



SUBJECT: FACILITIES OPERATIONS

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

II. POLICY

- A. Authorized Remodeling Only: Plant Operations is mandated by the State of Utah to provide maintenance standards for state owned facilities and infrastructures in a manner that will maximize the usefulness and cost effectiveness of these facilities. Plant Operations must be advised of any planned alterations 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 proceed as follows:

1. Write out a complete description of the change desired on a "Request for Facilities Change" form.
2. Secure written approval for such change from an appropriate Dean or Department Chair.
3. Forward the request through the Campus Planning Committee for review, scheduling, or rejection.

Large projects must be requested through the capital facilities requests, and funded by the Legislature.

- B. Plant Operations must approve in writing all access to roofs, tunnels, and mechanical rooms. Only authorized personnel are permitted in these areas.
- C. Plant Operations must approve in writing all digging, excavating, filling, or paving on campus. This requirement has been established to protect personnel and underground utilities. Approval must be obtained at least 72 hours (not including weekends and holidays) before any such activity commences. Call the Plant Operations Business Center at 586-7785.
- D. Plant Operations must approve in writing all departments and/or contractors requiring utility line connections (electricity, water, gas, sewer, etc.). Approval must be obtained at least 72 hours (not including weekends or holidays) before the connection is to be made. Call the Plant Operations Business Center.



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

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- E. 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 Director of Student Activities for outside groups to advertise. Plant Operations must approve in writing all exterior posting and painting of signs, notices, artwork, and posters so that damage to buildings and grounds may be minimized.
- F. Plant Operations assigns and manages room numbering. A cohesive room numbering system is necessary for emergency and support personnel to provide effective service.
- G. Unsafe conditions or procedures on campus or inside any University building should be reported as soon possible to the Plant Operations Business Center at 586-7785 or to the Department of Public Safety at 586-7793.