

## SPACE AND WORK ORDERS POLICY

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*Responsible administrator: Director, Business and Finance*

*Last updated/reviewed: 9/19/2019*

The Dean is responsible for ensuring that School facilities are utilized and allocated in a balance that ensures a quality curriculum and provides an optimum learning, research and work environment for students, faculty, and staff. While the facilities as a whole are the responsibility of the Dean, blocks are allocated to departments to be utilized and assigned as needed.

### **Facility Work Orders**

In an effort to coordinate and consolidate work that is required for HSOP physical facilities, the following policy is being implemented. Improvements will be facilitated through the Director of Business and Finance.

**Policy:** All facilities work orders for normal building maintenance issues such as plumbing, ceiling lights outage, etc. should be emailed to the following addresses:

[HSOPwlk@auburn.edu](mailto:HSOPwlk@auburn.edu) for Walker Building

[HSOPprb@auburn.edu](mailto:HSOPprb@auburn.edu) for the Pharmaceutical Sciences Research Building

Work orders requiring funding, installation, or special arrangements or handling should be routed through the Dean's Office after receiving approval by the Department Head. Departmental support personnel are to complete the appropriate request forms with funding sources prior to forwarding it to the Dean's Office. It will be the responsibility of the Dean's office to submit all these requests to facilities.

Offsite Facilities: In most cases, offsite faculty should communicate directly with their building owner for building repairs and maintenance. Larger issues that may require funding or relocation must be routed through the Pharmacy Practice Department Head. The Department Head will submit any requests for funding or relocation to the Dean's office.