

FACILITIES

Definitions: Maintenance and Non-Maintenance Requests

Type of Request	Definition	Submittal Method
<p>Maintenance for State Facilities</p>	<p>Facility Services is funded to maintain state buildings, grounds, and the campus wide road and utility infrastructure to reasonably ensure the expected life of the facility in support of the academic mission. There is no charge for these services.</p>	<ul style="list-style-type: none"> • Facilities Requests link at https://myportal.calpoly.edu • E-mail: facserv@calpoly.edu • Fax: 6-6114 • Phone: 6-5555
<p>Maintenance for Non-State Facilities</p>	<p>Maintenance for non-state facilities is generally administered by the leasing entity; ASI, Corporation, or Foundation. However, Facility Services will provide maintenance to non-state facilities on a reimbursed basis. Requests for these services are submitted electronically by an employee with the authority to expend campus funds. An account number is required at the time of the request. Costs for work that are recharged by Facilities are processed at the end of the month.</p>	<ul style="list-style-type: none"> • Facilities Requests link at https://myportal.calpoly.edu • E-mail: facserv@calpoly.edu • Fax: 6-6114
<p>Non-Maintenance for State and Non-State Facilities</p>	<p>The annual Facilities budget is funded for state maintenance; therefore all non-maintenance requests such as remodels, new construction, event support, etc., are on a reimbursed basis and must be submitted electronically by an employee with the authority to expend campus funds. An account number is required to complete the request and costs for recharge work are processed at the end of the month.</p>	<ul style="list-style-type: none"> • Facilities Requests link at https://myportal.calpoly.edu • E-mail: facserv@calpoly.edu • Fax: 6-6114

