

50.9 Physical Plant Operations

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1. Purpose. The Eastern New Mexico University-Roswell (ENMU-Roswell) Physical Plant carries out a variety of duties in support of the institutional mission. The following is an outline of the support services and operations provided by the Physical Plant.

2. General Information. The Physical Plant Department is the organization within ENMU-Roswell charged with the responsibility for maintenance and care of the institution's real property. The department is composed of the following areas of responsibility:

- A. Building Maintenance.
- B. Custodial services.
- C. Developing and maintaining the institutional grounds.
- D. Control of keys

The use of ENMU-Roswell's equipment and tools shall be restricted to the Physical Plant personnel as they perform their job related duties.

3. Director. The Director of the Physical Plant is responsible for the overall administration and direction of maintenance, operation, renovation, and construction of ENMU-Roswell facilities. Absolutely no alteration or modification may be made to any institutional facility unless authorized by the Director of Physical Plant.

4. Building Maintenance. Under the direction of the maintenance foreman, this department provides maintenance of campus facilities in the areas of plumbing, electrical, HVAC, carpentry, and painting. Departments should submit requests for normal routine maintenance in writing to the Physical Plant on a work order form. For emergencies, call ext. 172.

Remodeling involves changing areas by written request. The department requesting an approved remodeling project must pay for the cost involved in implementing the project. The Vice President for Business Affairs must approve requests involving a major alteration of property.

5. Custodial. Under the direction of the custodial supervisor, this department provides housekeeping and cleaning services to all campus buildings. They are also responsible for ENMU-Roswell's recycling program. Departments should make any request for special cleaning in writing to the Physical Plant Department. Depending on the nature of the cleaning there may be a charge for the work.

6. Grounds. Under the direction of the grounds foreman, the grounds department provides maintenance for all campus grounds, streets, sidewalks, and parking lots.

7. Key Control. The policy and procedures governing key control are outlined in; section 45.2 Key Authorization and Security in the ENMU-Roswell Policy and Procedures Manual.