Facilities Management

FACILITIES MANAGEMENT DEPARTMENT

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

DATED: October 1997
UPDATED: May 2025

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D. Employees - Responsible for alerting management when a policy/procedure is not feasible, no longer valid, or changes are required.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 party 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. Returned edits are submitted to the Business Process Analyst for review and/or incorporation into the final document. Policies may also be reviewed by other university departments (i.e., Risk Management, Human Resources, etc.) when necessary.

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.