

# Facilities Operations Policy and Procedures Statements System

Revised: n/a

FacOps/PPS No. 01.01.01

Issue No. 1

Reviewer: Administrative Assistant

Effective Date: 3/1/2016 (E4Y)

Review Date: 3/20

## 01. POLICY STATEMENT

01.01 This system provides a standard format for defining and communicating Facilities Operations (FacOps) Policy and Procedure Statements (PPS). The system provides a means of review and revision to ensure that Facilities Operations policies and procedures reflect current practices.

## 02. AUTHORITY INVOKED BY FacOps/PPS

02.01 The PPS System is established under the general authority of the Director of Facilities Operations.

02.02 At any time a conflict should occur between an FacOps/PPS and policy as reflected in documents of a higher authority (e.g., federal law, state law, Coordinating Board policy, Regents Rules, etc.), the policy as outlined in the document of higher authority will prevail. At any time a conflict should occur between policies of Texas State/Upps and divisional policy statements, the policy of the Texas State/Upps will prevail.

## 03. PROCEDURES FOR DEVELOPING FacOps/PPS

03.01 FacOps/PPSs are issued at the discretion and subject to the final approval of the Director of Facilities Operations.

## 04. PROCEDURES FOR FORMATTING FacOps/PPS

04.01 All FacOps/PPSs will consist of the following sections:

<u>Header</u>	Name, revised date, number, issue number, reviewer, effective date, and review date
<u>Policy Statement</u>	Purpose of policy
<u>Definitions</u>	If necessary

<u>Procedures for</u>	Tells how to proceed
<u>Major responsibilities</u>	Lists individuals responsible for certain actions
<u>Certification</u>	Signature of reviewer and approver
<u>Attachments</u>	If any

04.02 The heading of FacOps/PPSs will be similar to the heading of this PPS. Draft PPSs will bear the designation "DRAFT" on the top right hand corner of the first page as well as the date of the draft.

04.03 The first section of each PPS should present a brief rationale for the policy.

04.04 Subsequent sections of the PPS should, in numbered paragraphs, provide the specific details of the policy or procedure.

04.05 The next to the last numbered section will be titled "Major Responsibilities Associated With This PPS," and will list all initial responsibilities by position, section number, and the date of such responsibility. The following guidelines should be followed in developing this section:

- a. PPSs will be formally reviewed at least once every five years. Certain PPSs may require more frequent review. When the review occurs every other year, "ONY" or "ENY" (odd-numbered or even-numbered year) should be designated along with the date column. When the review occurs every fourth year, "E4Y" (every fourth year) should be designated along with the date column.
- b. "On Demand" and "Weekly" responsibilities will not be listed.
- c. Actions that need to be accomplished "Quarterly," "Annually," and "Monthly" require exact month and day.

04.06 The final section of the PPS consists of the Certification of Statement. This section will contain the names and titles of those in the approval chain.

## **05. PROCEDURES FOR ISSUING FacOps/PPS**

05.01 FacOps/PPSs will be issued in a form similar to this PPS and will be numbered consecutively within categories as described.

<u>First Two Digits</u> <u>of Number</u>	<u>Category Description</u>
01	Executive Management

- 02 Academic Administration
- 03 Fiscal Operations
- 04 General Administrative Services
- 05 Logistical Services
- 06 Community Relations/Public
- 07 Student Services
- 08 Facilities

05.02 The Administrative Assistant of the Facilities Operations Department will oversee the operation of the FacOps/PPS system. Duties will include systematic filing of PPSs, new issues, page revisions, memorandum detailing pen and ink changes, maintaining a FacOps/PPS index and overseeing the posting of PPSs on the Facilities Operations web page.

05.03 Proposed FacOps/PPSs (01.xx thru 08.xx) will be routed for approval through administrative channels to the Director of Facilities Operations. Upon final approval by the Director of Facilities Operations, the Administrative Assistant will issue the FacOps/PPS. In addition, the final document will be available via the Facilities Operations webpage at <http://www.facilities.txstate.edu/operations.html>

## **06. PROCEDURES FOR REVIEWING AND REVISING FacOps/PPS**

06.01 The Facilities Operations Administrative Assistant will be responsible for monitoring the review cycle and ensuring that FacOps/PPSs are reviewed according to that cycle.

06.02 At the beginning of each month the Administrative Assistant will determine which FacOps/PPSs are due for review and will notify the responsible person. The Administrative Assistant will access the current official PPS on the Facilities Operations website. The reviewer should suggest any changes in the PPS that the reviewer deems appropriate.

06.03 Any individual may suggest updating, revision, and cancellation of FacOps/PPSs by filing the suggestion through appropriate administrative channels to the Director of Facilities Operations. The reviewer will submit any revisions to the Director of Facilities Operations; the reason(s) for updating, revision, or cancellation should be made explicit in the memorandum that initiates the review process.

06.04 Should a significant modification of a FacOps/PPS be required, a new "issue number" with the same PPS number will be prepared and issued and the current issue of the PPS will be superseded.

06.05 When suggested changes to the PPS are minor, the issue number and effective date

will stay the same, only the revised date will be updated to reflect the month and year of revision.

- 06.06 The revised FacOps/PPS will be routed to reviewers for certification. Upon receipt of all appropriate signatures, the PPS will be posted on the Facilities Operations website at: <http://www.facilities.txstate.edu/operations.html>

**07. DISSEMINATION OF APPROVED POLICY AND PROCEDURE STATEMENTS**

07.01 Following approval of a new or revised PPS by the Director of Facilities Operations, notification of the release of the official PPS will be made in the following manner:

- a. An announcement of a new or revised official PPS will be distributed to Facilities Operations staff via e-mail.
- b. An electronic copy of the official PPS will be posted on the Facilities Operations Policies web page.
- c. An official signed copy will be retained by the Facilities Operations Administrative Assistant.

07.02 The current official version of the PPS will be the latest version posted to the Facilities Operations website.

**08. PROCEDURE FOR STAFF IMPLEMENTATION OF FacOps/PPS**

08.01 Upon receipt of a new or revised FacOps/PPS, the Shop Supervisor will print a copy and make available for employees to read.

08.02 Each Shop Supervisor will keep a record of each employee's acknowledgement and acceptance of the new and revised FacOps/PPSs.

**09. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS FacOps/PPS**

Major responsibilities for routine assignments associated with this FacOps/PPS include the following:

Positions	Section	Date
Administrative Assistant	Review	March 1 (E4Y)

**10. CERTIFICATION OF STATEMENT**

This FacOps/PPS has been approved by the following individuals in their official capacities, and represents Facilities Operations policy and procedure from the date of this document until superseded.

Administrative Assistant, Reviewer

Director, Facilities Operations

Approved: \_\_\_\_\_  
Reviewer

Approved: \_\_\_\_\_  
Director, Facilities Operations