

UAM OPERATING PROCEDURE 810.1  
Re: Maintenance of Facilities and Grounds

July 14, 2009

Revised: July 1, 2011

Revised: March 7, 2022

The maintenance of university facilities and grounds is the responsibility of the UAM Physical Plant. Facilities include all buildings and other university infrastructure. Requests for repairs and renovations should be submitted through SchoolDude and all required fields must be completed.

To submit a work order click on the link:

<https://www.myschoolbuilding.com/myschoolbuilding/myrequest.asp>, or from the UAM website, scroll to the bottom of the page, and select IT Work Order. Once logged in, click on the Maintenance Request tab.

Outside contractors are at times employed on the university campus for:

1. Construction and renovation projects.
2. Specialized services that the UAM physical plant is not able or qualified to perform.

No outside contractor should perform work on any university facility or grounds unless a work order is reviewed and approved in advance by the Director of Physical Plant.