



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective August 2003, Revised April 21, 2020
Reviewed July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 7.003

Subject: Lease Space Telecom Access


Purpose and Scope: To provide one document for use for ITS, Telecommunications, Space Manager and Facilities Management Administration to understand and know the procedures for each lease space for telecommunications maintenance. The procedures below will be used for all lease space telecom room access.


Procedures:


1. Leased spaces will have a telecommunications room provided within the programming stage to house UWF owned hub equipment (if applicable).
2. The project manager will coordinate the issues with the ITS dept.
3. For consistency, if keys are provided, one set will be provided to the Police Dept for emergency purposes and those keys may be checked out by those approved for access into the room.

Developed by: Facilities Planning & Construction

Approved by:

DocuSigned by:

1605BA47A740422...
Robin Anderson
Space Manager
Assistant Director, Facilities Planning & Construction

DocuSigned by:

851BE17225F94BE...
James Manor
Executive Director
Facilities Management

DocuSigned by:

D5F9973754834E8...
Christopher Martin
Assistant Vice President
Facilities Management