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I. POLICY

A. The Office of Facilities Management ("Facilities Management") at Lamar University (LU) supports an environment that effectively fosters the success of LU students and supports faculty, staff, and community visitors. The Office of Facilities Management fulfills its mission by providing excellent service in the areas of Administrative Services, Facilities Customer Service, Campus Support Services, Custodial Services, and Facility Maintenance. Through its work, Facilities Management maintains in their optimal condition the buildings and property owned by or under the control of the University.

II. PURPOSE AND SCOPE

A. This policy falls under the authority of all applicable federal and state laws, statutes, and regulations, including, but not limited to, the following: the Texas State University System (TSUS) Rules and Regulations; Texas Education Code, Title 3, Higher Education; and the Texas Administrative Code, Title 19, Education.

III. ROLES AND RESPONSIBILITIES

A. Administrative Services, Facilities Customer Service is the LU community's point of contact to submit work requests for work on or related to University facilities. This centralized work order system enables efficient submission, review and approval, and resolution of facilities issues. This department also manages distribution and tracking of keys and electronic access to University buildings, offices, and rooms. In this way, the department assists LU in maintaining a secure environment where students, faculty, staff, and visitors may learn, work, and interact safely.

B. Campus Support Services supports the University by maintaining LU's fleet of vehicles, fuel supplies, and grounds (i.e., landscaping, tree maintenance), coordinating pest control, and managing disposal of campus refuse. This department ensures that LU's grounds, vehicles, and facilities are clean, safe, and operated efficiently and for the benefit of the LU community and visitors.

C. Custodial Services manages cleaning of the University's indoor facilities. This department coordinates the cleaning of classrooms, meeting rooms, offices, public areas, and restrooms; carpet and floor cleaning; trash removal (interior); water removal; and spill cleanup. Custodial staff clean regularly and in emergency situations and, through their efforts, ensure a clean and healthy campus for their LU colleagues, students, and visitors.

- D. Maintenance is responsible for maintaining the mechanical, structural, and utility systems of the University. This work includes maintenance of and repairs to alarms and fire suppression systems; electrical systems, including lighting; gas lines; HVAC, heating, ventilation, air conditioning, and refrigeration systems; and other utility systems.

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V. REVIEW AND RESPONSIBILITY

Responsible Party: Chief Operations Officer

Review Schedule: Every three years on or before September 1