



## FACILITIES MANAGEMENT DEPARTMENT

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

DATED: October 1997  
UPDATED: September 2017

APPROVED: Executive Director of Facilities and Construction: \_\_\_\_\_

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### I. PURPOSE

To ensure that Facilities Management and university policies and/or procedures are reviewed by Facilities Management 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 that adequate/accurate written policies and procedures are in effect for internal facilities management activities.
- B. Directors, Assistant Directors and Engineering Manager - Responsible for compliance with procedure in all their areas of responsibility.
- C. Business Process Analyst - Responsible for monitoring and coordinating compliance with procedure.
- D. Employees - Responsible for alerting management in writing when a policy/procedure is not feasible, no longer valid, or changes are required.

### III. PROCEDURE

- A. New policies and 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.

Note: Generally, university polices/procedures are reviewed bi-annually; Facilities Management policies/procedures are reviewed annually.

- B. The index section of the Facilities Management Procedures Manual categorizes procedures by functional area. Each of these 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, and if it is no longer necessary, then it should be deleted by an update that explains the reason. Submit the request in writing to the Business Process Analyst for review and comment.
  2. Can the policy or procedure be consolidated or combined with another policy or procedure? Similar policies or procedures can be combined if the result is an enhancement of operations. If so, submit a copy of the proposed consolidated/combined policy or procedure to the Business Application Manager for review and comment.
  3. Is the policy or procedure current? All policies and procedures must comply with the latest federal, state and university regulations. If a policy or procedure is not current, it must be updated within 30 days of the review and submitted to the Business Process Analyst for review and comment.
- C. The Business Process Analyst will prepare and review the proposed change for compliance with existing policies and procedures and submit a copy of the proposed change to the Director for review by all areas of Facilities Management.
- D. The Assistant Directors and senior staff of Facilities Management shall review the proposed policy or procedure for application to their particular areas of responsibility, ensuring that the associates involved have input to the proposed policy or procedure. Return review suggestions within 30 days 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.).
- E. The Business Process Analyst will prepare the final document for review and approval of the Director.
- F. The Business Process Analyst will then update the index of the procedure manual and distribute final copies to all areas. All members of senior staff shall receive copy of policies.
- G. The effective date for policies and procedures is the date on the signed document. Policies, procedures and changes to them shall be put into effect by all areas when the signed document is received.