



**UNIVERSITY OF WEST FLORIDA**  
**Facilities Management**

**Pensacola, FL 32514-5750**

**June 14, 2003**

**Revised: August 26, 2020**

**STANDARD OPERATING PROCEDURE # FAC 4.000**

**Subject: Building Services Unit Standard Work Day**

**Purpose and Scope:** To define the “Standard Work Day” for the Building Services unit. The standard work day for this unit is from 5:00am to 1:30pm Monday through Friday. The lunch break is observed from 11:30am – 12:00pm. Employees are welcome to enjoy their lunch period in Building 92 if they so choose.

**Procedure:** Employees should be in their assigned reporting area (Bldg. 92) at 5:00am and in their assigned building ready to work by 5:15am. Employees will remain in their assigned work area until 1:15pm and then return to the assigned reporting area (Bldg. 92) until the end of the work day at 1:30pm. During the time period from 1:15pm to 1:30pm, employees may check UWF email, prepare for the next workday, or do other work-related tasks.

**Contingency:** There are times that employees will be required to temporarily work different hours and/or different workdays so that University functions will not be interrupted. This will be done in accordance with University policy regarding this change of hours and must be approved by the Environmental Services Supervisor, Coordinator/ Facilities Planning and Construction, or Director of Building and Grounds Management.

**Developed by: Buildings & Grounds Management**

**Approved by:**

A handwritten signature in blue ink that reads "Frankie Carlson".

Frankie Carlson  
Coordinator  
Building Services

A handwritten signature in blue ink that reads "Myles Sampson".

Myles Sampson  
Director  
Buildings and Grounds Management

A handwritten signature in blue ink that reads "Melinda S. Bowers".

Dr. Melinda S. Bowers  
Associate Vice President  
Administration/Facilities Management