

# Oklahoma State University Policy and Procedures

**MISSION STATEMENT**

**3-0810  
BUSINESS & FINANCE  
NOVEMBER 1983**

## INTRODUCTION AND GENERAL STATEMENT

1.01 The mission assigned to the Physical Plant includes the following: to maintain, repair, make improvements to, and operate the physical facilities (land, buildings and installed equipment, utility plants and distribution systems, roads and parking areas) owned by the University and not otherwise assigned to another department (such as Student Services Maintenance); to perform minor new construction or alterations as directed; to perform services within its capabilities as requested by other departments and agencies at their expense; to provide fire safety and general safety support to the entire University; to collect and dispose of all hazardous waste materials; to provide telephone service to the entire University; to provide for mail handling and distribution on campus; to collect and dispose of all general refuse; and to provide for the lock and key system for all University buildings and all other facilities requiring locks. The Director of the Physical Plant is responsible to the Vice President for Business and Finance.

## PURPOSE AND SCOPE

2.01 The primary purpose of the Physical Plant includes the following:

- a. To ensure that the physical facilities are in such condition as to provide optimum support to the University in accomplishing its primary functions of teaching, research and extension.
- b. To ensure that the physical facilities are kept in a suitable condition of usability in compliance with all applicable codes, standards, and regulations at minimum expense to the University.
- c. To ensure that support services are provided at the least practical expense to all agencies and departments.
- d. To provide surroundings which are comfortable and esthetically pleasing to such a degree that they make a positive contribution to the learning experience of the students; to the teaching, research, and

extension efforts of the faculty; and to the general working conditions of the staff, from the lowest level to the President.

## PROCEDURES

3.01 To reach the mission assigned and accomplish the purposes set, the following specific tasks are assigned to the Physical Plant:

### a. General Maintenance Organization

- (1) To provide carpentry services including cabinet work, general carpentry, roofing, concrete, and masonry work.
- (2) To provide electrical services including lighting (interior and exterior); bells, buzzers, clocks and alarms; primary power distribution, secondary power distribution (interior and exterior); electrical controls and motors; and general use public address and other sound systems.
- (3) To provide refrigeration and air conditioning services including heating and cooling of personnel spaces, temperature control for equipment as required by the various users of such equipment, and for the distribution lines carrying steam, heating hot water, and chilled water.
- (4) To provide mechanical maintenance services including plumbing, welding, machine work, the distribution lines for water, sewage and natural gas, and for maintenance of certain assigned mobile and stationary special purpose equipment.
- (5) To provide paint services including painting of structures (interior and exterior), equipment, signs, traffic control painting, and glazing.
- (6) To provide custodial services to the interior of buildings and structures maintained by the Physical Plant, unless specifically excluded.
- (7) To provide grounds services including maintenance of improved grounds, providing and maintaining plants and flowers, making improvements to the grounds in accordance with

approved landscape development plans, and to maintain equipment as directed.

(8) To provide roads and grading services including maintenance and cleaning of roads, parking lots, and sidewalks; excavation, earth moving, and backfill; ice and snow control; and disposition of trash not disposed of by regular disposal service.

(9) To provide common labor as required by other sections of the Physical Plant.

#### b. Utilities

(1) To operate and maintain a water treatment plant which will provide water to the University and to the City of Stillwater.

(2) To operate and maintain a central utility plant which will produce steam, chilled water and electric power to serve as much of the heating, cooling and electric power requirements of the campus as the capacity of the plant will permit. To coordinate with the appropriate public utility company(s) for the remaining needs.

(3) To operate such major heating and cooling systems as are installed in all general University buildings.

(4) To develop and implement an energy management strategy for the entire campus in coordination with the University Energy Conservation Committee. To install, maintain and operate a central computerized energy management control system.

(5) To install, repair, maintain and operate all street, parking lot, area, playfield, and other outdoor lighting systems.

(6) To provide and maintain current plans showing the location and description of all primary and secondary power lines, steam tunnels, chilled water lines, sewage, natural gas lines, water lines, outdoor lighting and other installed utility systems.

#### c. General Services

- (1) To provide fire safety services pertaining to fire prevention, investigation of fires, and the improvement of generally safe conditions in all University facilities, exclusive of traffic safety.
- (2) To provide for the collection, intermediate storage and final disposal of all hazardous waste materials.
- (3) To receive, unload and account for all incoming goods to the University campus and to sort, reload, transship and deliver all goods to recipient departments.
- (4) To provide postal services including the operation of a U.S. Post Office on the campus, to deliver U.S. Mail to the various sections of the University and to pick up and deliver intra-campus mail.
- (5) To provide for the maintenance and operation of the University telephone system as required and to periodically review, analyze, and update the total system consistent with University needs and changes in telephone technology. To provide a central control point for requesting telephone services from Bell Telephone Company and to process telephone bills for payment.
- (6) To provide trucking services for delivery of material and equipment as requested by the various departments and agencies of the University (including the Physical Plant), for disposal of trash collected in small trash containers located around campus, and for disposal of ashes from buildings, exclusive of student living quarters.
- (7) To provide "operators" at those buildings containing large amounts of installed plant equipment, such that the attention of a full time Physical Plant representative is required for at least one shift.
- (8) To provide other departments and agencies with estimates of costs to perform projects in excess of \$500 for which they have to arrange the financing.

(9) To provide a storeroom carrying a stock of standard, common-use construction and maintenance items to serve the Physical Plant and for sale to other departments and agencies.

(10) To provide for the pick up and disposal of trash from the large trash containers serving the entire University and for the supply and maintenance of the containers.

(11) To provide for the maintenance and safe operation of elevators not assigned to other parties.

(12) To provide keys and key control for all buildings and related equipment requiring locks.

#### d. General Division Administration and Operation

(1) To provide for the maintenance of personnel records and the preparation of payrolls for all Physical Plant employees.

(2) To maintain a central file of correspondence and directives concerning the operation of the Physical Plant.

(3) To develop a budget to meet the Physical Plant financial needs and to provide the necessary accounting services to support all financial transactions.

(4) To issue work orders to authorize all work accomplished by the Physical Plant.

(5) To provide the University Purchasing Department with all information necessary to purchase all storeroom stock, material and equipment not carried in stock, and services as needed to accomplish all authorized work orders and to otherwise support the Physical Plant.

(6) To maintain an inventory of all material and equipment held by the Physical Plant as required by regulations pertaining to custody of same.

#### e. Administration

- (1) To provide policies and procedures which will lead to the staffing of the Physical Plant with the most capable personnel available and to provide them with adequate training and full knowledge of their rights, duties, and responsibilities.
- (2) To design and place in operation a preventive maintenance program which will result in optimum utilization of funds provided for plant maintenance.
- (3) To provide an overview of all work accomplished to ensure that it is being done in the most effective, economical, and workmanlike manner, all factors being considered.
- (4) To review all new projects planned by the University Department of Architectural Services to ensure that factors pertaining to the future maintenance and operation of the facilities are known to and considered by the architect and the Vice President for Business and Finance.
- (5) To provide long-range planning and recommendations concerning the need for major repairs, alterations, new construction for facilities used and operated by the Physical Plant, and for major repairs to other facilities.
- (6) To provide design and engineering support to projects as needed, which are not assigned to the Department of Architectural Services.
- (7) To meet with representatives of other departments and agencies to provide assistance as needed.
- (8) To perform such other tasks as may be directed by the Vice President for Business and Finance or others.

Revised: November 1983