

POLICY

Effective Date: 01/20/04

Approved By: Director of Facilities Management

Cancels: 87-12

POL-5750.04 SCHEDULING UNIVERSITY ACADEMIC SPACE FOR FACILITIES WORK

This policy applies to all Facilities Management (FM) personnel when needing to schedule academic space for construction or maintenance work.

1. Academic spaces needs to be Scheduled for Facilities Construction and Maintenance work .

To avoid duplication of effort and confusion good communication is necessary between Classroom Scheduling, academic departments, PDCA (Planning, Design and Construction Administration), Renovation Services, and maintenance departments regarding the scheduling of university academic space for work FM will be doing.

2. The Work Control Center will Serve as the Primary Point of Contact.

The Work Control Center will designate one person who will serve as the primary point of contact with Classroom Scheduling and academic departments.

Short duration classroom and academic departmental space work – the Scheduler or Lead Craft is responsible for requesting room reservations from the Work Control Center.

Long duration general university classrooms work – the FM Scheduler will coordinate with Space Administration for access to classroom space.

PW jobs and PW Tasks – the PDCA PM is responsible for scheduling space with their clients.

The lead shop supervisor is responsible for notifying the Work Control Center when reservations are to be canceled.