Facilities Policy

POLICY: Facilities			
POLICY NUMBER:	420.01.01	**CUSTODIAN:**	Special Projects Director
APV'D DATE:	4/14/2020		
EFFECTIVE DATE:	4/14/2020	**REVIEW DATE:**	July 2021

REFERENCES:

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 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

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 a 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 commits 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.

General maintenance is conducted on a scheduled 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.

Part 5. Facilities Maintenance Plan

Subpart A. The WETCC facilities maintenance plan and daily cleaning schedule are 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 are to be administered by the Facilities Manager in conjunction with the Security Officer and safety committee in accordance with applicable regulations.