



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750

June 1, 2003

Revised: June 30, 2020

STANDARD OPERATING PROCEDURE # FAC 1.001

Subject: Issuing and Updating Facilities Standard Operating Procedures (SOP)

Purpose: To formalize Facilities Management procedures for issuing and updating Standard Operating Procedures.

Policy: Facilities Standard Operating Procedures shall be in the format of this SOP. They will be generated by the appropriate Director and approved by the Associate Vice President (AVP) of Facilities Management.

The office of the AVP will retain the signed hard copies in the Standard Operating Procedures Book.

The Facilities Management web site will list current Standard Operating Procedures. They will be categorized in one of the following sections: Facilities Management - Administrative, Design & Survey Records, Facilities Planning & Construction, Buildings & Grounds Services, Facilities Maintenance, and Utilities Energy & Sustainability. The issuing Director should review all Standard Operating Procedures annually each July. Directors, after identifying needed revisions, will submit revisions to the AVP for review. Once approved, the Standard Operating Procedure with the revision date will be published on the web page and a copy emailed by the office of the AVP to all Directors.

The following alphanumeric system shall be used for Facilities Management:

FAC 1.xxx	Facilities Management - Administrative
FAC 2.xxx	Design & Survey Records
FAC 3.xxx	Facilities Planning & Construction
FAC 4.xxx	Building & Grounds Management
FAC 5.xxx	Facilities Maintenance
FAC 6.xxx	Utilities Energy & Sustainability

Developed by: Facilities Management

Approved by:



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