NM STATE UNIVERSITY

Facilities & Services

Standard Operating Procedures Manual

Version: 09/30/2026

Table of Contents

Contents

ADM: Procedure Process....11
Procedure Statement....11
Reason for Procedure....11
Procedures....11
ADM: Use of Facilities and Services Vehicles....13
Procedure Statement....13
Reason for Procedure....13
Procedures....13
Vehicle Assignment....14
Roles and Responsibilities....14
Misuse of University Vehicles....15
ADM: Work Orders - General....16
Procedure Statement....16
Reason for Procedure....16
Procedures....17
ADM: Work Order Review by Work Order Desk....18
Procedure Statement....18
Reason for Procedure....18
Procedures....19
ADM: Breaks and Smoking....20
Procedure Statement....20
Reason for Procedure....20
Procedures....20
Smoking and Tobacco Use Restrictions (ARP 16.63):....21
ADM: Dress Code....23
Procedure Statement....23
Reason for Procedure....23
Procedures....23
ADM: Safety Footwear....25

Procedure Statement 25
Reason for Procedure 25
Procedures 25
ADM: Timesheet Reporting for Billing Purposes 27
Procedure Statement 27
Reason for Procedure 28
Procedures 28
FS Non Exempt Employees: 28
FS Executive Directors: 28
Responsibilities 29
ADM: Cell Phone Allowance Guide 30
Procedure Statement 30
Reason for Procedure 30
Procedure 30
ADM: Equipment Check-Out 31
Procedure Statement 31
Reason for Procedure 31
Procedure 31
ADM: FS Materials Checkout Review 33
Procedure Statement 33
Reason for Procedure 33
Procedure 34
ADM: FS Administrative Vehicle Procedures 36
Procedure Statement 36
Reason for Procedure 36
Procedure 36
ADM: Work Order Adjustment Process 38
Procedure Statement 38
Reason for Procedure 38
Procedure 39
ADM: Travel Expenses and Reimbursement 40
Procedure Statement 40
Reason for Procedure 41

Procedures 41
ADM: Ethics in Vendor Relations 43
Procedure Statement 43
Reason for Procedure 43
Procedures 43
ADM: Fuel Purchasing 45
Procedure Statement 45
Reason for Procedure 45
Procedures 45
ADM: Overtime Reporting 46
Procedure Statement 46
Special Situations 46
Reason for Procedure 47
Procedures 47
Responsibilities 48
ADM: Timecard Adjustments 49
Procedure Statement 49
Reason for Procedure 49
Procedures 50
ADM: FS Shop Time Reporting for FS Billing Purposes 52
Procedure Statement 52
Reason for Procedure 52
Procedures 53
ADM: Operations Project Planning 55
Procedure Statement 55
Reason for Procedure 55
Procedures 55
ADM: FS Access to Family and Residential Housing 57
Procedure Statement 57
Reason for Procedure 57
Procedures 57
ADM: FS Hardship Differential 58
Procedure Statement 58

Reason for Procedure 58
Procedures 58
ADM: FS Operations Budget Management 60
Procedure Statement 60
Reason for Procedure 60
Procedures 61
OPS: Operations Afterhours Response 62
Procedure Statement 62
Reason for Procedure 62
Procedures 62
OPS: Paid Meal Break 64
Procedure Statement 64
Reason for Procedure 64
Procedures 64
OPS: Daily Shop Time Reporting in AiM 65
Procedure Statement 65
Reason for Procedure 65
Procedures 66
Responsibilities 67
OPS: Building Entry/Access Procedure 68
Procedure Statement 68
Reason for Procedure 68
Procedures 69
OPS: Project Planning 70
Procedure Statement 70
Reason for Procedure 70
Procedures 71
OPS: On Call Personal Vehicle Use Reimbursement 72
Procedure Statement 72
Reason for Procedure 72
Procedures 73
OPS: Access to Family and Residential Housing 74
Procedure Statement 74

Reason for Procedure 74
Procedures 74
OPS: Key Control 75
Procedure Statement 75
Reason for Procedure 75
Procedures 76
OPS: Guidelines for On Call Status 77
Procedure Statement 77
Reason for Procedure 77
Procedures 77
OPS: Overtime and Vehicle Use Reporting 79
Procedure Statement 79
Reason for Procedure 79
Forms 79
Procedures 80
OPS: Facility Operations Temporary Assignments 82
Procedure Statement 82
Reason for Procedure 82
Procedures 83
ENS: Utility Service Outages 85
Procedure Statement 85
Reason for Procedure 85
Procedures 85
Procedure Content – Utility Service Outages 86
Background 86
Purpose of Procedures 88
Definition 89
Roles of Key Personnel 91
Emergency Outages 93
Utility Service Outage Request Procedures 94
OPS: Natural Gas Leak Response 102
Procedure Statement 102
Reason for Procedure 102

