




MEMORANDUM

May 9, 2019

TO: UWF Cabinet
Division of Finance & Administration Senior Leaders

FROM: Betsy Bowers, Vice President 

SUBJECT: Repairs and Upkeep of Paved Areas on UWF Campus

Effective immediately, responsibility for paved areas of UWF campus will be handled by departments within Finance & Administration. They are:

1. **Parking Lots**—Parking & Transportation Services will be responsible for maintenance, repairs and upkeep of the parking lots. Funds to do these activities will be paid from Parking & Transportation Services.
2. **Streets**—Facilities Management will be responsible for the roads and streets that are on the main campus. Funding for these will be paid from allocations made from the University budget to Facilities Management for this purpose.
3. **Major resurfacing/repairs**---These will be coordinated by Facilities Management with quotes obtained in accordance with UWF Procurement Procedures. Funding will be coordinated from the Vice President's Office via the Division Budget Director.

cc: Parking & Transportation Services