



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective March 2004, Revised May 4, 2021
Reviewed July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 7.007

Subject: Lease Space Procedures


Purpose and Scope: To provide one document for in-house reference as well as for customer information, which provides a comprehensive “checklist” of issues that must be addressed before entering into off-campus leases. The procedures below will be used when obtaining lease property.

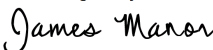
Procedures:


1. All UWF leases will be processed through the University’s JIRA Lease Service Desk.
2. All lease property requests must originate with a Lease Request letter addressed to the AVP of Facilities and the AVP of the Controller’s Office.
3. Space Manager will issue a UWF building number through the JIRA ticket.
4. State Fire Marshal request will be submitted by the Environmental Health & Safety (EH&S) staff to inspect the property prior to occupancy.
5. Approval process will contain signatures from General Counsel and the Vice President of the Finance and Administration Division or designee.
6. Any renovations to lease property will follow the FP&C project procedures.
7. The JIRA ticket should include Risk Management and property staff for content coverage and asset tracking.

Developed by: Facilities Planning & Construction

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