



SOP No	1.004
Effective Date	10.01.2013
Revision Date	
Approval Date	08.2013

ORGANIZATION – UTILITIES MAINTENANCE & OPERATIONS

1 PURPOSE

1.01 This document introduces the organization structure and reporting within FD&O department of Utilities Maintenance & Operations (UM&O). Refer to the Organizational Chart for more details.

2 EXPECTATIONS

2.01 It is expected that each member of UM&O understand who their direct supervisor is and to whom to report to in the absence of their supervisor.

2.02 During normal business days effort should be made to ensure at least one UM&O Administrator is on campus to ensure there is an “Administrator in Charge,” available.

3 RESPONSIBILITIES

3.01 Please refer to the most current Organizational Chart to see the reporting structure of the UM&O department.

4 PROCEDURES

4.01 All UM&O staff will be familiar with the expectations and pre-authorizations detailed throughout this SOP.

4.02 In the absence of a direct supervisor UM&O staff will report to the appropriate manager or administrator in the following order:

4.02.1 The reporting department Manager.

4.02.2 The Associate Director of their department.

4.02.3 The Sr. Associate Director of Maintenance & Operations

4.02.4 The Director of Utility Maintenance & Operations.

4.02.5 The AVP of FD&O.

4.03 Finally in times of emergency and no Administrator in UM&O is available the staff may report directly to the next FD&O Administrator available.

4.04 To see the most current Organizational Chart please see your Appropriate Administrator.

4.05 To see the most current Assignment List and Contact Information for FD&O Staff please see your Appropriate Administrator.