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To: All SJSU FD&O Maintenance & Operations Staff

From: SJSU FD&O Management

Date: September 1, 2013

Subject: Maintenance & Operations Standard Operating Procedures Release

This letter announces the release and effective date of several Standard Operating Procedures (SOP). This is not a complete release of all SOP's as many are pending final review. They are made available for reading, reference, and review using the following methods:

1. Available online at:
2. Hard copy made available from Department Library located behind Service Desk.
3. Available through Google Drive, request access to this folder from Jose Rios if you are not already granted access.

All SOP's in this release should be read and understood by all FD&O Maintenance & Operations Staff. This includes all skilled trades, Work Control, and Storeroom Staff. It is the expectation of Management that these will be read by October 1, 2013 with any questions for clarification being brought forward to an Appropriate Administrator by that same date. Anyone hired after this release will have 30 days from their first day of work to read and request clarification.

So signatures will be sought after as a part of this release and all staff is required to meet the expectation of reading and seeking clarification on the SOP's below by October 1, 2013

The following SOP's are effective as of October 1, 2013

- 1.001 – Organization of SOP
- 1.002 – Definitions
- 1.003 – Authorization of Maintenance
- 1.004 – Department Organization
- 1.004A – UM&O Management Organizational Chart
- 1.004B – Assignment List
- 1.005 – On-Boarding Process
- 1.005A – On-Boarding Plan Checklist
- 1.006 – Requesting Time Off
- 1.007 – Cancellation of Time Off
- 1.008 – Overtime
- 1.009 – Entering Private Areas
- 1.010 – Health Building Access
- 1.011 – Central Plant Restricted Access
- 1.012 – Manhole Procedures
- 1.013 – Steam Tunnel Entry
- 1.014 – Shop Safety Inspections

- 1.015 – Equipment Assignment
- 1.016 – Driver Acknowledgement of Responsibilities
- 1.016A – Driving Risks
- 1.016B Utility Vehicle Training
- 1.017 – Handheld Devices
- 1.018 – Tool List
- 1.019 – Transactional Authority Delegation
- 1.020 – Workflow Communication Continued Improvement Plan
- 1.999 – SOP Section Feedback and Memorandums

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