



POLICY STATEMENT 84 CUSTODY AND CARE OF UNIVERSITY FACILITIES AND PREMISES

POLICY DIGEST

Monitoring Unit: Finance & Administration
Initially Issued: August 30, 1996

I. PURPOSE

To establish policy governing the construction, modification, maintenance and related facility management concerns for facilities and premises within the care and custody of the Louisiana State University and Agricultural and Mechanical College.

II. BACKGROUND

University facilities and their construction, renovation and maintenance are governed by numerous technically complex and overlapping local, state and federal laws, ordinances, regulations and policies. To insure that the University functions safely and legally within this regulatory framework and to provide for effective planning and operation, a professional staff of engineers, architects, related disciplines, and crafts persons have been employed within or by the Office of Facility Services. In addition to compliance with regulatory requirements and other internal facility management policies, the University has established and implemented a formal process for comprehensive facility planning through the University Facilities Planning Committee which requires central management of University facilities.

III. DEFINITIONS

Facilities and premises - All land and permanent or temporary buildings, streets, sidewalks, parking lots, signs, utilities, fences, landscaping, and lakes and waterways owned by the State of Louisiana under the jurisdiction of the University or otherwise in the care and custody of the University.

IV. GENERAL POLICY

The Office of Facility Services serves as the administrative unit responsible for management of any construction, modification, maintenance or other physical alterations to University facilities and premises and for the implementation of such policies and decisions as may be recommended by the University Facilities Planning Committee and approved by the Chancellor.

In discharging the responsibilities, the following apply:

- A. University employees, except those employed by the Office of Facility Services, are prohibited from any activity which results in any physical modification of University facilities and premises.
- B. All requests for physical modification of University facilities and premises are to be routed through,

reviewed and processed by the Office of Facility Services which shall provide for review and action by the University Facilities Planning Committee as appropriate.

- C. The Office of Facility Services establishes and maintains standards of design, construction, modification and renovation for University facilities and premises in conjunction with other departments as appropriate.
- D. Planning, standards, and requirements definition and operation of computer network wiring/media, telecommunication wiring/media and associated equipment are the responsibility of Office of Computing Services. Installation, construction, and engineering/architectural work as necessary will be undertaken by the Office of Facility Services. Interlab cabling involving no penetrations, ceiling removals, wall attachments, etc., will be permitted subject to Facility Services review.
- E. All facility documents and records are to be stored and maintained by the Office of Facility Services.
- F. The Office of Facility Services is the chief contact and coordination office for all facility matters involving the LSU System, other LSU campuses, and local, state and federal agencies.
- G. The administrator of the Office of Facility Services serves as the Chief Facility Officer of the University.
- H. Questions as to the applicability of this policy to any particular facility or premise matter should be referred to the Office of Facility Services.
- I. Facility Services will maintain/update planning and maintenance priority/cost list consistent with SACS requirements.