



SOP No	1.001
Effective Date	10.01.2013
Revision Date	
Approval Date	08.2013

ORGANIZATION OF SOP

1 PURPOSE

- 1.01 This procedure established the guidelines for the organization and update of Sections 3 & 4 of the FD&O Standard Operating Procedures.
- 1.02 This SOP is intended for use by San José State University FD&O employees under Maintenance & Operations. The department is part of the Division of Administration and Finance. These procedures are for SETC staff and CSUEU staff reporting through the Maintenance & Operations Department of FD&O.

2 EXPECTATIONS

- 2.01 Review the SOP in order to understand your individual role in the context of the department. This SOP is not intended to be comprehensive as other policies and directives can be found elsewhere.
- 2.02 It is up to the employee to understand all campus policies and procedures which affect them.

3 ISSUANCE

- 3.01 SOPs are sequentially numbered and issued to each employee in the department electronically via Google Drive and on the Department Website. For instructions to locate these online employees may see their Appropriate Administrator.
- 3.02 SOP binders are made available for review at any time. They are kept in the Department Library located at the Service Desk. This will be updated periodically to reinforce the importance and commitment to safety, maintenance, and customer service within a shop, department, and FD&O as a whole.
- 3.03 Each employee is provided with 30 days of release to read and dialog with Bargaining Unit Supervisors, Stewards, and Appropriate Administrators to understand each SOP upon every release and update. Each employee is required to read and understand each SOP, and will comply with the procedures provided.
- 3.04 Training is an integral part of the SOPs and will be provided as required to empower employees with necessary tools as it relates to their specific function within the department. This does not remove the employees personally responsibility to read and seek clarification on their own.

4 UPDATES/RELEASES

- 4.01 Employees will be notified of releases and updates by written letter from their Appropriate Administrator. Staff will have 30 calendar days from this notification letter to read the released or updated SOP(s) and dialogue with their Appropriate Administrator to ensure they understand its content.



SOP No	1.001
Effective Date	10.01.2013
Revision Date	
Approval Date	08.2013

5 ORGANIZATION

5.01 The SOP is divided by Sections, beginning with Section 1. There are as many sections in the SOP as deemed necessary.

- Section 1: General – These are general SOP’s that apply to all Utility Maintenance & Operations Staff, which includes Custodial, Grounds, and Maintenance. Deviation from these SOP’s will be found in each department’s individual section as described below.
- Section 2: Maintenance – These SOP’s are for Maintenance Staff generally. All Maintenance staff is to abide by the procedures described in this section, with approved deviations described in Section 3.
- Section 3: Maintenance Shops – This section is divided into separate shops. Each shop may have SOP’s specific to them which will be found here.
- Section 4: Custodial – These SOP’s are specific to Custodial staff.
- Section 5: Grounds – These SOP’s are specific to Grounds Staff.
- Section 6: Operations and Administration – These SOP’s are specific to Work Control and Central Stores
- Section 7: General Safety – These are SOP’s directly related to the safety procedures to be followed by all staff in UM&O.

5.02 Each Section may be divided into Series. There are up to 10 series in each Section.

5.03 Each SOP is provided a unique number. This number will begin with its section number followed by a decimal and a Series number (a single digit) followed by a two digit number that typically designates the order in which it was created. If SOP’s are closely related they may share a number but be individually identified by a letter that follows the number. Each section will end with a “.999” number such as 1.999. This SOP is specifically for documenting comments / clarifications / and responses to SOP’s as provided by staff and management. This documents dialogue over the SOP’s and their content. In essence each if each section was full there can be up to 999 SOP’s. There are some examples of SOP numbers below:

- SOP Number: 1.005 – this is the fifth SOP found in Section 1.
- SOP Number: 1.005A – this is an SOP closely related to SOP 1.005. It may share a subject or even be an appendix to SOP 1.005 (there is no appendix to the SOP).

Example SOP No - 5.423A			
5	4	23	A
Section No.	Series No.	Order No.	Appendix Letter