



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective May 12, 2006, Revised February 12, 2020
Reviewed July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 6.015

Subject: Access to Water Tank for Cell Phone Companies

Purpose and Scope: To ensure controlled access to cell phone antennas and related equipment located on top of water tower for cell phone company service personnel. These procedures shall be followed to allow access to tank at all times.

Procedure: Only Utility Service Company representatives may authorize access to the water tower by cell phone company personnel and they will do so by calling UWF. Utility Service Company will call UWF Work Control Center at 850-857-6000 or if no answer will call UWF Police Dispatch at 850-474-2415.


If Work Control Center answers during regular working hours, they should contact a Water Utilities employee. If it is off hours and a Water Utilities employee is on site, they should be contacted. If after hours work is needed, it should be scheduled through the Water Utilities Supervisor at 850-474-2494.


If the call is received by the UWF Police Dispatcher during normal work hours, they should contact the Utility Plant Operator by radio and the Utility Plant Operator should respond by contacting the Water Utilities Duty Operator. Only in an emergency situation should the Utility Plant Operator call in the Water Utilities Duty Operator.

The responding UWF employee should unlock the access door to the base of the water tower. The lock should be locked in the open position to prevent any inadvertent relocking. Before allowing access, any cell phone service person accessing the water tower must sign and mark the time and date on a tag. The tag will be tied to the lock and the Water Tower will not be relocked until they exit the tower for the last time and sign and mark the time and date on the tag that they have left the tower. The Water Tower door will not be locked until all service personnel have signed that they are out of the Water Tower.

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