General Facilities Management
Provisional

Purpose

This procedure establishes guidelines for assignment, reassignment, management, planning, and modification of Stephen F. Austin State University space to promote the most efficient stewardship of this limited resource; design and construction teams regarding the university's intent to develop a consistent approach to designing and constructing buildings emphasizing the importance of life cycle cost, maintenance reliability, and unified architectural vernacular, and how markers, monuments, and artwork may be added to or removed from the campus so as not to encumber future university needs; and university security and outlines a process for the issuance and control of campus keys and card access.

Persons Affected

This policy applies to all university employees, students, contractors, visitors to campus, approved organizations, and community members.

Definitions

Space: all interior buildings and facilities and exterior areas owned or leased by the university.

Educational and General (E&G) Buildings: a building or area which is used for academic instruction, research, public service, academic support, student services, institutional support, operation and maintenance of plant; and organized activities in support of the institution's mission. It does not include space that is permanently unassigned, or space allocated for non-E&G purposes.

Auxiliary enterprise space: buildings and facilities that are managed as essentially self-supporting activities. Examples are residence halls, food services, intercollegiate athletics, retail spaces, and campus recreation.

Space management: refers to oversight of all university space and the assignment and reassignment of such to remain in compliance according to this policy and state and federal codes, regulations, and laws.

Space planning: the creation of ideas, solutions, and recommendations for space-related needs.

Space assignment: allocating/designating space for use by a particular individual or unit.

Space reassignment: reallocating/re-designating space for use by one individual or unit to another.

Routine maintenance: type of maintenance that includes expenditures made for the normal upkeep of physical properties (i.e. land, buildings, and equipment) including recurring, preventive, and ongoing maintenance necessary to delay or prevent the failure of critical and non-critical

building systems and excludes work that requires emergency attention, alters the structure, or supports an event.

Markers, monuments, or artwork: Markers, monuments, or artwork include all types of features that are erected, affixed, or otherwise installed on any institutional building or land for a time period extending beyond 14 days.

Non-permanent markers, monuments, or artwork: non-permanent markers, monuments, or artwork are signs displayed for 14 days or less.

Policy

Space Assignment, Management, and Planning

Stephen F. Austin State University (not any group, individual, or unit within it) owns and/or controls all interior and exterior spaces on campus as well as additional properties off-campus including leased properties. The PPD is responsible for maintaining all space at the university. Space decisions are based upon the Texas Higher Education Coordinating Board space utilization requirements and aligned with academic, research, clinical, administrative, or community engagement needs which are consistent with the strategic initiatives of the university. The assignment, reassignment, alteration, and/or reclassification of space is made to meet the overall needs and best interests of the university. Oversight and management of space will remain in compliance with this policy and state and federal codes, regulations, and laws.

Space Assignment, Reassignment, Construction and/or Renovation

Assignment and utilization of university space shall be the decision of the president or his/her delegate, who is authorized to assign or reassign space to any unit on campus. The president may delegate such decision-making authority and assign committees to assess and make recommendations.

Vacated Space

Space vacated within an academic or administrative unit due to normal employee turnover may remain internally assigned within that unit at the discretion of the president or his/her designee. Space vacated by an academic or administrative unit that occurs due to a permanent reduction in workforce, downsizing or elimination of a unit, reorganization, or relocation reverts to the university administration for re-assignment.

Campus Design Standards

The university is committed to the highest level of building standards and recognizes that collaboration in design, construction and maintenance is essential to provide the appropriate level of those standards.

The Physical Plant Department (PPD) has the responsibility to oversee and manage design, construction, renovation and landscape projects. Project proposals will be guided by the campus master plan, strategic plan and campus space utilization strategy.

Each project's design, materials, and construction shall conform to the most current adopted code editions by the state of Texas, including but not limited to the International Building Codes, Life Safety Codes (adopted by the state fire marshal), National Electric Code, applicable Texas Department of Licensing and Regulation statutes, ASHRAE (adopted by SECO), U.S. EPA regulations, Americans with Disabilities Act, Texas Accessibility Standards, the Fair Housing Act, Texas Building Energy Code, and all applicable laws of the United States and the state of Texas.

The PPD maintains a set of Design and Building Standards as a guidance for design and construction professionals for all phases of projects. The guidelines serve as a reference and are not intended to replace applicable codes.

Markers, monuments, or artwork including historical markers or signs, may be placed on or removed from campus when it is in the best interest of the university. The president may appoint a committee to review requests and make recommendations to the president who will review location and design. The president will make the final determination on requests for non-permanent markers, monuments, or artwork. Markers, monuments, or artwork placed on campus without prior written permission will be removed by the PPD. Removed items will be held for sixty (60) days prior to disposal. Notification will be provided if possible.

Access to Facilities

The security of the university is the responsibility of several departments on campus. First, the University Police Department (UTS – SFA PD) is responsible for overall campus security. Second, the various head administrators are responsible for their respective areas. Third, the PPD is responsible for maintaining access control hardware, and a campus key control system. Fourth, Information Technology Services (ITS) is responsible for maintaining card access.

Other than during normal working hours, all campus buildings will be locked. Faculty and staff may be issued keys or card access to university buildings upon the request of the head administrator responsible for the building or area of the building. An individual entering or leaving a locked building shall be responsible for securing the door and may be held liable for any loss or damage to university property resulting from failure to do so.

