



Pima County Community College District Administrative Procedures

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| <i>AP Title:</i> | Facilities Operations and Maintenance Programs |
| <i>AP Number:</i> | AP 8.01.01 |
| <i>Adoption Date:</i> | 6/15/94 |
| <i>Schedule for Review & Update:</i> | Every three years |
| <i>Review Date(s):</i> | 6/16/97, 7/9/03, 1/13/12, 4/1/17, 3/13/24, 8/26/24 |
| <i>Revision Date(s):</i> | 6/16/97, 7/9/03, 1/13/12, 4/1/17, 3/13/24, 8/26/24 |
| <i>Sponsoring Unit/Department:</i> | Facilities |
| <i>Policy Title(s) & No(s):</i> | Facilities Operations and Maintenance, BP 8.01 |
| <i>Legal Reference:</i> | |
| <i>Cross Reference:</i> | |

The Office of the Chancellor delegates authority and responsibility to the Assistant Vice Chancellor for Facilities to establish essential procedures and guidelines to ensure the diligent maintenance and effective operation of the College facilities.

The Facilities Operations and Maintenance programs include but are not limited to the following:

1. Buildings, Building Systems, and Grounds Maintenance;
2. Custodial Services;
3. Preventative Maintenance, Repairs and Inspections;
4. Planning, Design, and Construction;

5. Facilities Master Plan;
6. Space Planning;
7. Energy Management and Sustainability;
8. Historic Assessment and Preservation;
9. Management Access Control and Building Security;
10. Work Control Support Services;
11. Facilities Event Services;
12. Transportation Management and Fleet Vehicle Maintenance;
13. Warehouse, Receiving, and Property Control Services;
14. Mail Services, Distribution and Delivery;
15. Property Control Tracking and Management;
16. Facilities Contracts Management and Property Transaction;
17. Associated Business/Operational Services.