### SUBJECT (R*)

<table>
<thead>
<tr>
<th>PHYSICAL FACILITIES AND CAMPUS GROUNDS</th>
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### EFFECTIVE DATE (R)

| March 2005 |

### PROCEDURE NUMBER

| 520.005e |

### PROCEDURE STATEMENT (R)

Florida International University shall ensure that any and all activity directly or indirectly affecting, designating or pertaining to the physical facilities and campus grounds shall follow and be governed by procedures established by the Administration Division and the responsible Facilities Department(s) therein.

### REASON FOR PROCEDURE (O*):

The Administration Division and Facilities Management Department have been assigned the fiduciary responsibility for developing, maintaining and documenting the campus grounds and physical facilities inventory on behalf of the Florida International University Board of Trustees.

### 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

*R = Required  *O = Optional

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