



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

**Pensacola, FL 32514-5750**  
**Effective July 2004, Revised July 29, 2020**  
**Reviewed: July 1, 2024**

**STANDARD OPERATING PROCEDURE # FAC 2.006**

**Subject: Campus Utility Infrastructure Map Updates Maintenance**

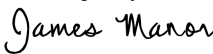
**Purpose:** To formalize a departmental process that provides direction in updating and maintaining campus facilities infrastructure utility system maps. The Design and Survey Records office is responsible for updating documents.


**Procedures:**

1. Exposed utility line or known location shall be documented using Global Positioning System (GPS) survey equipment.
2. Utility line pipe diameter/size, depth, direction and pipe material shall be documented.
3. Updates shall be made to the appropriate utility map using CAD.
4. Design & Survey Records Staff will take periodic trips onto campus to detect projects that are underway, which require GIS documentation; however, it will be the PM's responsibility to advise the CAD Manager so that documentation can be obtained.
5. GPS points documentation will be downloaded weekly and the updates will be made weekly to the Campus Utility Infrastructure Map CAD Drawing(s) located on the Facilities secure server.

**Developed by: Facilities Planning & Construction**

**Approved by:**

DocuSigned by:  
  
951BE17225F94BE...  
James Manor  
Executive Director  
Facilities Management

DocuSigned by:  
  
D5F9973754834E8...  
Christopher Martin  
Assistant Vice President  
Facilities Management