

STANDARD OPERATING PROCEDURE # FAC 2.005
Subject: Campus Facilities Site Map Updates/Maintenance

Purpose: To formalize a departmental policy that provides direction in updating and maintaining the Campus Facilities Site Map. The Facilities Design and Survey Records office is responsible for updating documents.


Procedures:

1. All UWF buildings, roads, service drives, parking lots, sidewalks, and athletic fields shall be documented using GPS (Global Positioning System) surveying equipment or accurately located using tape measure.
2. All property lines and waterways shall be documented using GPS surveying equipment.
3. All enclosures, fences, retaining walls, nature trail, and exterior art work shall be documented using GPS.
4. Design & Survey Records Staff will take periodic trips onto campus to detect projects in progress which require GPS documentation; however, it will be the PM's responsibility to advise the CAD Manager so that documentation can be obtained.
5. GPS points documentation will be downloaded weekly and the updates will be made weekly to the Campus Facilities Site Map CAD drawing(s) located on the Facilities shared drive.

Developed by: Facilities Planning & Construction

Approved by:


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