

09.02 Facilities Services

Original Approval: **DATE**

Last Updated: **DATE**

Last Reviewed: **DATE**

Policy / Purpose:

It is the policy of Wallace Community College – Selma (WCCS) 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 WCCS students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are 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 (334) 876-9238 for assistance.
2. **Maintenance Services:** Facility repairs and other maintenance services for offices or buildings may be obtained by filling out work orders through **WCCS ticketing system**.
3. **Room and Key Assignments:** Upon Supervisor approval, the facilities department 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.
 - b. Smoking/vaping is 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 upon prior approval of the supervisor.

Procedure(s):

Maintenance Services Request Procedures

1. Complete the Work Order Form or email Facilities (keith.jackson@wccs.edu) at the applicable Campus.

Room and Key Requests

1. Complete a **Key Request Form** and send the form to the Facilities Office.
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 the General College Information and Resources Policy.
Refer to the Travel and Travel Related Expenditures Policy.