



<b>BUSINESS POLICY AND PROCEDURE MANUAL</b>	Date Issued: 9/90	Revision Date: 5/10	Page: 1 of 1
			Classification Code: 06-06
	Section: PROPERTY & CAPITAL EQUIPMENT		
Subject: FACILITY TITLES & CODES			

GENERAL STATEMENT OF POLICY

Assignment of building names and building codes and appointment of Building Coordinators for the facilities of the University are responsibilities of Facilities Management in cooperation with other University officials and major users.



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## OPERATING PROCEDURES

1. Building names and codes are utilized by numerous computer programs on campus for numerous purposes. In an attempt to maintain consistency across campus -
  - A. The Building Name/Code Update Request Form will be initiated by Facilities Management Project Managers, CAD Supervisor, or Accounting Assistant upon awareness of changes to University buildings.
  - B. These changes include those that would affect the building name, use, and/or room numbering due to acquisition, demolition, sale, or renovation.
  - C. The form will be circulated within Facilities Management for entry into the TMA, LABS, and insurance databases.
  - D. It will then be forwarded to the Registrar's Office for entry into Banner; to Information Technology for entry into Resource 25; and to University Advancement for entry into the Interactive Campus Map.
  - E. After all offices have updated their respective computer program as necessary and have signed and dated the Building Name/Code Update Request Form, the form will be returned to the CAD Supervisor and will be filed.
2. Many University publications that are printed for the use of visitors, staff, faculty and students require a list of buildings on maps, charts, and schedules. For these purposes, the list of building codes used in Banner and maintained by the Office of the Registrar will be utilized.
3. Building coordinators and Program Administrators are informed of building regulations, environmental policies and custodial services. The responsibility of the Building Coordinator is to keep building occupants informed of current policies regarding the building such as safety regulations, fire protection, and environmental control management.