



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective September 2005, Revised August 25, 2020
Reviewed: July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 3.014

Subject: Facilities Risk Management Process

Purpose and Scope: To establish a method of communication that allows for all involved entities to have access to needed building data inventory, and to provide all buildings with required insurance coverage in a timely risk-free manner. Obtaining and updating insurance coverage, calculating appropriate dollar value for coverage and data entry/maintenance will be the responsibility of Environmental Health & Safety. Additional information required for a successful program will be provided by the Project Manager, the Space Manager and the Property Manager in the Controller's Office.

Procedures:

1. New buildings, remodels, and leased spaces will require assignment of building and room numbers by the Space Manager. This information will be maintained by the Space Manager and shared with Environmental Health & Safety.
2. Projects requiring State Fire Marshal approval should also be coordinated with the Space Manager to utilize the official building number for inspection requests.
3. Sequence of events are as follows:
 - Project Manager completes project or renovation with significant changes (i.e. room number changes).
 - FP&C to notify Environmental Health & Safety when the project has reached 90% milestone for completion of construction, to allow Environmental Health & Safety to begin the process for acquisition of insurance.
 - The Project Manager secures the Certificate of Occupancy or Certificate of Completion when the project is complete and shall supply copies of said document to the Space Manager for proper dissemination as listed below.
 - Copy of the Certificate of Occupancy or Certificate of Completion is to be sent to Environmental Health & Safety by the Space Manager.



- Insurance should be obtained promptly by Environmental Health & Safety before occupancy of the building takes place. Environmental Health & Safety will calculate the appropriate insurance value and submit the Coverage Request Form to the Department of Risk Management/Tallahassee for insurance coverage; and will furnish a copy of the Certificate of Occupancy or the Certificate of Completion upon receipt.
- Building Details to be provided to Environmental Health & Safety by the Space Manager. (Paperwork sent to Environmental Health & Safety must include the UWF official building number, flood zone, purpose of the building/how to be used, composition of the exterior walls and roof supports, value of the building, value of the contents, total square footage, and construction date.
- Facilities Planning & Construction will notify the Space Manager of completion.
- Space Manager will provide, to the Director of Environmental Health and Safety, a floor plan with square footage and room numbers.
- Environmental Health & Safety will provide the approved insurance information to the Space Manager for documentation into the database/spreadsheet.
- Environmental Health & Safety will notify the Property Manager (Controller's Office) of the building and contents status.

Procedures – for cancellations

1. Project Manager will secure copy of the Certificate of Completion when project is complete.
2. Demolished building data will be moved to the Inactive site inventory in Space Tracking and Reporting System (STARS) and Building & Content spreadsheet will be updated by the Space Manager.
3. Space Manager will send the updates as they occur to Environmental Health & Safety, via email or updated Building & Content spreadsheet.
4. Environmental Health & Safety will notify the Property Manager of building and content status.
5. Property Survey Forms for removal shall be sent to the Property Manager by Project Manager.



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