

DAVIDSON-DAVIE COMMUNITY COLLEGE

Administrative

BUILDING MAINTENANCE REQUESTS

POLICY 2.2.7

Maintenance or custodial service requests are to be submitted via the Fresh Desk request system located on the College's website for faculty and staff. Urgent requests can be made to the Director of Physical Plant Services.

Employees requesting service should provide adequate notice in order to ensure effective and timely service. If there is a budget expenditure involved or reason why the request cannot be handled expeditiously, the Director, Physical Plant will notify the appropriate administrator.

The President may publish other procedures regarding Maintenance Department work requests.

Adopted: October 2020