



Category
<b>SECURITY, MAINTENANCE &amp; CUSTODIAL SERVICES – 1:08:10:05</b>
Approval
<b>Leadership Council Approved:</b> October 28, 2016
<b>Effective Date/Approved:</b> October 28, 2016
<b>Revised:</b> November 17, 2010; October 28, 2016
<b>Responsible Party:</b> Director of Public Safety and Director of Facility Services

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**I. SECURITY**

The Director of Public Safety is responsible for the security of all campuses. The Director of Public Safety may be reached by calling extension 1737. If unable to contact Public Safety, contact the local emergency service at 9-911.

**II. MAINTENANCE**

The Director of Facilities Services is responsible for the upkeep of all facilities of the College. All requests for maintenance should be submitted through the SchoolDude Work Order portal. Critical, timely, or emergency work orders should be submitted as above, and followed up via phone to extension 1575.

**III. CUSTODIAL SERVICES**

The Director of Facilities Services is responsible for all custodial services. Motlow State Community College employed custodians are assigned to buildings on the Moore County and Fayetteville campuses with McMinnville and Smyrna campuses being serviced by contracted service providers. The primary duty of custodial services is to keep all facilities clean. Requests for custodial services should be submitted through the SchoolDude Work Order portal. Critical, timely, or emergency work orders should be submitted as above, and followed up via phone to extension 1575.