

**STANDARD OPERATING PROCEDURE # FAC 1.010****Subject: Vehicle Maintenance**

**Purpose and Scope:** To provide the standard process for organization vehicle maintenance and repair performed by private sector firms.

**Procedures:** Vehicles assigned to Facilities Management, Facilities Planning & Construction, Facilities Maintenance, Buildings and Grounds, and Utility Operations shall have contractual preventative maintenance performed every six (6) months. Corrective maintenance will be performed as required.

**Preventative Maintenance @ Six (6) Month Intervals****Work Control will be responsible for:**

1. A work order will be generated automatically in the TMA System notifying the department when it is time to schedule preventative maintenance service.
2. Closing work order after the invoice has been provided for entry into TMA.

**The department will be responsible for:**

1. Record the vehicle mileage at the time of service.
3. Deliver and retrieve the vehicle from the contractor as well as paying for service.
4. Obtain the original invoice from the contractor and provide it to the p-card administrator for processing. A copy of the invoice should also be provided to work control for entry into the TMA system.

**Other Repairs or Services as Required****The department will be responsible to:**

1. **Submit** a work order request with the vehicle number and the department's index number.



2. **Deliver** the vehicle to the contractor the day before the repair service is scheduled. If the vehicle is not drivable, have the contractor schedule a tow truck for pick-up.
3. **Estimates** are required before any work is performed on the vehicle.
4. **Billing:** All charges on vehicles will be charged to a member of the department's p-card. The charges will be cleared through the Concur System to the department's index number provided.

**Developed by: Facilities Management**

**Approved by:**

Dr. Melinda S. Bowers  
Associate Vice President  
Administration/Facilities Management