



College of The Albemarle Policy

Policy Number: 2.2.8

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Title: Building Maintenance Requests

Related Policy and Procedures:

Division of Responsibility: Operations

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

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N/A

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision