



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 5.11
Date Approved: 11/02/90
Date Amended: 03/25/20
Reviewed w/ No Changes:
Office of Responsibility: VP FA
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SUBJECT: FACILITIES MANAGEMENT OPERATIONS

- I. PURPOSE: To establish guidelines for operation of SUU facilities.
- II. REFERENCES:
 - A. SUU Policy 5.1 *Free Speech and Advocacy on Campus*
 - B. SUU Policy 7.4 *Facilities Renovation and Space Allocation*
- III. POLICY
 - A. Facility Modification and Installations: SUU Facilities Management is mandated by the State of Utah to provide maintenance and construction for state owned facilities and infrastructure in a manner that meets the Division of Facilities and Construction Management (DFCM) standards, and maximizes the usefulness and cost effectiveness of these facilities. Facilities Management must be involved with any alterations, installations, or additions to existing facilities, structures, and grounds area, to assure proper coordination, unbiased approval, documentation, supervision, and inspections.
 - B. Any person or department desiring to make a change to any campus facility must make such requests to Facilities Management in accordance with SUU policy 7.4 *Facilities Renovation and Space Allocation*.

Projects approaching the DFCM fiscal limits for agency managed projects, including design, material and labor must be coordinated with DFCM through SUU Facilities Management.
 - C. Facilities Management must approve in writing all access to roofs, tunnels, and mechanical rooms. Only authorized personnel are permitted in these areas.
 - D. Any digging, excavating, filling, or paving on campus requires the notification of Blue Stakes. Approval must be obtained prior to any such activity.
 - E. Facilities Management must approve in writing all utility line connections or disruptions (electricity, water, gas, sewer, etc.). Connection or disruption of phone, data, or other IT related utilities will require notification in writing to the SUU IT Department and must include coordination with Facilities Management. Approval for non-emergency events is required at least 72 hours prior to disruption of service. Response to all emergencies must be coordinated through Facilities Management.



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- F. Signs, Banners, and Posters: All groups or persons posting commercial or non-commercial signage or communication on campus must do so in compliance with SUU Policy 5.1 *Free Speech and Advocacy on Campus*. All signs, postings, and installations (i.e. posters, lawn signs, banners, fliers, signs, or other communication) must comply with the requirements of this policy and meet the standards established by DFCM.
- G. Facilities Management assigns and manages room numbering.
- H. Hazardous Materials: Risk Management, housed within Facilities Management, is charged with the responsibility for chemical waste disposal and has the authority to stop any activity which is immediately hazardous to life or health. Full copies of the Southern Utah University Chemical Hygiene Plan and Waste Management Plan can be obtained by contacting Facilities Management.
- I. Any event or activity that involves attaching recreational equipment (i.e. rappelling, slack-lining, zip-lining, etc.) to campus buildings, structures, and/or landscape features is prohibited.
- J. Unsafe conditions or procedures on campus or inside any University building should be reported as soon as possible to the University Call Center or to the SUU Campus Police.