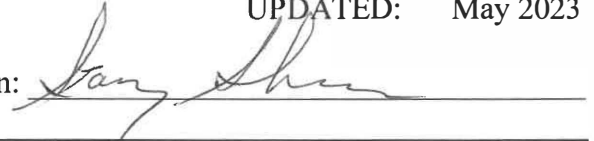

POLICY: I: 08—Policy/ Procedure Review
Procedure Review: Annually

DATED: October 1997
UPDATED: May 2023

APPROVED: Executive Director of Facilities and Construction:



I. PURPOSE

To ensure Facilities Management (FM) and university policies and/or procedures are reviewed by FM employees for compliance with current requirements and to confirm the necessity for the policy or procedure.

II. RESPONSIBILITIES

- A. Executive Director of Facilities and Construction - Overall responsibility for ensuring adequate/accurate written policies and procedures are in effect.
- B. Directors, Managers and Supervisors - Responsible for compliance with FM procedures in all areas of their responsibility.
- C. Business Process Analyst - Responsible for updating policies and coordinating compliance with procedures.
- D. Employees - Responsible for alerting management when a policy/procedure is not feasible, no longer valid, or changes are required.

III. PROCEDURE

- A. New policies, procedures, and/or copies of changes, updates, consolidation and combined policies or procedures shall be submitted to or initiated by the Business Process Analyst when the necessity for such occurs.
- B. Procedures should be reviewed annually by the Business Process Analyst with questions and issues directed to the responsible manager(s) for compliance with the following criteria:
 - 1. Is the policy or procedure still necessary? If it has become obsolete due to changes in federal, state or university regulations, or if it is no longer necessary, then the policy/procedure should be “retired” with documentation stating such.
 - 2. Can the policy/procedure be consolidated or combined with another policy/procedure? Similar policies/procedures may be combined if the result is an enhancement of operations. If so, a submittal of the proposed consolidated/combined policy or procedure should be submitted to the Business Process Analyst.

3. Is the policy/procedure current? Policies/procedures must comply with the latest federal, state and university regulations. If a policy/procedure is not current, it must be updated within 30 days of the review and submitted to the Business Process Analyst.
- C. The Business Process Analyst will prepare and review the proposed change for compliance with existing policies/procedures and submit a copy of the proposed change(s) The directors and senior staff shall review the proposed policy/procedure for application to their area(s) of responsibility, ensuring associates involved have input to the proposed policy/ procedure. Return review suggestions to the Business Process Analyst for review and/or incorporation into the final document and to coordinate reviews, when necessary, by other university departments (i.e., campus safety engineer, procurement services, etc.).
 - D. The Business Process Analyst will prepare the final document for review and signature of the Executive Director of Facilities and Construction.
 - E. The Business Process Analyst will update the procedure manual and publish the document(s) on the FM website. Directors, managers and supervisors are notified of changes via email with a link to the updated policy/procedure. Senior staff members are responsible for forwarding the information to staff members in their area(s).
 - F. The effective date for policies and procedures is the date on the signed document. Policies/ procedures and changes shall be put into effect by all areas when the signed document is received.