



SUBJECT: FACILITIES OPERATIONS

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

II. POLICY

A. Authorized Remodeling: Facilities Management is mandated by the State of Utah to maintain state-owned facilities and infrastructures in a manner that will maximize the usefulness and cost effectiveness of these facilities; therefore all alterations or additions to existing facilities, structures, and grounds must be coordinated with Facilities Management. Those desiring to have an area altered or remodeled should contact Facilities Management for assistance with any facilities changes.

Large projects must be requested through the Capital Development and Capital Improvement processes; smaller projects are requested through the Campus Planning Committee.

B. Secured Areas: Facilities Management must approve all access to roofs, tunnels, mechanical rooms, and all other secured areas. Only authorized personnel are permitted in these areas.

C. Utility Connections and Digging: Facilities Management must approve in writing all utility connections, digging, excavating, filling, fencing, or paving on campus to protect personnel and underground utilities. Approval must be obtained before any such activity commences.

D. Signs and Posters: No group or person may advertise on campus unless they are officially affiliated with SUU. Special permission must be received from the office of the Student Involvement & Leadership for outside groups to advertise, refer to Policy 5.1 – Free Speech and Advocacy on Campus. Postings on Faculty doors are allowed for communication purposes, but corridor walls must not be used for postings, in order to comply with current fire codes.

Permanent Graphics and Signage will be guided by the Campus Graphics Master Plan and recommendations by the Campus Planning Committee.

E. Room Assignments: Facilities Space Management assigns and manages room numbering. A cohesive room numbering system is necessary for emergency and support personnel to provide effective service.

F. Safety: Unsafe conditions or procedures on campus or inside any University building should be reported immediately to the Call Center or to the Department of Public Safety.