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## Southern Virginia Higher Education Center Policy

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**Policy # 3203**

**Policy Title: FACILITIES ISSUES**

**Responsible Oversight Director: Chief Finance & Operations Officer (CFOO)**

**Date of Current Revision or Creation: February 5, 2014**

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### A. PURPOSE

The purpose of this Southern Virginia Higher Education Center (SVHEC) policy is to provide guidelines for reporting facilities maintenance issues to the landlord, Halifax Educational Foundation (HEF).

### B. AUTHORITY

Virginia Code Section 23-231.24-29, as amended, grants authority to the Board of Trustees to establish rules and regulations for the institution. Section VIII (E) of the [Board of Trustees Bylaws](#) grants authority to the Executive Director to implement the policies and procedures of the Board relating to the SVHEC operations.

The policies of the SVHEC fall within the following framework and hierarchy and, therefore, are subject to compliance with laws and regulations instituted by higher levels of authority:

1. Federal laws and regulations
2. State laws and regulations
3. Board of Trustees policies
4. **SVHEC policies**
5. Departmental policies and procedures

In the event of a conflict between different levels in 1 through 5 above, the lower numerical heading shall take precedence over higher numerical heading.

## **C. DEFINITIONS**

## **D. SCOPE**

This policy is applicable to all members of the SVHEC community. SVHEC policies are located on the website [www.svhec.org](http://www.svhec.org).

## **E. POLICY STATEMENT**

The SVHEC will maintain communication with the HEF, the building and grounds landlord, concerning building issues that need repair, replacement, etc.

1. The SVHEC Operations Manager and CFOO are the main contacts to the HEF concerning building issues and/or maintenance.
2. All communications on building issues, maintenance and repairs will be directed to the Operations Manager or CFOO versus directly to the HEF.
3. HEF Operations Coordinator and Part-time Maintenance person are the landlord contacts.
4. Communications will be maintained between SVHEC and HEF on all issues until they are resolved.

## **F. RELATED INFORMATION**

N/A

<sup>1</sup>Procedures are not a part of the policy document. They are maintained separately.