Emergency Plan 102
Emergency Situations 103
Natural Gas Leak Investigation 103
ADM/OPS: Significant Service Interruption (SSI) 110
Procedure Statement 110
Reason for Procedure 110
Significant Service Interruption Definition 110
SSI Significance Criteria 112
Process 113
SSI Minimum Data Set 113
Matrix: Minimum Data Set for SSIs in AiM 114
Quarterly SSI/AiM Validation Procedure 115
Frequency 115
Roles and responsibilities 116
Responsibility assigned by function: 116
Scope of review 116
Quarterly Review Process 117
Step 1 — Generate the AiM SSI population 117
Step 2 — Perform completeness reconciliation 117
SSI Trend Report 122
Quarterly SSI Summary Report 122
Exception Management 123
Capital Planning Review 124
Using SSI Trends to Identify Capital Prioritization Needs 125
OPS: Road Closure 128
Procedure Statement 128
Reason for Procedure 128
Definitions 128
Request for Closure 129
Procedures 129
Traffic Control Plan 131
Approval 131
Other Jurisdictions 132

NMSU Campus Map 134
OPS: FS Guidelines for Unrestricted (voluntary) Status 136
Procedure Statement 136
Reason for Procedure 136
Procedures 137
OPS: FS Athletic Event Support 138
Procedure Statement 138
Reason for Procedure 138
Procedures 138
OPS: Property Disposal 140
Procedure Statement 140
Reason for Procedure 140
Forms 140
Procedures 140
PRJ: NMSU Facilities Project Initiation (Triage) 142
Procedure Statement 142
Reason for Procedure 142
Procedures 142
Project Request Form Preparation: 143
Project category definitions 144
Project assignment: 144
Initial point of contact: 144
PRJ: BR&R Management 145
Procedure Statement 145
Reason for Procedure 146
Procedures 146
Simplified Chart of Related Project Procedures 148
PRJ: Construction RFP Selection 149
Procedure Statement 149
Reason for Procedure 149
Procedures 150
ARP 12.30 – Capital Projects 150
PRJ: Architect and Engineer Selection 153

Procedure Statement 153
Reason for Procedure 153
Procedures 153
PRJ: Project Management Delegation 157
Procedure Statement 157
Reason for Procedure 157
Procedures 158
PRJ - Project Design and Specification Review 160
Procedure Statement 160
Reason for Procedure 160
Procedures 160
PRJ: CADD Support 163
Procedure Statement 163
Reason for Procedure 163
Procedures 163
PRJ: Invoice Review 168
Procedure Statement 168
Reason for Procedure 168
Procedures 169
PRJ: Budget Summary Policy 171
Procedure Statement 171
Reason for Procedure 171
Procedures 171
PRJ: Building Dedication Plaque Guidelines 173
Procedure Statement 173
Reason for Procedure 173
Procedures 173
SPM: As Built 176
Procedure Statement 176
Reason for Procedure 176
Procedures 176

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ADM: Procedure Process

Procedure Owner: **FS Administration** **Procedure Contact /** **Subject Matter Expert:** **Executive Director FS Administration** **Effective Date:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Authority / Procedures:**

Procedure Statement

This statement establishes the standard departmental procedure format and adoption process for all departmental procedures.

Reason for Procedure

This procedure was initially instituted in response to findings of the Special Audit Report, issued by the NMSU Office of Audit Services on December 20, 2007, regarding formal documentation of administrative and operational processes and standards for Facilities and Services.

Following the Renewal, Replacement, and Infrastructure Audit Report issued by Audit Services on March 05, 2026, all Facilities and Services procedures have been reviewed and updated.

Procedures

The format of the Facilities and Services standard operating procedures is laid out in this document.

The following information is required:

1. NMSU Facilities and Services procedure title
2. Procedure Owner
3. Procedure Contact / Subject Matter Expert
4. Effective Date
5. Supersedes (prior version)
6. Last Review
7. Next Required Review
8. Related Authority (ARP, BPM, other) / Procedures (related procedure references)
9. Brief procedure statement
10. Brief reason for the procedure
11. Explanation of the procedural details (instructions)

All FS Standard Operating Procedures will be reviewed on an annual basis.

