

Book	Policy Manual
Section	(H) PROPERTY
Title	Policy H102 - Maintenance
Code	H102
Status	Active
Adopted	March 10, 1982
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Last Reviewed	September 11, 2013

Policy Number: H102
Title: Maintenance
Section: Property

I. Purpose

Adequate maintenance of buildings, grounds and property is essential to efficient management of EASTERN.

II. Delegation of Responsibility

The Joint Committee directs a continuous program of inspection and maintenance of all EASTERN buildings and equipment. Wherever possible, maintenance shall be preventive.

The Director shall develop and implement a maintenance program which shall include:

A regular program of facilities repair and conditioning.

Critical spare parts inventory.

A long-range program of building modernization and conditioning.

Guidelines as may be necessary for the maintenance and repair of the physical plant.

The Director shall report monthly to the Joint Committee regarding the current maintenance and improvement program.

Adopted: 3/10/82

Revised: 9/11/13