

FACILITIES DOCUMENTATION GUIDELINES

PURPOSE

This document is intended to provide clear guidelines for adding, deleting, or revising documents in the Facilities Documentation Website. The website provides a single location for documents that provide instructions, specifications, or other guidance to facilities-related projects.

GENERAL

There are many organizations at UNM that affect facilities. Identifying the major activities and documenting the processes used in those activities improves the effectiveness of the various organizations. The documents are categorized according to the major facilities activities. Each category of the manual will be administered by a Responsible Department as follows:

Category	Department
General	ISS
Planning	PCD
Design	PCD
Construction	OCP
Maintenance	PPD
Utilities	PPD
Sustainability	PPD
Risk Management	SRS
Information Technology	IT
Parking and Transportation	P&TS

The Responsible Party is the head of the department or their designee. The Responsible Party will oversee the creation, deletion, or revision of documents in the category. All documents must be approved by the Responsible Party and the Associate Vice President of ISS or designee.

Documents should contain descriptions of the purpose, process, parties, and references. The purpose section briefly outlines the intent of the document. If the document requires step-by-step guidance, then these are included in the Process section. When appropriate, each step in the process will be numbered. The tasks and steps must be clear and concise. Include the expected result from a task, if applicable.

The references section is used to refer to any pertinent document used to develop the policy or procedure or that provides further details. For example, a policy on energy conservation could reference an executive order, industry standard, or building code.

PROCESS

1.0 Request for a new document

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- 1.1 Identify an issue that requires documentation
- 1.2 Inform the Chair of the Coordination Committee
- 2.0 Creation or Revision
 - 2.1 The Chair of the Coordination Committee forms a team to evaluate the issue and draft a solution
 - 2.2 The team presents the draft to the Coordination Committee for discussion and comment
 - 2.3 The Responsible Party approves the final draft and then forwards the draft to the Associate Vice President of ISS or designee for inclusion on the Website.
- 3.0 Annual Review
 - 3.1 In July of each year the Associate Vice President of ISS or designee will send a note to the Responsible Parties asking them to review their respective categories to determine if any of the documents need revision or deletion.

REFERENCES

None

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