



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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**REVISION
1**

**PAGE
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**SUBJECT
BUILDING MAINTENANCE AND OPERATIONS**

SUB-TOPIC

REPAIR OF PERMANENT FURNISHINGS

The repair, replacement, refinishing, alteration and other maintenance to all furnishings permanently attached to buildings and other institutional equipment is the responsibility of the Physical Plant and related expenses will be borne by the Physical Plant.

Work Request forms for the maintenance, repair or refinishing of such furnishings should be directed to the Physical Plant in accordance with the procedure "Request for Services," this section.