



SUBJECT: FACILITIES MANAGEMENT OPERATIONS

I. **PURPOSE:** To establish guidelines for operation of SUU facilities.

II. **POLICY**

A. **Authorized Remodeling Only:** Facilities Management is mandated by the State of Utah to provide maintenance and construction standards for state owned facilities and infrastructures in a manner that will maximize the usefulness and cost effectiveness of these facilities. Facilities Management must be involved with any planned alternations or additions to existing facilities, structures, and grounds area, to assure proper coordination, approval, documentation, supervision, and inspections.

Staff or faculty desiring to have an area renovated or remodeled should submit a "Request for Facilities Change" form, complete with signatures of Dean or Department Head AND Vice President or Provost, to the Campus Facilities Planning Committee for review, scheduling, or rejection. (Refer to SUU Policy 13.31)

Projects approaching the Division of Facilities Construction and Management (DFCM) limits for agency managed projects, including design, material and labor must be coordinated with DFCM through SUU Facilities Management.

- B. Facilities Management must approve in writing all access to roofs, tunnels, and mechanical rooms. Only authorized personnel are permitted in these areas.
- C. Any digging, excavating, filling, or paving on campus requires the notification of Blue Stakes. Approval must be obtained prior to any such activity.
- D. 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.
- E. **Signs, Banners, and Posters:** No group or person may advertise on campus unless officially affiliated with SUU. Special permission must be received from the office of the Director of Student Involvement & Leadership for groups to advertise.

Exceptions to this policy would involve the Utah Shakespeare Festival, SUU Athletic department sponsors, advertising only in their respective venues, and as allowed under



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

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Page 1 of 2

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Policy 5.1, "Free Speech and Advocacy on Campus". Facilities Management must approve in writing all exterior placement of signs, notices, artwork, banners, and posters so that damage to buildings and grounds may be minimized.

- F. Facilities Management assigns and manages room numbering.
- G. Hazardous Materials: Risk Management and the Life Safety Compliance Officer, both housed within Facilities Management, are charged with the responsibility for chemical waste disposal and have 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.
- H. Any event or activity that involves attaching recreational equipment (i.e. rappelling, slacklining, ziplining, etc.) to campus buildings, structures, and/or landscape features is prohibited.
- I. 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.