

## **FACILITIES**

### **Operation and Maintenance of Buildings, Grounds, and Equipment**

#### **Use of Maintenance Check-In Sheets**

This regulation supersedes Regulation 8567.1.

#### **I. PURPOSE**

To prescribe procedures and establish responsibilities for use of maintenance check-in sheets in buildings serviced by Office of Facilities Management personnel.

#### **II. SUMMARY OF CHANGES SINCE LAST PUBLICATION**

The Office of Maintenance Services has been changed to the Office of Facilities Management.

#### **III. SPECIFICS**

The maintenance check-in sheet shall be used at all work locations to help building administrators and the Office of Facilities Management to:

- A. Check response of the Office of Facilities Management to work requests.
- B. Identify employee(s) responding to work requests.
- C. Identify the specific job and its location in the building.
- D. Evaluate the status of the job when facilities management personnel leave a work location.
- E. Locate facilities management employee(s) immediately in the event of an emergency.

#### **IV. RESPONSIBILITIES**

- A. The program manager shall:
  - 1. Designate a permanent reporting location for the check-in sheet (office, switchboard, etc.).
  - 2. Notify the Office of Facilities Management of noncompliance.
  - 3. Forward the form at the end of each month to Facilities Management, Sideburn Support Center (Attention: Director).
- B. The director, facilities management, shall instruct all maintenance personnel periodically in the use of the form and ensure compliance.

