

College Operating Procedures (COP)



Procedure Title: Processing of Custodial Service Request

Procedure Number: 07-0709

Originating Department: Facilities Planning & Management

Specific Authority:

Board Policy 6Hx6:1.02

Florida Statute 1001.65

Florida Administrative Code n/a

Procedure Actions: Adopted: 06/09/09; 07/01/09

Purpose Statement: Facilities Building Operations Department shall process staff requests for service that are considered to be “urgent”.

Guidelines:

Facilities Building Operations Department shall process staff requests for service that are considered to be “urgent”.

Procedures:

- I. Submit immediate housekeeping requests on “*Janitorial Services Request Form*”. Form is found under Lee Campus, Facilities Planning and Management on the campus main web page under download forms. This form must be faxed or mailed to Facilities Building Operations Department by requestor.
- II. In an emergency, call Facilities Building Operations Department at extension 1243.
- III. Form is date stamped by Facilities Building Operations Department received. If received by fax, date stamp applied by fax is sufficient for date received verification.
- IV. Requested service is approved and in most cases transmitted to custodial supervisor upon receipt.
- V. If request is for a specific time it is given to Coordinator Plant Operations for scheduling.