



# Maintenance Reporting Policy

## Aim

The aim of this policy is to outline Charles Sturt Campus Services directive on the reporting of maintenance issues to Charles Sturt University.

## 1.0 Purpose

Report all maintenance issues in a timely & effective manner to the Department of Facilities Management.

## 2.0 Scope

This policy applies to all staff employed by CSCS Limited.

## 3.0 Application

Upon finding a fault, defect or malfunction in relation to CSU infrastructure and equipment CSCS employees must notify facilities management by utilizing the CSCS maintenance request form.

Employees are requested to complete the CSCS maintenance request form and pass it on to their Team Leader/Supervisor or return it to an authorized collection point.

Employees must ensure the maintenance request form is completed correctly including; date, building, room, name and signature of the person reporting the maintenance.

Completed CSCS maintenance request forms must be returned, collected and passed onto the dedicated CSCS BEIMS user for timely data entry.