

CHAPTER:	<b>Maintenance and Operation</b>	DATE ADOPTED: August 10, 1999	NUMBER
<b>ADMINISTRATION</b>		Revised: November 15, 2005 November 13, 2012 November 10, 2020 July 12, 2022	211
Reviewed:			
<b>SYNOPSIS:</b>			
1	Maintenance Schedule		
2	Maintenance Staff or Contract Service		
3	Emergency Repairs		
4	Disposition of Obsolete Equipment		
1	Maintenance Schedule: The President, in cooperation with administrative, faculty, and maintenance personnel are expected to administer high quality maintenance of buildings and grounds through allocation of the necessary resources.		
2	Maintenance Staff or Contract Service: The President or designee shall use discretion as conditions dictate in the use of College maintenance personnel or contracting for a special service in the maintenance of the College's grounds, buildings, and equipment.		
3	<p>Emergency Repairs: When an emergency arises in the maintenance and operation of any College property that directly affects the learning environment and/or the safety and welfare of personnel and students, the following action shall supersede the official maintenance schedule:</p> <p>a. Staff members shall do all in their power to correct and/or control the emergency as need dictates, or</p> <p>b. Report the emergency situation to the maintenance staff as soon as possible for correction.</p> <p>When emergency repairs costing more than the competitive bid threshold in Section 26.3, or as established in Section 314.1B, Code of Iowa, are necessary in order to prevent closing all or part of the College, the provisions of the law with reference to advertising for bids shall not apply.</p>		
4	<p>Disposition of Obsolete Equipment: Whenever any furnishings, equipment, and/or supplies have been declared obsolete by the administration, the President or designee shall be authorized to dispose of such furnishings, equipment, and/or supplies as deemed appropriate and in accordance with applicable law and procedures.</p> <p>Items on inventory, all licensed vehicles and items whose initial cost was at least five thousand (\$5,000) dollars, will require the Fixed Asset Change/Deletion Reporting Form to be completed and submitted to the Business Office.</p>		