AUSTIN PEAY STATE UNIVERSITY POLICIES AND PROCEDURES MANUAL

Policy Number:	Supersedes Policy Number:
99:015	VII:04:02
Date:	Dated:
August 1, 1986	May 18, 1984
Subject:	
Telephone Repair Service	
Initiating Authority:	SBR Policy/Guideline Reference:
Executive Assistant to the President	
Approved:	
Retto line	President

General

The purpose of this policy is to establish procedures for initiating repair service to campus telephones. Repair is defined as follows: to restore by replacing a part or putting together what is broken; to restore to proper working condition. Examples: broken telephone instruments or wiring, missing telephone instruments or wiring, inability to make outgoing calls or receive incoming calls, interference on telephone line, etc.

Initiating Authority and Procedures

Any supervisor having responsibility (or his/her designee) for any area of University operations will have authority to initiate a request for repair service directly to the on-site telephone technician by calling 4999 or to the campus operator at 6191.

Limitations

This policy does not apply to request for new service or changes to existing service.