

# Facilities Policy

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<b>POLICY:</b> Facilities		<b>CUSTODIAN:</b>	Special Projects Director
<b>POLICY NUMBER:</b>	420.01	<b>REVIEW DATE:</b>	4/20
<b>APV'D DATE:</b>	4/14/2020		
<b>EFFECTIVE DATE:</b>	4/14/2020		
<b>REFERENCES:</b>	1) WETCC facilities maintenance plan and custodial daily cleaning schedule 2) WETCC emergency and safety plan		

## Part 1. Policy Background and Purpose

The White Earth Tribal and Community College (WETCC) facilities department is committed to keeping the entire campus as safe, clean, healthy and operational for all students, faculty and staff. The facilities department is also committed to the management of available resources and helping to create a welcoming physical environment for the academic success of the WETCC students.

The WETCC facilities department is dedicated to all maintenance schedules, testing of emergency systems and custodial duties that are implied under regulation for standard operating procedures.

It is the policy of the WETCC facilities maintenance and custodial staff to ensure a safe, clean and healthy higher learning and working environment for the students, faculty and staff.

## Part 2. Definitions

Maintenance schedules are conducted on a regular basis for all vehicles, heating, ventilation, air conditioning (HVAC) equipment, electrical equipment, waste and water lines as well as kitchen equipment per manufactures specifications or internal inspections procedures.

Emergency systems are defined as all fire safety equipment such as the sprinkler system, smoke and fire alarms, fire extinguishers and emergency/exit lighting throughout campus.

## Part 3. Responsibility

It is the responsibility of the Facilities Manager to schedule and assist in all the daily cleaning and overall appearance of the WETCC campus, grounds and parking lot. The Facilities Manager is also responsible for the monitoring, keeping written record of and

scheduling service of all WETCC vehicles and equipment in conjunction with building maintenance personnel.

It is the responsibility of the Facilities Manager to maintain and oversee that the WETCC maintenance plan is adhered to and related tasks are completed by his/herself along with building maintenance and custodial staff as directed.

The Facilities Manager will report any major malfunctions of electrical, plumbing, HVAC or emergency systems immediately to their supervisor for approval to resolve said issues.

#### **Part 4. Policy**

It is the policy of the White Earth Tribal and Community College that the facilities department commit to keeping the facility clean, safe, appealing and operational, in coordination with students, faculty and staff, to create a physical environment conducive to academics and student success.

#### **Part 5. Facilities Maintenance Plan**

**Subpart A.** The WETCC facilities maintenance plan and daily cleaning schedule is to be updated, monitored and directed onto maintenance and custodial staff by the Facilities Manager.

**Subpart B.** The WETCC emergency and safety plan testing and monitoring of all fire, safety and emergency equipment is to be administered by the Facilities Manager in conjunction with the security staff and safety committee in accordance to applicable regulations.