

**PALO ALTO COLLEGE
COLLEGE PROCEDURES**

Procedure Number: F 6.0
Procedure Title: Campus Facilities Services
Relevant Board Policy: [C.2.3 Facilities and Grounds Management](#)
Originating Unit: PAC Facilities Office
Maintenance Unit: Vice President of College Services

I. Purpose: This procedure establishes the areas of responsibility for the Palo Alto College Facilities department.

II. Procedure Statement:

A. The PAC Facilities Services Department provides general maintenance, custodial services and grounds maintenance. In addition, the Facilities Services Department is responsible for all campus construction and renovation projects.

1. **General Maintenance** is responsible for the operation and maintenance of building systems, including heating, ventilation, air conditioning, electrical, plumbing, painting and carpentry services. They are also responsible for the repair of the structural components of buildings such as walls, floors and roofs.
2. **Custodial Services** provides general housekeeping and cleaning for common areas, interior spaces, classrooms, offices and departmental space. This includes trash removal and floor cleaning and dusting, as well as special services such as carpet shampooing, floor stripping and waxing, interior window cleaning and venetian blind cleaning. Custodial Services also coordinates pest control services and recycling services.
3. **Grounds Maintenance** maintains the campus (and some off-campus location) grounds, lawns, shrubs and other plants and trees, outside trash removal, some outside pest control, litter, leaf and recycling.

B. Special requests for services in any of these areas may be submitted via electronic work order at the following Alamo Colleges District webpage:

<https://alamo.oncfi.com/woform/woform.jsp>

Issued: December 14, 2010

Approved: Ana M. Guzman
President

Revised: April 19, 2016

Approved: (signed: Dr. Mike Flores)
President