



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
April 24, 2006
Revised: July 28, 2020

STANDARD OPERATING PROCEDURE # FAC 3.015

Subject: Off Hour Construction Access

Purpose: Off hour (nights, weekends, and holidays) construction work is a balance between occupant interference and security. This procedure documents the communications required for off hour construction work within buildings, including roof work. Requests must be received in the University Police/Public Safety building by noon of the day of the work if evening work, and by the close of business on the Thursday preceding the work for weekend work.

Procedure: When off hour construction work is needed, the University Police will be notified and advised about what is requested from them.

A copy of the email should be sent to the key building project contact, the appropriate Chair(s) for the affected area, and the Chair(s) Office Administrator. If this creates a serious problem the sender of the email must be notified immediately.

The email must include the following:

- Name of contractor
- Contractor point of contact and cell phone number
- Date and times work will be occurring
- Type of work to be performed
- Building(s) affected
- Doors that are requested to be unlocked
- Name of Facilities Planning & Construction Project Manager
- Phone number of Facilities Planning & Construction Project Manager

University Police will **not** provide access to any contractor personnel without this information.



University Police will review affected areas for obvious issues when relocking the spaces and notify the Facilities Project Manager if any issues are located.

Developed by: Facilities Planning & Construction

Approved by:

A handwritten signature in blue ink that reads "Mel Manor". The signature is written in a cursive style and is positioned above a horizontal line.

Mel Manor
Director
Facilities Planning & Construction

A handwritten signature in blue ink that reads "Melinda S. Bowers". The signature is written in a cursive style and is positioned above a horizontal line.

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