The responsibility for the review lies with the procedure owner.

When procedures are updated, the procedure owner is responsible for communicating the changes to the Facilities and Services community.

ADM: Use of Facilities and Services Vehicles

Procedure Owner: **FS Administration** **Procedure Contact / Subject Matter Expert:** **Executive Director FS Administration** **Effective Date:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Authority / Procedures:** 1. **NMSU ARP 12.65, Fleet Asset Management** 2. **NMSU ARP 12.66, Vehicle Assignments** 3. **NMSU BPM 4A, Central Property** 4. **NMSU Vehicle Driving Permit Guidelines published by EHS&RM** https://safety.nmsu.edu/campus-safety/camp-sub-folder/defensive-driving-program-and-nmsu-driving-permit.html 5. **NMAC 1.5.3: Administration and Use of State Vehicles**

Procedure Statement

New Mexico State University purchases and maintains vehicles to provide transportation for employees, students, agents of the university, or volunteers in the performance of their duties and/or to conduct university business. University vehicles must be used in an effective and safe manner to maximize the vehicle's life span and to realize a cost saving to the university.

Reason for Procedure

The university must protect its investment in vehicles and abide by regulations imposed by external funding agencies regarding their use. The University must also comply with Internal Revenue Service rules regarding documenting and reporting personal use of university vehicles.

Procedures

Facilities and Services (FS) will comply with the NMSU Vehicle Policy described in ARP 12, Physical Asset Management, specifically 12.65, Fleet Asset Management, and 12.66, Vehicle Assignments.

Vehicle Assignment

The majority of the FS non-exempt employees will be eligible for a daily vehicle assignment (DVA). DVA is restricted to employees meeting at least one of the following criteria:

- Drive more than 6,000 business miles per year
- Position duties require daily travel to multiple destinations more than 10 miles from the employee's primary place of business
- Position duties require the routine transport of at least two (2) or more employees
- Position duties require the routine transport of specific equipment, materials, and tools necessary for the completion of assigned tasks

It is not expected that exempt employees will qualify for a Daily Vehicle Assignment (DVA).

The definition of Limited Vehicle Assignment is documented here for informational purposes. It is not expected that under normal conditions Facilities and Services employees are eligible for this assignment:

Eligibility for Limited Vehicle Assignment is restricted to employees meeting the requirements of Daily Vehicle Assignment AND whose position duties routinely require travel directly to a remote site from his/her home at least two (2) times per week.

Roles and Responsibilities

The Executive Director Operations shall be responsible for the management of the FS Fleet for the Shops. FS is allowed a "maximum number of vehicles" in accordance with the NMSU Vehicle Policy, and it is the responsibility of the Executive Director Operations or delegate to ensure that these vehicles are assigned optimally.

In addition, the FS Vehicle Mechanic Shop shall maintain a current list of FS vehicles that includes: assignment type, mileage, and condition.

Misuse of University Vehicles

The following circumstances are considered a misuse of university vehicles:

- Driving a university vehicle without authorization by proper university officials.
- Driving without a valid New Mexico or other State operator's license of the appropriate class for the type of vehicle being driven.
- Driving while distracted by sending or receiving phone calls, text, or email messages. Exceptions are allowed for hands-free communication devices and for emergency communication by police or emergency personnel.
- Permitting a person who is not a university employee to drive the vehicle.
- Engaging in unsafe practices, including failure to use and to ensure that all passengers use all available safety equipment provided in the vehicle including seat belts and/or shoulder harnesses.
- Failure to report any mechanical or operating problem that occurs while a university vehicle is in operation and/or continuing to operate a university vehicle in a condition that could endanger any person or property.
- Receiving a traffic citation for driving under the influence of intoxicating liquor or illegal substances.
- Falsification of travel logs, travel authorizations, defensive driver training program certificates, accident reports, or other forms related to the use of the vehicle.
- Improper storage or parking of a university vehicle.
- Personal use or conveying passengers other than persons directly involved with university or State business, except with the written approval of the employee's immediate supervisor.
- Failure to comply with laws, regulations, or policies regarding the use of university vehicles, including the requirement to have satisfactorily completed a university approved defensive driver training course

ADM: Work Orders - General

Procedure Owner: **FS Administration** **Procedure Contact /** **Subject Matter Expert:** **Executive Director FS Administration** **Effective Date:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Authority / Procedures:** 1. **NMSU ARP 12.65, Fleet Asset Management** 2. **NMSU ARP 12.66, Vehicle Assignments** 3. **NMSU BPM 4A, Central Property** 4. **NMSU Vehicle Driving Permit Guidelines published by EHS&RM** https://safety.nmsu.edu/campus-safety/camp-sub-folder/defensive-driving-program-and-nmsu-driving-permit.html 5. **NMAC 1.5.3: Administration and Use of State Vehicles**

Procedure Statement

Every effort must be made to ensure that work orders are charged accurately, completed and closed in a timely manner.

