



SOP No	1.003
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AUTHORIZATION OF MAINTENANCE

1 PURPOSE

- 1.01 This document provides information concerning the authorization of Utilities Maintenance & Operations to maintain and operate the facilities at SJSU.
- 1.02 Authority to maintain and operate the facilities at San José State University derives from the Trustees to the President. These are summarized in the documents below.

2 EXPECTATIONS

- 2.01 Executive Order No. 847 – Policy Statement on Facility Maintenance.
- 2.02 Executive Order No. 987 – Policy Statement on Energy Conservation, Sustainable Building Practices, and Physical Plant Management for the California State University.
- 2.03 Executive Order No. 691 – Motor Vehicle Inspections – Delegation of Authority.

3 RESPONSIBILITIES

- 3.01 PD-2011-01 Use of University Facilities and Outdoor Spaces for Special Events, Activities, and Programs.
- 3.02 PD-2006-02 Space Management and Allocation.

4 PROCEDURES

- 4.01 Fee for Service Program; <http://www.sjsu.edu/fdo/admin/bis/bas/service/>
- 4.02 Space Management and Allocation Policy; <http://www.sjsu.edu/fdo/pdc/whatwedo/space/policy/>
- 4.03 Building Temperature Policy; http://www.sjsu.edu/fdo/services/temp_policy/