



ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL

DATE ISSUE  
9/29/97

REVISION  
1

PAGE  
G4-110.0

SUBJECT  
VEHICLE MAINTENANCE

SUB-TOPIC

SERVICES PROVIDED

MAINTENANCE, REPAIR AND UPKEEP

The Physical Plant Vehicle Maintenance Shop provides maintenance and repair service for University-owned vehicles. This service is available to all departments upon request. The cost of labor and parts for vehicle maintenance and repair is charged to the responsible department.

Questions regarding vehicle maintenance should be directed to the Garage Supervisor (Ext. 2261).

GASOLINE AVAILABILITY

Gasoline services are provided for all University-owned vehicles at the gasoline pumps located on the northeast side of the Vehicle Maintenance Shop. Vehicles other than those owned by UTD may not use these facilities.

The Physical Plan will purchase unleaded gasoline and sell it to University users. The facility is self-service and users are required to complete a "Gasoline Issue Ticket."

Services are available Monday through Friday, 8:00 a.m. - 4:30 p.m., with an attendant on duty during these hours.