
LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Facilities Management

AREA: General

Mission, Roles, and Responsibilities	MAPP 04.01.01
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I. POLICY

- A. The Office of Facilities Management (“Facilities Management”) at Lamar University (LU) supports an environment that effectively fosters the success of LU students and supports faculty, staff, and community visitors. The Office of Facilities Management fulfills its mission by providing excellent service in the areas of Administrative Services-Facilities Customer Service, Campus Support Services, Custodial Services, and Facilities Maintenance. Through its work, Facilities Management maintains, in their optimal condition, the buildings and property owned by or under the control of the University.

II. PURPOSE AND SCOPE

- A. This policy falls under the authority of all applicable federal and state laws, statutes, rules, and regulations, including, but not limited to, the following: the Texas State University System (TSUS) Rules and Regulations; Texas Education Code, Title 3, Higher Education; and the Texas Administrative Code, Title 19, Education.

III. ROLES AND RESPONSIBILITIES

- A. **Administrative Services-Facilities Customer Service** is the LU community’s point of contact to submit work requests for work on or related to University facilities. This centralized work order system enables efficient submission, review and approval, and resolution of facilities issues. The department also manages distribution and tracking of keys and electronic access to University buildings, offices, and rooms. In this way, the department assists LU in maintaining a secure environment where students, faculty, staff, and visitors may learn, work, and interact safely.
- B. **Campus Support Services** supports the University by maintaining LU’s fleet of vehicles, fuel supplies, and grounds (i.e., landscaping, tree maintenance), coordinating pest control, and managing disposal of campus refuse. This department ensures that LU’s grounds, vehicles, and facilities are clean, safe, and operated efficiently and for the benefit of the LU community and visitors.
- C. **Custodial Services** manages cleaning of the University’s indoor facilities. This department coordinates the cleaning of classrooms, meeting rooms, offices, public areas, and restrooms; carpet and floor cleaning; trash removal (interior); water removal; and spill cleanup. Custodial staff clean regularly and in emergency situations and, through their efforts, ensure a clean and healthy campus for their LU colleagues, students, and visitors.

- D. **Maintenance** is responsible for maintaining the mechanical, structural, and utility systems of the University. This work includes maintenance of and repairs to alarms and fire suppression systems; electrical systems, including lighting; gas lines; HVAC (e.g., heating, ventilation, air conditioning); water systems (e.g., leaks, plumbing, water mains, water lines); sewer systems; minor structural features (e.g., broken windows, doors); and key and locking systems. This list of responsibilities is not exhaustive and may change based on University needs. Certain maintenance and repairs may be contracted to third parties when feasible for reasons of labor, cost, and expertise; when work is contracted, Facilities Management retains ultimate responsibility for this work.

IV. **WORK COVERED/NOT COVERED BY FACILITIES MANAGEMENT**

- A. Facilities Management has oversight of the mechanical, structural, and utility systems of buildings and property owned or controlled by LU, including the University's grounds and fleet of vehicles. Facilities Management is responsible for providing to these facilities the administrative/customer service, campus support, custodial, and maintenance/repair services identified in this policy. These services may change based on University need. Changes must be approved by the Chief Operations Officer (COO).
- B. Facilities Management is responsible for the structures and systems inherent to or integrated into a University facility. Exceptions include Information Technology (IT) infrastructure and networking, including telephones, and Student Housing and Residence Life. IT and Student Housing and Residence Life structures and systems are managed by staff attached to these units. If Facilities Management completes work for these units, Facilities Management charges the units for this work.
- C. Facilities Management does not maintain, repair, clean, or provide similar services to property not inherent to or integrated into a facility. This includes all personal property of LU employees, students, and visitors as well as LU-owned or leased items such as office equipment, printers, copiers, computers, research equipment, and furnishings or items not inherently part of a facility's structure or systems.
- D. Facilities Management performs maintenance and repair work at no expense to University facilities classified as educational and general use. To incur no expense, this work must be to maintain or repair existing LU structures or systems. Facilities Management charges the requesting unit for work beyond this scope (e.g., remodeling for aesthetic reasons, installing specialized equipment, altering LU structures or systems to support specialized equipment) .
- E. All services for auxiliary facilities are performed on a cost-reimbursable basis and require an index number for labor and material charges.
- F. LU employees, students, and community members who are unsure about the work that Facilities Management covers may contact Facilities Management for clarification. Contact is strongly encouraged before work begins to ensure that charges are not incurred for work not covered by Facilities Management.

V. REVIEW AND RESPONSIBILITY

Responsible Party: Chief Operations Officer

Review Schedule: Every three years on or before September 1

VI. APPROVAL

Dr. Robert H. Wagner	07/19/2022
Chief Operations Officer	Date
Dr. Jaime R. Taylor	07/20/2022
President	Date

REVISION LOG

Revision Number	Date	Description of Changes
1	06/24/2022	Version created.
	07/20/2022	Version approved by President.