SPECIAL NOTE: This procedure should remain "as is" because it is indicative of auditor intent and approval with respect to work orders written against reimbursable indexes.

Reason for Procedure

This procedure was instituted in response to findings of the Special Audit Report, issued by the NMSU Office of Audit Services on December 20, 2007, documenting abuse of time reporting and the lack of internal controls and management oversight.

It remains an ongoing concern to ensure the accuracy and integrity of work order charges.

Procedures

FS Work Order Desk:

- Work orders may be initiated by FS personnel and customers.
- Any reimbursable work order must be initiated by the requestor and must have a "not to exceed" budget. This includes customer initiated, BRR funding, and design and construction work orders.
- When initiating a reimbursable work order the requestor must provide their expected budget and / or a "not-to-exceed" cost. FS craft assigned initially to the work order are responsible for not exceeding the requestor's expected cost. If the initial shop assigned to the work order requires additional support from another shop, the initial shop supervisor becomes the de-facto project manager and is responsible for the management of the requestor's original request and the timely execution of the work order.
- Shop supervisors will add a notation every thirty days to a work order that is older than thirty days and not closed.

NOTE:
Multiple work orders against a single project will no longer be allowed.
All work orders against indexes outside of FS control can only be opened by Director level or higher. One project-one work order will be the rule.

ADM: Work Order Review by Work Order Desk

Procedure Owner: **FS Administration** **Procedure Contact /** **Subject Matter Expert:** **Executive Director FS Administration** **Effective Date:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Authority / Procedures:**

Procedure Statement

This procedure establishes a guideline for the creation of work orders. This is intended to document the review process and serve as a reference for the Work Order Desk personnel.

Reason for Procedure

This procedure was first instituted informally in the fall of 2008 through Work Control training as guidelines to follow for the creation of a work order. It was codified on June 24, 2009, as part of the overall effort to establish Facilities “best practices” at Facilities and Services.

Procedures

- Review requestor information for that building
    - Determine if the building is I&G, Auxiliary, or “split”
    - Confirm that the request and requestor are appropriate for this work, i.e.:
- One shop is not creating work for another.
- The requestor and building occupancy match.
- The temperature request is not outside set-point guidelines.
    - Confirm (anecdotally / visually) that a valid NMSU E-Mail address was entered.
    - Verify that the contact information is complete.

- If the work order requires an index:
    - If this is not I&G, verify that a valid index is assigned to the work order.
    - If it is I&G building, decide if the work is building maintenance and thus not chargeable, a request for an alteration (chargeable), or a repair to equipment in the room (chargeable).
    - Refer to the billable vs. un-billable guide.
- If it is chargeable work verify that a valid index was assigned to the work order.
- Decide at this point what type of work order it is and assign that type to the work order.
    - N – non-reimbursable
    - R – reimbursable
    - C – capital
    - E – shop-to-shop (approved by receiving supervisor)
    - S – estimate
- Re-read the description and assign appropriate shop or shops to the work requested.
- Remove unnecessary verbiage (please, thank you, etc.) from the work order to keep description as short
- Send the work order to the appropriate shop(s) for review and assignment by the Supervisor and/ or Assistant Supervisor.

*** Contact an Executive Director if any entry is questionable ***

ADM: Breaks and Smoking

Procedure Owner: **FS Administration** **Procedure Contact / Subject Matter Expert:** **Executive Director FS Administration** **Effective Date:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Authority / Procedures:** 1. **ARP 6.85, Staff Work Schedules** 2. **ARP 16.63, Smoking and Tobacco Use Restrictions** 3. **AFSCME Union Contract, Article 28.2. Work Breaks**

Procedure Statement

This procedure details the departmental guidelines for Facilities and Services employees' breaks and smoking procedures.

Reason for Procedure

This procedure was first instituted in September 1992 as a guideline to follow for the safety and well-being of university employees and customers. It was revised on October 1, 2008, because of the introduction of the Agreement between NMSU and AFSCME Local 2393 and in November 2009 to make minor clarifications. It has been updated in May 2026 to reflect current regulations.

