cabinetry and/or repairs and renovations to cabinetry will be billed for both the costs of material and labor.
4. General grounds and landscape services are the responsibility of Facilities Management.
 - 4.1 Specialized grounds, turf and landscape services will be billed to the requesting department for both the costs of material and labor.
5. Requests for specific departmental services must be made on a Facilities Management service request form. Forms are available at <http://www.ndsu.edu/facilities/>.
6. Effective July 2003, all new operating costs for non-academic/administrative (defined by State Board of Higher Education as Type III) buildings will be funded by the functional unit that operates the building.
7. For more details and building types defined, visit Facilities Management web site at: <http://www.ndsu.edu/facilities/>.

HISTORY:

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| New | July 1990 |
| Amended | July 1993 |
| Amended | January 2008 |
| Housekeeping | June 2015 |