
MAINTENANCE AND REPAIRS

Description: Consists of records relating to the maintenance and repairs of university buildings and facilities such as inspections for elevators and fire alarms, and maintenance of HVAC (heat, ventilation, air conditioning) system. Records may include maintenance logs, tests and corrective measures, work orders, service reports, copies of floor plans, warranty information and engineering drawings.

MUNCLASS Function:	Facilities and Property (FP)
Responsible Unit(s):	Facilities Management
Retention:	Last inspection or project completed + 10 years
Disposition:	Destroy
Media:	Paper and/or electronic
Authority:	Anticipated Operational Use

Version 01

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