

**POLICY**

Effective Date: 12/22/06

Approved By: Director of Facilities Management

Cancels: 85-3

See Also: POL-U5400.05

**POL-5700.12     USING FM RESOURCES**

*This policy applies to all Facilities Management (FM) personnel.*

**1.     WWU's Policy POL-U5400.05 Provides General Guidance on the use of University Resources.**

Western Washington University's policy on the use of University resources (POL-U5400.05) identifies the authorized and unauthorized use of University-owned computers, equipment, and facilities, including the criteria for authorizing occasional limited personal use.

**2.     Personal use of Facilities Management Resources is Restricted.**

Operations carried forth at Facilities Management present liability and safety risks to the University which are not commonly shared by most other University departments. Therefore, it is necessary that Facilities Management implement restrictions to the use of University resources. These restrictions are more stringent than the University's general policy.

Specifically, Facilities Management's shops, equipment, and tools shall not be used for non-University related work activities, nor shall Facilities Management equipment or tools be removed from University premises for non-University related activities.

Personal use of University computers will be in accordance with POL-U5400.05.

Exceptions to this policy may only be granted, upon written request, by the Director of Facilities Management.