



**UNIVERSITY OF WEST FLORIDA**  
**Facilities Management**

**Pensacola, FL 32514-5750**  
**Effective June 1, 2003, Revised June 30, 2020**  
**Reviewed: July 1, 2024**

**STANDARD OPERATING PROCEDURE # FAC 1.001**

**Subject: Issuing and Updating Facilities Standard Operating Procedures (SOP)**

**Purpose:** To formalize Facilities Management procedures for issuing and updating Standard Operating Procedures.

**Policy:** Facilities Standard Operating Procedures shall be in the format of this SOP. They will be generated by the appropriate Director and approved by the Assistant Vice President (AVP) of Facilities Management.

The office of the AVP will retain the signed hard copies in the Standard Operating Procedures folder.

The Facilities Management web site will list current Standard Operating Procedures. They will be categorized in one of the following sections: Facilities Management - Administrative, Design & Survey Records, Facilities Planning & Construction, Buildings & Grounds Services, Facilities Maintenance, Utilities Energy & Sustainability, and Space Management. The issuing Director should review all Standard Operating Procedures annually each July. Directors, after identifying needed revisions, will submit revisions to the AVP for review. Once approved, the Standard Operating Procedure with the revision date will be published on the web page and a copy emailed by the office of the AVP to all Directors.

The following alphanumeric system shall be used for Facilities Management:

- FAC 1.xxx Facilities Management - Administrative
- FAC 2.xxx Design & Survey Records
- FAC 3.xxx Facilities Planning & Construction
- FAC 4.xxx Building & Grounds Management
- FAC 5.xxx Facilities Maintenance
- FAC 6.xxx Utilities Energy & Sustainability
- FAC 7.xxx Space Management

**Developed by: Facilities Management**

**Approved by:**

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Christopher Martin  
Assistant Vice President, Facilities Management