SECTION: CAMPUS OPERATIONS
AREA: FACILITIES
SUBJECT: CAMPUS WIDE PAINT PLAN

PURPOSE

The purpose of this policy is to aid UAMS personnel in processing requests for painting and to clarify who is responsible for payment.

SCOPE

This policy covers all UAMS employees, faculty, and staff.

POLICY

All requests for painting within UAMS facilities must be evaluated by Engineering and Operations and will follow the procedures outlined below.

PROCEDURE

1. General Rules:

    a. General institutional support/functional areas will be painted as needed at maintenance expense. This includes classrooms, patient rooms, corridors, multi-use laboratories, etc. The need for maintenance painting will be determined by the RCM manager.

    b. Office spaces will be painted when requested at the expense of the requesting department. If the painting requirement is the result of "fair wear and tear" as determined by the RCM manager, the painting will be billed to Engineering & Operations with the exception of color changes.

    c. Under normal conditions, offices painted only to change color will be painted at the requester's expense.

    d. Individual laboratories will be painted using the same criteria used for office painting (Item "b" above).

    e. Auxiliary enterprises will pay for all painting in their areas.

2. Reliability Centered Maintenance: The Engineering & Operations RCM manager conducts on-going inspections of all campus facilities as part of the Reliability Centered maintenance program.

3. The Campus Operations Call Center (526-0000) will accept requests for painting. The RCM manager will then evaluate the need and determine if the area qualifies for painting based on the condition of the area and other circumstances.

4. Departments may always request painting by submitting a work order with an appropriate account number along with the department head or authorized signature.

REFERENCE

UAMS Policy 11.1.01

Signature: _____

Date: August 4, 2011