



University Community (faculty, staff and students)

SUBJECT (R*)	EFFECTIVE DATE (R)	PROCEDURE NUMBER
MAINTENANCE AND OPERATION OF UNIVERSITY BUILDINGS AND FACILITIES	March 2005	520.005d

PROCEDURE STATEMENT (R)

The Facilities Management Department will be the central point of control and approval for the Maintenance and Operations of all University buildings and facilities.

REASON FOR PROCEDURE (O*)

In order to maintain appropriate safety, health, environmental, building code compliance and overall standards for all University buildings and facilities, central control for the review and approval of all maintenance and operations projects must be approved by the Facilities Management Department prior their implementation.

RELATED INFORMATION (O*)

The maintenance professional staffs of the Facilities Management Department will be responsible for the implementation of this procedure. The Facilities Management Department shall consult with the Office of Environmental Health & Safety and Risk Management Services when the maintenance or operation of a building, facility or laboratory involves hazardous and biohazardous materials or other substances subject to federal and state laws and regulations.

DEFINITION (R)

The Facilities Management Department is an organizational unit of the Division of Administration of Florida International University and has been delegated the appropriate authority to define, implement and enforce this procedure.

RESPONSIBILITIES (O)

This procedure is applicable to all faculty, staff and students of the University who have the responsibility of abiding to it in its entirety.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Office of Finance & Administration

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Facilities Management
Florida International University
11200 S.W. Eighth Street, CSC 220
Miami, Florida 33199
Telephone Number: (305) 348-4001

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fiu.edu/>.

For any questions or comments, the “Document Details” view for this procedure online provides complete contact information.

FORMS/ONLINE PROCESSES (O)

Facilities Management Department Operational Procedures Manual

Link(s) to the above referenced Forms available in the "Document Details" Section of the online version of this policy document.

***R = Required**

***O = Optional**