



## **PERMANENT MEMORANDUM 14 OPERATION & MAINTENANCE OF PHYSICAL PLANT**

### **POLICY DIGEST**

Monitoring Unit: Office of Facility & Property Oversight  
Initially Issued: May 29, 1973

Operation and maintenance or physical plant services offices exist on each campus of the LSU System for the purpose of maintaining and operating campus facilities. The present condition and appearance of campus buildings, equipment and grounds throughout the System, in general, reflect favorably on the management of these activities and the competence of University personnel in discharging these important and necessary responsibilities.

In order to keep costs at a minimum, particularly in times of rising prices and scarce operating funds such as we now face, careful attention must be given to planning of jobs and work assignments. The size and composition of staffs and work crews should be developed in strict accordance with work requirements. Plans should be developed on the basis of regularly recurring services and annual schedules of maintenance and repair, including appropriate allowance for emergencies that from past experience are likely to occur.

In addition, consideration must of necessity be given to manpower and material requirements attributable to normal alterations and renovations. Such work must, however, be recognized as being incidental to and not a primary activity of the Operation and Maintenance Department. The University cannot undertake extensive projects normally performed under contractual arrangements with private firms with its operations and maintenance personnel. In the long run it is not economical to do so, nor can the University be placed in a position of competing with private enterprise. Such practice is not in the public interest or in conformity with existing public policy as stipulated in state statutes.

In developing your plans for the next fiscal year, you are requested to give careful consideration to the policies outlined above.