



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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**PAGE
G1-110.0**

SUBJECT

GENERAL

SUB-TOPIC

PURPOSE AND SCOPE

The Physical Plant is responsible for the maintenance, servicing and oversight control of all physical properties at UTD which include:

General services (move support, trash disposal, acquisition of general classroom and laboratory furniture),
Building maintenance,
Grounds maintenance and care,
Vehicle maintenance,
Utilities management,
Construction and remodeling, and
Facility safety and fire prevention.

The Physical Plant (see Exhibit G1, organizational chart) is dependent upon internal regulatory measures and procedures which provide a series of checks and balances through defined authorities for:

Work generation,
Accurate estimation of labor and material requirements,
Planning and scheduling of work,
Effective, efficient, and economical execution of work,
Generation of statistical data for analysis and upgrading of existing methods and procedures.

A sufficient degree of flexibility is inherent within this system to make it functional but not to the extent that control and integrity are destroyed.