

## **FACILITY MAINTENANCE REPORTS**

**3262**

(Sept. 1999)

A Facilities Maintenance Log shall be kept in each facility by responsible facility personnel. The log shall be used as a basis for future budgeting purposes, both for maintenance (support) and capital outlay.

To implement this policy, the following inspection reports shall be used to survey department facilities:

- Building Maintenance Inspection Report ([see section 3265](#))
- Site and Utilities Maintenance Inspection Report ([see section 3266](#)).

These reports shall be used for annual (or more often as necessary) surveys of each of the department-owned facilities. These reports shall be completed following the instructions and general maintenance standards provided.

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