



## College of The Albemarle Procedure

**Policy Number: 2.2.8**

**Pages: 1 of 1**

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**Title: Building Maintenance Requests**

**Related Policy and Procedures: Division**

**of Responsibility: Operations**

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Maintenance work requests are to be submitted to maintenance supervisors through the Work Order Request System. If there is a budget expenditure involved or reason why the request cannot be handled expeditiously, the maintenance supervisor will notify the appropriate supervisor.

June 13, 2023

February 17, 2026

N/A

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**Date Approved by Board of Trustees**

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**Date of Last Review**

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**Date of Last Revision**