

# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

Page 1	Of 2
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Subject: <b>MAINTENANCE AND REPAIR</b>	Original Issue Date: July 1996	Policy #: <b>640</b>
	Supersedes: January 12, 2017	Effective Date: November 23, 2020
Individuals / Committees Consulted: Office of Educational Services Facility Manager	Reviewed & Approved by: College Administrative College Governance	Approved by:  Provost, College of Nursing & Allied Health (signature on file)

## **PURPOSE:**

To ensure request for repairs are requested tracked, followed-up, and reported.

## **POLICY:**

All requests for repairs, including computers, are submitted to the Facility/Biomed Repair Request or Enterprise Helpdesk.

## **PROCEDURE:**

### EMERGENCY

- Call 6444 and report problem, if no response call 6084 (Engineer)
- If no response, call Telephone Office x111- operator
- Protect life
- Protect property
- Isolate area
- Notify administration/Facility manager

### ROUTINE REPAIR CALLS

#### College staff:

- Reports non/malfunctioning building systems/equipment and request for repairs using the Facility/Biomed Repair Request or through the facility manager
- Reports by phone (409- 8000) or on-line, computer problems through the Enterprise Helpdesk.

#### Facility Manager:

- Notifies faculty/staff, if indicated, date that problem was reported/repair requested e.g.: post sign on malfunctioning toilet door
- Decides to enter faculty/staff offices if room entry is required.
- Follows up on incomplete repairs  
(Computer repairs/light bulbs, etc., take a little longer to get fixed)
- Notifies Dean, College Operations of ongoing/unresolved repairs
- Enters status of ongoing/unresolved problems in the electronic log
- Reports status of ongoing/unresolved problems at the monthly OES staff meeting.

## **PROCEDURE DOCUMENTATION:**

On Line Facilities Management Tracking Request System

Subject:

**MAINTENANCE AND REPAIR**

**REFERENCES:**

College Policy #623: Environmental Safety Inspection

**REVISION DATES:**

March 2001

April 8, 2010

November 14, 2013

January 12, 2017

November 23, 2020