



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE  
9/29/97**

**REVISION  
1**

**PAGE  
G1-180.0**

**SUBJECT**

**GENERAL**

**SUB-TOPIC**

**CALLIER CENTER OPERATIONS**

The policies governing the Physical Plant and its functions at the UTD main campus are also applicable at the Callier Center. The procedures for controlling the Physical Plant's scope of work at the UTD main campus also apply to the Callier Center with minor revisions to meet organizational and operational requirements of the Center.

All Physical Plant responsibilities at Callier are delegated to the Supervisor, Maintenance and Operations, who also functions as the Center's Maintenance Planner/Scheduler. All work requests, verbal or written, should be made to the Physical Plant Work Control Supervisor, PP11 or 883-2117. If urgent or emergency work is required during normal hours of operation (see "Priorities," this section), please contact the Physical Plant Callier Supervisor at Ext. 3075, Rm. A138.

The normal hours of operation for Physical Plant operations at Callier are Monday through Friday, 8:00 a.m. - 4:30 p.m. After normal hours of operation, urgent or emergency requests should be directed to the UTD CDAS operator (883-2147) or the UTD University Police (883-2331).

The normal working hours for custodial services at the Callier Center are Monday through Friday, 5:30 p.m. - 9:00 p.m. (These times may vary as the need arises.)