

SOUTHWESTERN COMMUNITY COLLEGE	ADMINISTRATIVE <b>MAINTENANCE WORK REQUESTS</b>	Policy 3.02.04
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Maintenance work requests are to be submitted through the Maintenance Direct portal. If there is a budget expenditure involved or reason why the request cannot be handled expeditiously, the Vice President for Financial and Administrative Services will notify the appropriate dean.

Adopted: October 1992

Adopted: February 2014, July 22, 2014, October 28, 2014