



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

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**REVISION  
1**

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**SUBJECT  
GENERAL**

**SUB-TOPIC**

**PRECEDENCE OF SERVICES**

Normally, institutional services will be given priority over departmental services since the former provides for the general benefit and welfare of the entire University. Departmental services are considered as important as institutional services; however, they affect only a small segment of UTD's population.

Departmental work requests are scheduled in the order they are received by the Physical Plant unless an urgent or emergency requirement for the work exists, in which case, efforts will be made to expedite the request.

Professional services will normally receive a lower work priority than either institutional or departmental services because of the less urgent nature of work involved.

Estimates by the Physical Plant on a completion date for work requested should be regarded only as an estimate and not as a firm commitment. This is due to the large volume of scheduled and unscheduled emergency work which must be accomplished.

Work involving capital improvements and remodeling is accomplished according to priorities established by the University.