



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

**Pensacola, FL 32514-5750**  
**Effective March 5, 2007, Revised May 25, 2021**  
**Reviewed July 1, 2024**

**STANDARD OPERATING PROCEDURE # FAC 5.024**  
**(Formerly labeled # FAC 3.023 under FP&C)**

**Subject: New Equipment and/or Vehicle ID Numbers**


**Purpose and Scope:** Establish consistency in tracking all University equipment and vehicles. Follow the established steps below to ensure we have an accurate inventory.


**Procedures:** Proper steps to get ID numbers installed and PM work orders set up for new equipment and vehicles (including golf carts):

1. Purchaser emails Facilities Maintenance, Stores/Receiving Manager with the following information
  - a. Make
  - b. Model
  - c. VIN or Serial Number
  - d. License Plate Number
  - e. Vendor name
  - f. Purchase date
2. Facilities Maintenance, Stores/Receiving Manager assigns a UWF ID# and enters equipment/vehicle information into TMA system.
3. A work order is submitted through TMA for Facilities Design & Records staff to make and apply the UWF ID# and UWF logo/name to equipment/vehicle. The process and material will be re-charged back to the department of ownership.
4. A preventive maintenance work order will be setup in TMA for routine services (every 6 months or as requested).

**Developed by: Facilities Maintenance**

**Approved by:**

DocuSigned by:  
  
48CD6ED9B0C547A...  
Anthony Fisher  
Superintendent  
Facilities Maintenance

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