

**Effective:** 3/1/2004

Note: The Department of Facilities Planning and Management is now Facilities Management. As such, this manual title, formerly the *Department of Facilities Planning and Management Policies and Procedures Manual* (FAC), has changed to the *Facilities Management Policies and Procedures Manual* (FAC) and policies have been updated accordingly, generating a 3/1/2004 revised date for all.

## FAC Manual Revision Notice

Policy	Summary of Change
<p><a href="#"><u>FAC 001</u></a></p> <p>Introduction</p>	<p><b>Revision of Policy</b></p> <p>Revised to update contact information, a Web site, “assistant vice provost for Facilities Planning and Management” to “deputy executive vice president for University Services,” and “Department of Facilities Planning and Management” to “Facilities Management”</p>
<p><a href="#"><u>FAC 003</u></a></p> <p>Facilities Management Directory</p>	<p><b>Revision of Policy</b></p> <p>Revised to update the title and “Department of Facilities Planning and Management” to “Facilities Management”</p>
<p><a href="#"><u>FAC 103-01</u></a></p> <p>Building and Remodeling Permits and Inspections</p>	<p><b>Revision of Policy</b></p> <p>Revised to update “Risk Management” to “Environmental Health &amp; Safety”</p>
<p><a href="#"><u>FAC 103-02</u></a></p> <p>Requesting Information from the Service Center</p>	<p><b>Revision of Policy</b></p> <p>Revised to update “Department of Facilities Planning and Management (FPM)” to “Capital Programs Management Group (CPMG)”</p>
<p><a href="#"><u>FAC 104</u></a></p> <p>Vandalism and Graffiti</p>	<p><b>Revision of Policy</b></p> <p>Revised to update a phone number and “Department of Facilities Planning and Management” to “Facilities Management”</p>
<p><a href="#"><u>FAC 105-01</u></a></p>	<p><b>Revision of Policy</b></p>

Emergencies—General	Revised to update “Department of Facilities Planning and Management” to “Facilities Management” and “Risk Management” to “Environmental Health & Safety”
<p><a href="#"><u>FAC 105-02</u></a></p> <p>Utility Failure</p>	<p><b>Revision of Policy</b></p> <p>Revised to update a phone number and “Department of Facilities Planning and Management” to “Facilities Management”</p>
<p><a href="#"><u>FAC 106</u></a></p> <p>Campus Signage</p>	<p><b>Revision of Policy</b></p> <p>Revised to update the language and “Department of Facilities Planning and Management” to “Facilities Management,” to include state-mandated signs as examples of exterior campus signage, and to state that the cost of ADA-compliant signs in new construction is a capital expense funded by the project budget</p>
<p><a href="#"><u>FAC 109</u></a></p> <p>Africanized Bees</p>	<p><b>Revision of Policy</b></p> <p>Revised to update pager and phone numbers and “Facilities Planning and Management Center” to “Facilities Management Service Center”</p>
<p><a href="#"><u>FAC 111</u></a></p> <p>Winter Shutdown</p>	<p><b>Revision of Policy</b></p> <p>Revised to update the language, a phone number, and “Department of Facilities Planning and Management” to “Facilities Management”</p>
<p><a href="#"><u>FAC 112</u></a></p> <p>Gifts and Donations to The Arboretum at Arizona State University</p>	<p><b>Revision of Policy</b></p> <p>Revised to update a phone number and “Department of Facilities Planning and Management” to “Facilities Management”</p>
<p><a href="#"><u>FAC 115</u></a></p> <p>Carpet Standards and Procedures</p>	<p><b>Revision of Policy</b></p> <p>Revised to add a fax number and to update a department location, a mail code, a phone number, “Facilities Planning and Management” to “Capital Programs Management Group,” and “Risk Management” to “Environmental Health &amp; Safety”</p>
<p><a href="#"><u>FAC 203-02</u></a></p> <p>Requesting Services</p>	<p><b>Revision of Policy</b></p> <p>Revised to update “Department of Facilities Planning and</p>

	<p>Management Web site” to “University Services Web site”</p>
<p><b><u>FAC 204</u></b></p> <p>Fleet Service/University Vehicle Policy</p>	<p><b>Revision of Policy</b></p> <p>Revised to update three cross-references, the sections on commercial driver’s license requirements, vehicle operation, care of vehicles, and picking up vehicles, and “Department of Facilities Planning and Management” to “Facilities Management,” to add that luggage racks cannot be installed on 15-passenger vans, and to delete the university ID requirements for daily rental of ASU vehicles and references to service and Garage rates being published each July in <i>ASU Insight</i> and a reference to Motor Pool rates being available on the ASKASU menu</p>
<p>FAC 002, 004, 101, 102, 107, 110, 114, 201, 202–01</p>	<p><b>Revision of Policies</b></p> <p>Revised to update “Department of Facilities Planning and Management” to “Facilities Management”</p>

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