

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 9	Facilities	Effective:	June 2000
Section 9.2	Facilities Management	Revised:	January 2009
Policy 9.2.1	Organization and Responsibilities	Responsibility:	Assistant Vice President for Facilities

ORGANIZATION AND RESPONSIBILITIES

Responsibilities

Facilities Management is a service organization with operations and maintenance responsibility for the buildings, grounds, and utility systems of the campus. Facilities Management is the primary Health Science Center contact for all new facilities and coordinates the Health Science Center requirements to ensure they are incorporated into the new building. Facilities Management, on a charge back basis, maintains University vehicles, provides repairs and maintenance to a limited amount of departmental equipment, and performs space remodeling. Also, Facilities Management provides engraved plastic name tags, keys, signs, office plant material, and a moving service.

Organization

The department is composed of the following divisions: Support Services; Planning, Design and Estimating; Utilities; and, Building & Grounds (Building Maintenance, Custodial Services, Grounds Maintenance, and Vehicle Maintenance).
