

CHAPTER THREE

ADMINISTRATION AND FINANCE

330 FACILITIES

Facilities shall provide a functional, attractive environment to support the University's mission. Facilities consists of five distinct organizations whose combined scope encompasses all aspects of Facilities at Cal Poly. Units within the department include Facilities Customer and Business Services, Facilities Operations, Facilities Planning and Capital Projects, Risk Management and Environmental Health & Safety, and Energy, Utilities, and Sustainability. Our goal is to provide, maintain, and enhance the built environment in support Cal Poly's academic mission.

331 Minor Capital Outlay Program

Facilities shall be responsible for the University's annual minor capital outlay program, regardless of funding source.

331.1 Submittal and Administration

Facilities shall be responsible for the following items related to the minor capital outlay program:

- a. Preparation and submittal of the annual minor capital outlay program.
- b. Administration of the programming, design, bidding, construction, and commissioning of any state and non-state funded minor capital outlay project, including the selection process for any architect/engineer or studies related to the project either before or after completion.

331.2 Campus Review and Approvals

Facilities shall be responsible for coordinating all campus minor capital outlay reviews with appropriate committees.

The President shall have the ultimate authority on campus for approving the annual minor capital outlay program and project designs for minor capital outlay projects.

332 Energy and Utilities

332.1 Facilities Responsibilities

Facilities shall be responsible for managing the University's energy and utilities, including: utilization budget, costs, and consumption; federal, state, and local regulations compliance; energy and utility planning; and establishing energy/utilities usage guidelines.

332.2 Facilities Chargebacks

Facilities will chargeback costs to non-state funded facilities as listed on the CSU state funded facilities database.

332.3 Campuswide Power Outage

The campus will not close down during a daytime power outage. Employees are expected to remain at work unless directed otherwise. The dismissal of a daytime class shall be at the discretion of the instructor.

Power outages that occur during hours of darkness shall result in the cancellation of classes and campus closure until the following morning for safety reasons.

Facilities Customer and Business Services shall notify University Communications if notification is received regarding a pending power outage. University Communications shall notify the campus and off-campus news media of all power outages. University Communications shall also notify by telephone the President's Office, the provost, vice presidents for Administration and Finance, Student Affairs, University Advancement, the Associated Students, Inc. (ASI) executive director, and the Cal Poly Corporation (CPC) executive director. These individuals shall be responsible for notifying those who report directly to them to relay appropriate information and actions to be taken.

Information Services shall be notified as to the expected length of all power outages so battery back-up issues can be addressed.

332.4 Electrical Curtailments

The campus will implement the Electrical Curtailment Plan when a second or third stage power emergency exists, or when called upon to do so by the Utility as part of a Demand Response Program.

333 FACILITIES CUSTOMER AND BUSINESS SERVICES

Facilities Customer and Business Services handles all customer requests and communications, facilities human resources, mail service, and fiscal and data management.

333.1 Poly P

Requests to paint the Poly “P” are processed through the ASI e-Plan.

Expenses for the upkeep of the Poly P shall be with the approval of Facilities and processed through the Facilities Customer and Business Services.

333.2 Mail

Official University mail is defined as United States Postal Service mail and packages, inter-campus mail, and courier packages that are delivered to Distribution Services to further the purpose of the University and Auxiliary Organizations. Distribution Services is responsible for incoming and outgoing mail service to the department level. Mail service for Auxiliary Organizations is provided on a cost recovery basis.

333.3 Freight

Distribution Services is responsible for official University freight shipments.

333.4 Lost and Found

Facilities Customer and Business Services shall maintain the Campuswide Lost and Found service. Lost and found items valued at \$300 or more shall be kept for three months from the date the article is received by Facility Services. After three months, the property will be sold at public auction to the highest bidder. Notice of such sale shall be published once at least five (5) days prior to sale in a newspaper of general circulation in the county where the property is held. Any property upon which no bid is made or any item valued under \$300 may be donated to another public institution or not-for-profit organization or otherwise disposed.

Monies received by the campus from public auction for these items shall be used for financial aid to qualified students enrolled at Cal Poly, in accordance with state and federal laws.

334 FACILITIES OPERATIONS

Facilities Operations provides building and grounds maintenance and operations, and transportation and fleet management.

334.1 Maintenance and Non-Maintenance

334.1.1 Facilities Operations shall be responsible for all work necessary to maintain state building structures and building systems (e.g., elevators, roofs, doors, windows, walls, plumbing, heating, cooling, ventilation, and electrical), grounds, custodial, and utilities. Facilities Operations may provide maintenance services to buildings identified on the CSU custodial square footage database as not funded by the state for maintenance on a chargeback basis.

334.1.2 Facilities Operations shall provide non-maintenance services on a chargeback basis to campus departments. Non-maintenance requests include furniture repairs, repairs to fixed and movable equipment, modification to any existing facility (e.g., walls, air conditioning, doors, lights), maintenance of pedagogic equipment (e.g., compressors and compressed air systems, boilers, welders), installation of carpet and/or floor coverings, lock core changes, installation of equipment, moving services, unlocking/locking department controlled spaces, etc.

334.1.3 Slacklining Policy

334.1.3.1 The requirements of this policy have been established to provide for the safety of the campus community and to protect University Property. All slacklining activity must comply with this policy as well as all other relevant campus policies.

