
UTILITIES MANAGEMENT

Description: Consists of records relating to the supply and management of the University utilities including the operation and maintenance of generators, boilers, chillers and compressed air system. Records may include meter readings, data analysis, inspection reports, power disruption reports, work orders, service reports and copies of utilities bills.

MUNCLASS Function:	Facilities and Property (FP)
Responsible Unit(s):	Facilities Management
Retention:	Current year file closed + 7 years
Disposition:	Destroy
Media:	Paper and/or electronic
Authority:	Anticipated Operational Use