



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

**Pensacola, FL 32514-5750**  
**Effective January 2005, Revised: July 29, 2020**  
**Reviewed: July 1, 2024**

**STANDARD OPERATING PROCEDURE # FAC 2.004**

**Subject: Facilities Construction Document Security Access**

**Purpose:** To ensure security of University owned or leased facilities drawings or documents and the safety of individuals and property. Access to sensitive facilities construction documents or data is available to authorized University employees or approved requestors. These documents include, but not limited to, detailed structural, mechanical, plumbing, electrical building plans, campus utilities infrastructure locations and maps.


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**Procedures:**

1. Access to sensitive facilities construction documents or data shall be by request to the Design & Survey Records Office.
2. Construction documents shall be kept in Design and Survey Records Archive Room and accessed only by staff or supervised viewing by contractors or design consultants.
3. CAD files, building data and digital media shall be kept on the Facilities secure server and accessed by authorized staff. Facilities Planning & Construction personnel have authorized access to Facilities server drawing files. Other Facilities/Maintenance staff may have 'read only' access upon request.
4. Hard copies / Paper documents or digital files of underground utility systems provided to consultants or contractors will be logged and documented through the transmittal process and returned upon completion of the project.

**Developed by: Facilities Planning & Construction**

**Approved by:**

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