



I. 9.2.5 Building Maintenance

Chapter 9 - Facilities	Original Effective Date: June 2000
Section: 9.2 Facilities Management	Date Last Reviewed: July 2021
Responsible Entity: AVP for Facilities, Safety and Risk Management	Date Last Revised: July 2021

II. Purpose

To establish responsibility for the maintenance, operations and repairs performed on UT Health San Antonio buildings and campus infrastructure to maintain those facilities in normal operating condition.

III. Scope

This policy applies to all buildings, facilities and on all campuses controlled by UT Health San Antonio.

IV. Policy

Facilities Management ensures that all parts of the buildings are kept in good repair and that lights, utilities, elevators, and building equipment are working properly.

A. Responsibilities

Building Maintenance provides labor and materials required for the maintenance and repair of the buildings and the various utility distribution systems. This includes wages, materials, equipment, services, and other items as may be required to provide scheduled maintenance, normal wear repainting in public areas, standard lamp replacement, and maintenance of roofs, electrical systems, exterior walls, foundations, ceilings, floors, air conditioning and heating, distribution lines, plumbing systems, elevators, compressed air, vacuum, steam systems, and central water treatment systems

B. Reporting Problems

1. Problems with the electrical systems, light fixtures, vacuum, air or steam systems, or plumbing systems should be reported using the [Report A Problem](#) (RAP) application.
2. Urgent problems may be reported to Work Control (7-2885) or the Maintenance Office (7-2943) during normal working hours and to Utilities Operations (7-2947) on nights and weekends.

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3. Problems with heating, cooling, exhaust should always be reported to Utilities.

V. Definitions

There are no defined terms used in this Policy.

VI. Related References

[Service Request Systems](#)

VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
06/2000	Policy Origination		
06/2017	Policy Revision		
07/2021	Policy Revision, discretionary edits		