An authorized individual entering or leaving a locked building shall not permit any individual to enter who would not normally be permitted to enter the building or space during hours the building or space is locked. An authorized individual may have guests so long as the guests stay in the proximity of the authorized individual having the assigned key or card access, and the authorized individual assumes full responsibility for their presence. In spaces with card access systems, authorized individuals shall use the appropriate key card to gain access rather than bypassing the tracking system by using hand keys unless the card access system fails.

Each head administrator will be responsible for the issuance of card access and keys to the employees in their area of responsibility and will be responsible for the level of security in that area. The PPD will only issue keys to individuals at the written request of the head administrator.

ITS will only issue card access individually at the written request of the head administrator. It will be the responsibility of the head administrator of each area to maintain a record of who has been

issued keys and to collect keys from departing employees. The person to whom a key and/or card access has been issued shall be held responsible for the use of that key and/or card access until it has been properly returned to the corresponding head administrator. The PPD Lock Shop reserves the right to perform a key audit at any time.

If a key is lost or stolen, it should be immediately reported to the employee's supervisor, the PPD, and the UTS-SFA PD. If a key card is lost or stolen, it should be immediately reported to the employee's supervisor, ITS, and the UTS-SFA PD. Failure to report lost or stolen keys or key cards in a timely manner may result in disciplinary action up to and including termination. Duplication of university keys or key cards is strictly forbidden. If a duplication of a key or key card is made without university consent and the individual is identified, the key or key card will be recovered and the individual(s) involved in duplicating key(s) or key card(s) shall be reported to their administrative supervisor for appropriate disciplinary action up to and including termination.

Employees shall not loan or transfer keys or key cards to anyone. Individuals involved in loaning keys or key cards shall be reported to their respective administrative supervisor for appropriate disciplinary action up to and including termination.

Any person found to be in possession of an unauthorized key or key card shall be liable for its use and subject to disciplinary or legal action. Unauthorized keys shall be returned to the PPD immediately. Unauthorized key cards shall be returned to ITS immediately.

Alarm systems are available to departments through UTS-SFA PD. The PPD is not responsible for the installation or maintenance of alarm systems. PPD is responsible for the maintenance and upkeep of doors and locks to campus buildings. However, loss of integrity of lock systems due to loss of keys or inadequate record keeping at the department level is not the responsibility of the PPD. The PPD will re-key areas at the request of the department responsible, but there will be a charge for this service.

The UTS-SFA PD is responsible for locking and unlocking buildings and for determining the hours that buildings will be open. Requests for special events, schedule changes, etc. should be directed to the UTS-SFA PD and the PPD via a work order.

Additionally, the UTS-SFA PD shall be vested with the authority to refuse to allow persons having no legitimate business to enter upon any property under the control and jurisdiction of Stephen F. Austin State University and to eject any unauthorized persons from said property upon their refusal to leave peaceably upon request.

Procedures

New Marker, Monument, or Artwork

Upon receipt of a request for a new marker, monument, or artwork by a university stakeholder, the university can consider the following:
   A. Preservation of the beauty of the SFA campus;
   B. Historical significance;
   C. Advancement of the university's educational mission;

D. Building access and campus circulation is not impeded;
E. Size, scope, and relevance;
F. Copyright;
G. Safety;
H. Prominence and location on campus;
I. Aesthetic merit;
J. Funding for costs including installation, maintenance, and insurance;
K. Each marker, monument, or artwork request will be considered individually based on the SFA campus master plan and SFA policy and procedure as well as current and future costs; and
L. The university reserves the right to refuse requests for markers, monuments, and artwork after review of the request.

Deaccession

Upon receipt of a request to remove a marker, monument, or artwork by a university stakeholder, the university can consider the following:
A. Safety;
B. Aesthetic merit;
C. Historical significance;
D. Accidental loss or destruction;
E. Repatriation;
F. Educational value;
G. Building access;
H. Size, scope, and relevance;
I. Condition;
J. Prominence and location on campus;
K. Cost of maintenance and insurance;
L. Each marker, monument, and artwork request for removal will be considered individually based on the SFA campus master plan and SFA policy and procedure as well as current and future costs; and
M. The university reserves the right to refuse requests for removal of markers, monuments, and artwork after review of the application.

Exceptions to Review

Markers or monuments honoring or in memory of an individual are limited to students, faculty, or staff who have passed away while in a student, faculty, or staff status. Such monuments are limited to the memorial walk area on the south side of the Ag Pond. Markers or monuments may not be placed at any other location on campus.

Monuments will be purchased by the individual or group desiring to place the monument on the walk. Installation will be by PPD. The PPD will provide maintenance at the same level as the existing walk. Markers that are broken or otherwise damaged or lost will not be the responsibility of PPD. Requests to place a marker should be directed to the associate vice president for facilities services and campus operations.

The Walk of Recognition (located at SFA fountain plaza) includes markers and bricks as

coordinated through the SFA Alumni Association. Requests and guidelines for placement of markers and bricks at the Walk of Recognition are established by the SFA Alumni Association separate from this policy.

Related Statutes or Regulations, Rules, Policies, or Standards

SFA HOP 05-403 Expressive Activities
SFA HOP 05-407 Physical Plant Services

Responsible Executive

Senior Vice President for Organizational Effectiveness
Associate Vice President for Facilities Services and Campus Operations

Forms

None

Revision History

September 1, 2023 (original)
November 22, 2024
August 19, 2025

Non-Educational Policy