



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
October 2004
Revised: June 30, 2020

STANDARD OPERATING PROCEDURE # FAC 1.004

Subject: Facilities Staff Attire

Purpose: Identify the dress requirements for personnel in Facilities Management.

Procedure: All full-time personnel in Utility Operations, Facilities Maintenance, and Building and Grounds Services up to and including the level of supervisor (excluding office staff), will wear a uniform shirt at all times while working. This is to provide appropriate identification of workers who may be accessing a wide variety of locations on campus in which they may not be known to improve campus security. It also identifies them as a University employee versus a contract employee in case of an issue.

Departments will provide all full-time employees in Utility Operations, Facilities Maintenance and Building and Ground Services with 5 shirts that will have a UWF – Facilities Logo and the individual's name. Nicknames like "Bill" for William or "Bob" for Robert will be acceptable at the individual's request, however, nicknames like Stretch, Slim, etc., will not be acceptable.

Shirts damaged or badly soiled in the line of duty will be replaced at the expense of the University. A full-time employee that shows up for work without the proper shirt will not be allowed to start work and will be subject to the University's established progressive discipline procedure which may be up to and including discharge for "failure to follow instructions".

Shirts will be ordered soon after the full-time employee is hired. When an employee leaves the employment of Facilities Development & Operations at UWF, the uniforms must be returned to the University.

Developed by: Facilities Management

Approved by:



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