



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective August 2005, Revised May 25, 2021
Reviewed: July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 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 inoperable Emergency blue-light call boxes, vegetation 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 Buildings and Grounds department will handle vegetation 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: UWF Campus Police, Environmental Health & Safety, the Director of Buildings and Grounds Management, the Director of Facilities, Planning, and Construction, and the Superintendent of Facilities Maintenance 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 of areas noted with insufficient lighting 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.
3. Buildings and Grounds Department will conduct a condition assessment of overgrown tree limbs blocking or interfering with exterior pole light fixture lighting levels.



Student Affairs will develop and submit a list of recommended deficiencies needing corrections. The Directors and Superintendent will take appropriate actions, including estimating and requesting project funding resources to adequately address the deficiencies.

Developed by: Facilities Management

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