



**STANDARD OPERATING PROCEDURE # FAC 7.003****Subject: Lease Space Telecom Access**

**Purpose and Scope:** To provide one document for use for ITS, Telecommunications, Space Manager and Facilities Management Administration to understand and know the procedures for each lease space for telecommunications maintenance. The procedures below will be used for all lease space telecom room access.

**Procedures:**

1. Leased spaces will have a telecommunications room provided within the programming stage to house UWF owned hub equipment (if applicable).
2. The project manager will coordinate the issues with the ITS dept.
3. For consistency, if keys are provided, one set will be provided to the Police Dept for emergency purposes and those keys may be checked out by those approved for access into the room.

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