



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

**Pensacola, FL 32514-5750**  
**Effective April 19, 2022**  
**Reviewed July 1, 2024**

**STANDARD OPERATING PROCEDURE # FAC 6.022**

**Subject: Access to Utility Plant Control Room**

**Purpose and Scope:** To ensure access to the Utility Plant Control Room is strictly controlled and restricted to only authorized personnel. These procedures shall be followed at all times.

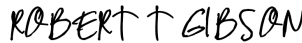
**Procedure:** The Utility Plant Control Room door is to remain closed and locked at all times. The door will not be propped open or have the locking mechanism overridden in any way.


Access to the Utility Plant Control Room is limited to authorized personnel and will be given only when a need can be demonstrated. The Director of Utility Operations and the Superintendent of Utility Operations determine who is eligible for entry. Eligible personnel who require regular access will request a key via the UWF online key request form.


Visitors will be permitted for official business only. Arrival and departure times as well as the purpose of visits must be listed in the Control Room log.

**Developed by: Utilities, Energy & Sustainability**

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