

# Facilities Management Manual (FAC)

## FAC 101: Campus Maintenance Responsibility

Effective: 1/1/1965

Revised: 8/15/2024

### Purpose

To establish responsibility for campus maintenance

### Source

University policy

### Applicability

All departments or individuals requiring Facilities Management services

### Policy

#### General

Facilities Management is responsible for maintaining the physical environment of the campus facilities and grounds through its workforce and contracted service providers. Facilities Maintenance may enter any university owned, occupied, or controlled facility, including while that facility is reserved for or leased to a unit, student organization, or non-ASU organization, in order to perform maintenance tasks necessary to preserve the integrity and safety of the facility. Facilities Management must be consulted and approve any alterations to the site landscaping, buildings and/or utility infrastructure systems. All work done by other university entities or vendors is subject to inspection by Facilities Management to ensure that building code requirements and university design standards are met.

Departments may not purchase and install furniture, fixtures, and equipment (FF&E) that need to be permanently attached to the facility or that utilize facilities systems (i.e. electrical, plumbing, etc.) unless they receive approval from Facilities Management. It is the responsibility of the department to maintain and replace all program specific FF&E once the item is installed with the approval and oversight of Facilities Management.

#### ASU Campus Maintenance Responsibility

All requests for service regardless of campus location are submitted through the service portal found on the [requests for service](#) page.

Work orders are completed by Facilities Management staff or its contracted services as appropriate.