1. A districtwide program of preventive maintenance shall be developed and implemented for purposes of achieving maximum benefit from initial investments and budgeted maintenance funds.

2. Health, safety and economy of operation will be major considerations in the development, installation, operation and maintenance of the physical plant and equipment operations.

3. Each college shall appoint an employee who shall receive reports of unsafe and/or hazardous conditions and inadequate maintenance. This employee's name and telephone number shall be well identified in college catalogs, telephone directories and any other means as appropriate. This employee shall log all reports received and shall report them to the designated district office. The reports shall indicate what action is to be taken and when.

It shall be the responsibility of all district employees to report safety hazards to one of the offices listed below:

Saddleback College: Office of Maintenance, Operations, and Support Services
District Services:

Irvine Valley College: Office of College Operations

Hazardous conditions include:

1. Cracked or unsafe walkways
2. Sharp or pointed edges
3. Potholes
4. Exposed electrical lighting
5. Overgrown shrubs which could be hiding places or traffic hazards
6. Any other conditions related to safety and security

The Executive Vice Chancellor of Administrative and Business Services shall have districtwide administrative oversight for the repair and abatement of hazardous conditions.
A Safety Suggestion/Hazard Reporting form shall be made available by the District Safety Committee Chair.

When safety hazards cannot be abated because of budget restrictions, the party who identifies the condition shall be so notified in writing.