

**Policy 2.2.8 Administrative: Building Maintenance Requests**

**TRI-COUNTY  
COMMUNITY COLLEGE**

**ADMINISTRATIVE  
BUILDING MAINTENANCE REQUESTS**

**POLICY  
2.2.8**

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Maintenance work requests are to be submitted by directors and supervisors to maintenance supervisors. If there is a budget expenditure involved or reason why the request cannot be handled expeditiously, the Coordinator of Facility Services will notify the appropriate administrator.

Adopted: 5/24/18 BOT