



STANDARD OPERATING PROCEDURE

DEPARTMENT:	Business Administrative Services	TITLE:	Repair and Adjustments of Campus ADA Paddled Doors
PURPOSE	To ensure efficient repair and adjustment of all campus ADA paddled doors to maintain safe access to campus facilities.		
PROCEDURE			

- Upon receipt of a notice, during regular business hours, that an ADA paddled door or publicly accessible door on campus is not properly functioning or otherwise in need of repair, designated District or College staff shall immediately contact the designated vendor and notify them of the reported problem. If a notice is received during non-business hours, designated District or College staff shall immediately contact the designated vendor on the next business day and notify them of the reported problem.
- The designated vendor, pursuant to its contract terms with the District, shall perform all repairs and/or adjustments within four hours of receiving notice, and in no case later than one business day, except in situations when relevant parts are not readily available. Any and all repairs and or adjustments not completed within such time or based on said exception shall be documented by the District’s Office of General Services during any such delay in completion.
- All designated employees and vendors who receive notice of a malfunctioning door pursuant to this procedure must prioritize the door repair. Any failure to comply with the letter of this requirement shall be documented in real-time.
- In the beginning of each semester, the District and or College will conduct training on this procedure for stationary engineers, custodians, and employees who perform work at the College. New janitorial and custodial hires will be trained at the time of hiring.

Last Edits:	November 2019		
Responsible:	Director of Facilities	Approved by:	College President
Date for Review:	May 2020	File Ref:	
Previous Titles:			