

**JACKSONVILLE STATE UNIVERSITY**  
**Manual of Policies and Procedures**

**POLICY NUMBER: IV:05**

**DATE: December 1988**

**REVISION/REVIEW DATES: May 1993, May 1997, July 2013**

**SUBJECT: Capital Planning & Facilities Operations**

**APPROVED: William A. Meehan, President**

**PURPOSE**

The purpose of this policy is to identify services offered by Capital Planning and Facilities and instruct on how to request them.

**POLICY**

Capital Planning and Facilities exists to provide facilities services to the University community. It is dedicated to maintaining a manicured campus, clean comfortable facilities and grounds.

These tasks are divided into four categories:

1. Work Requests
2. Minor Construction Requests
3. Pest Control and Building Services
4. Routine Operations and Maintenance

Work Requests and Minor Construction priorities are generated by the University faculty, staff, and students. Pest Control and Building Services and Routine Operations and Maintenance priorities are mostly generated from inspections by Plant Operations personnel. The procedures to obtain the following Capital Planning and Facilities services are outlined at our [website](#):

- Routine Maintenance Repairs
- Renovations and Improvements
- Special Maintenance Projects
- University Vehicle Maintenance
- Gasoline & Oil Charges
- Insurance
- Elevator Service
- Painting
- Heating and Cooling of Residence Halls
- Moving Service
- Jump-starting Vehicles
- Pest Control and Building Services

## **RESPONSIBILITY**

The Vice President for Finance & Administration is responsible for this policy.

## **EVALUATION**

This policy will be reviewed every five years by the Director of Capital Planning & Facilities.