



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 5.11
Date Approved: 11/02/90
Date Amended: 03/20/15
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. 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 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 submit a "Request for Facilities Change" form, complete with signatures of Dean or Department Head AND Vice President or Provost, to the Campus Planning Committee for review, scheduling, or rejection. (Refer to SUU Policy 13.31)

Projects approaching \$100,000, including design, material and labor must be coordinated with the Division of Facilities Construction and Management (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 departments and/or contractors requiring 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 is required at least 72 hours prior to disruption of service.
- E. Exterior Signs 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 outside groups to advertise. The exception to this policy would involve businesses that are SUU Athletic department sponsors advertising only in athletic venues. Facilities



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Management 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. 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. 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 Police.