334.1.3.2 This policy may be enforced by any University administrator, including the University Police Department, for the safety of the community and to protect University property. Violations of this policy may result in both University sanctions and/or criminal prosecution. The University reserves the right to curtail any slacklining activity deemed unsafe at any time, whether or not the activity is in compliance with the following policy requirements. The University may also direct that equipment appearing to be unsafe or improperly set-up be immediately removed.

334.1.3.3 Slacklining is defined as an activity in which the participant traverses, stands on, hangs from, or otherwise uses a span of rope or webbing, positioned horizontally with the ground below and securely anchored at two fixed points.

334.1.3.4 Slacklining is permitted only during daylight hours, between sunrise and sunset, subject to the following conditions:

- 334.1.3.4.1 Slacklining is solely permitted in designated locations on campus, which will be delineated with signage posted by the University. Slacklining is strictly prohibited in all other areas of the campus.
- 334.1.3.4.2 Slacklines are only permitted to be affixed to designated poles installed solely by the University within the designated locations. Slacklines may not be affixed to any other poles, trees or other surfaces.
- 334.1.3.4.3 Participants assume any and all risks and consequences associated with this activity. Participant risks include but are not limited to, death, paralysis, and serious injury. Participants take full responsibility for engaging in best safety practices within this activity.
- 334.1.3.4.4 All slacklines may be affixed only to University-installed poles, in designated area, as described above, on a temporary basis while in use by a participant. Slacklines shall be removable and there shall be no permanent slacklines. The owner of the slacklining equipment is responsible for setting up and taking down the equipment by sunset each day and may not leave equipment unattended at any time. Unattended slacklining equipment may be removed and stored without notice. The University is not responsible for any such equipment removed and stored.
- 334.1.3.4.5 All equipment associated with the practice of slacklining shall be inspected and maintained according to manufacturer guidelines, which is the sole responsibility of the participants. All equipment associated with the practice of slacklining shall be maintained in an operable and safe condition by the participants, and is the sole responsibility of the participants. Spotters are strongly recommended.
- 334.1.3.4.6 Activities such as stunts, tricks or flips are not permitted as these are extremely unsafe activities.
- 334.1.3.4.7 Slacklines may not be attached to campus trees, and may not be affixed to any other campus fixture, including but not limited to, buildings, bike racks, handrails, art objects, fences or light poles.
- 334.1.3.4.8 The slackline may not be elevated to a height of more than 4 feet at any point in the span of the slackline.
- 334.1.3.4.9 Participants may not be under the influence of drugs or alcohol while engaging in slacklining activities.

334.1.4 Hammocking is defined as an activity using a hanging length of canvas, cloth, heavy netting, or any other material suspended between two trees or other supports, and used as a seat, bed or platform.

334.1.4.1 Hammocking is prohibited on all Cal Poly property. This policy may be enforced by any University administrator, including the University Police Department, for the safety of the community and to protect University property. Violations of this policy may result in both University sanctions and/or criminal prosecution.

334.2 Campus Locks and Keys

334.2.1 Campus Locks

Campus Locks, except for locks securing desks, filing cabinets, and equipment lockers, shall be of an approved master locking system under the jurisdiction of the Administration and Finance division.

334.2.2 Campus Keys

Facilities Operations shall be responsible for establishing and maintaining a system for accountability of keys. Key authorization shall be the responsibility of the program administrators (vice presidents, deans, and division heads). State keys shall not be duplicated nor possessed without proper authorization. Campus keys shall be used only for official University business.

334.2.3 Locking and Unlocking Classrooms

Facilities Operations is responsible for locking and unlocking general purpose classrooms.

335 Display of the United States and California Flags

Facilities Operations shall be responsible for the United States and California flags at the official state location adjacent to the Administration Building, and shall repair or replace flags as deemed necessary. Flag installations approved by Facilities for additional locations shall be the responsibility of the requester. Flags shall be flown at half-mast only when directed by the Office of the President. The Office of the President will notify Facilities Customer and Business Services, who will then notify campus.

336 Campus Recycling Program

Facilities Operations shall be responsible for managing the University's recycling program, including: developing and implementing recycling guidelines and awareness programs; scheduling and coordinating recycle pick-ups; and reporting recycling progress in accordance with state guidelines. The Contracts and Procurement (C&P) Department shall be responsible to develop recycled product purchasing programs.

337 Transportation Services

Transportation Services provides chargeback maintenance services for University-owned vehicles that are used by departments in the performance of official duties in the most effective, efficient, and safest way possible. C&P shall oversee University contracts for providing car and bus services for University business.

337.1 Vehicle Maintenance and Repair

Transportation Services shall provide maintenance and repair of University-owned vehicles. All University vehicles are subject to California Education Code Sections 89030-89049.1. Department, Auxiliary Organization, and Enterprise project vehicles are repaired by the University on a chargeback basis.

References for CAP 330:

1. Date approved by the President: March 17, 2014
2. Effective Date: March 17, 2014
3. Responsible Department/Office: Facilities
4. Revision History: March 2, 2004, March 17, 2014.
5. Related University Policies, Procedures, Manuals and/or Documents:
 - a. [CSU Executive Orders](#).
 - b. Facilities Procedure Manual.
 - c. CAP 140-144.7.
6. Laws, Regulations and/or Codes of practice referred to herein or related to this policy:
 - a. California Education Code Sections 89030, 89031, 89031.5, and 89046.
 - b. California Civil Code Section 2080.8; Title 5, California Code of Regulations, Section 42375 et seq.
 - c. [Federal Flag Code, 4 United States Code Sections 4-10](#).
 - d. [California Government Code Section 431](#).
 - e. California Penal Code, Section 469.