

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: IV:05

DATE: December 1988

REVISION/REVIEW DATES: May 1993, May 1997, July 2013, Jan 2022

SUBJECT: Capital Planning & Facilities Operations

APPROVED: Dr. Don C. Killingsworth, Jr., President

PURPOSE

This policy identifies services offered by Capital Planning and Facilities and provides instructions 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 well-kept grounds. Most of these tasks fall into these categories:

1. Work Order Requests
2. Renovation Requests
3. Pest Control and Building Services
4. Operations and Maintenance of all JSU-owned Facilities
5. Campus Grounds and Athletic Field Manicuring and Upkeep.

Work Requests and Minor Construction priorities are generated by 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. Capital Planning and Facilities outlines the procedures to obtain the following services on its [website](#):

- Work Order Requests
- Maintenance Repairs
- Building Services
- Renovations and Improvements
- Special Maintenance Projects
- Elevator Service
- Painting
- Heating Ventilation and Cooling
- Hot Water
- Operations & Maintenance for All Facilities
- Event setups

- Moving Services
- Pest Control
- Garbage Services

Work order requests should be either called in at 256.782.5450 or entered digitally on the JSU website: [Work Order Requests](#) .

Renovation requests should be submitted using [Form #29](#) .

RESPONSIBILITY

The Director, Capital Planning and Facilities is responsible for this policy.

EVALUATION

This policy will be reviewed at least every five (5) years.