

Regulation 2-6



Winona State University

Maintenance Requests and Requisitions for Building Alterations

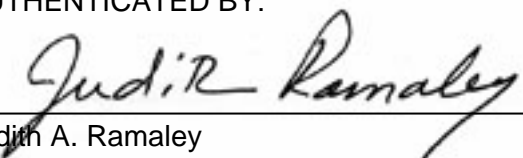
1. **PURPOSE:** To establish a procedure to outline the necessary steps when requesting any building alteration work on campus involving the Facilities Services Department.

MAINTENANCE WORK INVOLVING REMODELING OR NEW CONSTRUCTION: The Winona State University (WSU) [Facilities Services Request Form](#) is to be filled out whenever there is a request for remodeling or new construction. The following steps are to be followed:

- A. The requester fills out the top portion of the form. There has to be a determination as to funding for the project. If departmental funds are to be used, the person responsible for the budget must approve the request. If Repair and Betterment (R&B) funds are to be used, the form needs to be routed through the department head, vice-president/ dean and then to the Vice-President for Finance and Administrative Affairs. The form is then mailed to Facilities Services.
 - B. Facilities Services reviews the form, decides whether the project can be done, and then determines if the project will be done through a contract or in-house labor.
 - C. If there is a charge to the department for the request, the form will be returned to the department chairperson with a price estimate. If the department is willing to pay the cost, the form is signed by the responsible person, returned to Facilities, and the project is scheduled.
2. **MINOR REPAIRS:** Minor repairs or any other needs should be reported to Facilities Services by phone or email.

This WSU Regulation supersedes WSU Regulation 2-6, dated August 18, 1988.

AUTHENTICATED BY:



Judith A. Ramaley
President

August 13, 2007

Date of Adoption

Authoritative References:

[MnSCU Policy 6.6, Facilities Maintenance and Repair including Revenue Fund Facilities](#)
President

Initial Date of Adoption: 2/11/77

Dates of Revisions: 8/18/88, 8/13/07

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LIST OF ATTACHMENTS
[Facilities Services Request Form](#)