STANDARD OPERATING PROCEDURE # FDO 1.017

Subject: Campus Safety Assessment

Purpose: Provide a safe grounds environment and adequate exterior lighting on the developed portions of the University of West Florida for students, faculty, staff and visitors.

Procedures: Reports of shrubs needing pruning or inoperable lights are received in the Work Control Center from University Police/Public Safety and others. High priority work orders are initiated. The Building and Grounds contractor will handle shrub pruning and Facilities Maintenance will attempt to repair all lights the day they are reported to be inoperable or on the next Monday following a weekend. Facilities Maintenance will call-in electrical contractors as required.

Semi-Annually, the Associate Director of Building and Grounds Services and the Director of Facilities Planning, Maintenance & Construction will participate in a campus safety review that is coordinated by the Division of Student Affairs. In preparation for the assessment, the following will be prepared:

1. Facilities Maintenance will document the average light level in foot-candles as measured at 3 feet above the ground on walks, roadways, and parking lots during night shift, insert data within a database and compare it to minimum acceptable standards.

2. Facilities Maintenance will retain documented lighting circuit electrical load information for all exterior site lighting circuits.

The Directors will take appropriate actions, including estimating and requesting project funding resources to adequately address the deficiencies.

Developed by: Facilities Planning, Maintenance & Construction

Approved by:

Mark Pursell
Director
Facilities Planning Maintenance & Construction

Myles Sampson
Associate Director
Buildings and Grounds

Dr. James Barnett
Associate Vice President
Facilities Development & Operations