



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective April 24, 2006, Revised: July 28, 2020
Reviewed: July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 3.015

Subject: Off Hour Construction Access

Purpose: Off hour (nights, weekends, and holidays) construction work is a balance between occupant interference and security. This procedure documents the communications required for off hour construction work within buildings, including roof work. Requests must be received in the University Police/Public Safety building by noon of the day of the work if evening work, and by the close of business on the Thursday preceding the work for weekend work.

Procedure: When off hour construction work is needed, the University Police will be notified and advised about what is requested from them.

A copy of the email should be sent to the key building project contact, the appropriate Chair(s) for the affected area, and the Chair(s) Office Administrator. If this creates a serious problem the sender of the email must be notified immediately.

The email must include the following:

Name of contractor
Contractor point of contact and cell phone number
Date and times work will be occurring
Type of work to be performed
Building(s) affected
Doors that are requested to be unlocked
Name of Facilities Planning & Construction Project Manager
Phone number of Facilities Planning & Construction Project Manager

University Police will **not** provide access to any contractor personnel without this information.



University Police will review affected areas for obvious issues when relocking the spaces and notify the Facilities Project Manager if any issues are located.

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