Procedures

A normal workday consists of 8 hours of work, with a minimum of one-half hour and a maximum of 1 hour of unpaid non-work time granted for a meal period. Periods of less than one-hour mealtime and specific eating on the job arrangements must be approved by the department head or director. A paid 15-minute break period is allowed during each consecutive 4-hour work period. Non usage of break periods may not be used to make up time spent away from work. Break times may not be accumulated nor used in conjunction with the meal period or start or end of the workday/shift.

- Employees are entitled to one 15-minute break period during each 4-hour work period.
- Breaks should be taken at a site that will allow for a return to the assigned work area within 15 minutes.
- A university vehicle may be used for transportation to and from breaks as long as the break is taken within the designated area where the staff is working.
- No vehicles may be used for taking breaks off campus.
- During breaks, vehicles should be parked in designated parking areas.
- Smoke breaks are considered as the15 minute break period.

Smoking and Tobacco Use Restrictions (ARP 16.63):

Smoking is prohibited in the following locations:

1. University owned and operated buildings and facilities including classrooms and laboratories, offices, campus housing units, food service venues, restrooms, and all venues for university sponsored athletic and other special events;
2. Near public entrances and exits, open windows and ventilation systems of the buildings and facilities where smoking is prohibited. “Near” will be applied to mean a distance of 25 feet; however, if this distance presents cause for concern as applied, the issue will be resolved in favor of a distance that is sufficient to ensure that persons entering or leaving the building or facility are not subjected to breathing smoke and to ensure that smoke does not enter the building or facility through entrances, windows, ventilations systems or other means.
3. Partially or fully enclosed walkways, corridors, elevators;
4. Vehicles owned, leased or rented by the university;
5. Within 50 feet of any area where flammable materials are handled or stored, or where other significant fire hazard may exist;
6. Outdoor areas designated as “No Smoking” areas; and
7. Outdoor areas during NMSU sponsored events.

Smoking-Permitted Areas

Smoking is permitted outdoors on university property except as specifically prohibited above.

Disposal of Tobacco Waste

Anyone who smokes or uses smokeless tobacco on campus or other property owned and operated by NMSU must discard the waste in a safe and sanitary manner.

ADM: Dress Code

Procedure Owner: **FS Administration** **Procedure Contact / Subject Matter Expert:** **Executive Director FS Administration** **Effective Date:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Authority / Procedures:**

Procedure Statement

As representatives of Facilities and Services, the department wants all employees to consistently present a neat and professional appearance on campus.

Reason for Procedure

This procedure was established to define the expectations of neat and professional appearance. Having all employees follow a dress code will ensure we have a consistent and professional appearance.

Procedures

Facilities and Services employees will adhere to the unit-specific FS dress code standards.

As representatives of Facilities and Services, we should maintain a “business casual” appearance. This means neat, professional attire suitable for an unexpected meeting with leadership.

Avoid clothing that is tight, too short, torn, low-cut, or overly casual (e.g., halter tops, spaghetti straps, athletic wear).

Flip-flops, visible cleavage, and midriff exposure are not appropriate for the workplace. Jeans are acceptable as long as they are clean, well-kept, and align with the professional appearance described above.

For employees wearing NMSU-provided uniforms:

- The uniform is required dress while at work. All Facilities and Services employees who are issued uniforms are to always wear these uniforms while performing their duties.
    - Uniforms are expected to be neat and clean at the beginning of each work shift, except for employees having to work back-to-back shifts.
    - Employees reporting to work without wearing a clean, complete uniform (including issued safety shoes and identification badge) may be sent home (at the discretion of his or her supervisor) without pay until they return properly attired.
    - Uniforms may not be altered by the employee, unless approved by the Director or Manager.
    - Uniforms are not to be worn off duty except while traveling directly to and from work or at reasonable stops in between. Uniforms may be worn to classes, if the class is scheduled during work hours or shortly before or after.
    - Uniform shirts will be always tucked in during working hours, with the exception of the Custodial smocks.
    - The only hats employees are allowed to wear are the ones provided by Facilities and Services or NMSU branded hats provided by the employee. All hats will be worn properly with the bill facing forward.
    - Dew rags are considered unprofessional and are not allowed to be worn.
- All issued uniforms will be returned to the appropriate manager or supervisor by the employee upon separation from the university or during any leave without pay for periods of two weeks or more.
    - Upon return of the uniforms, the manager or supervisor and employee must sign the uniform return receipt.
- A replacement uniform will be provided when the uniform is unserviceable or unsightly due to fair wear and tear.
- Employees will be required to sign a statement acknowledging their responsibilities under this policy.

ADM: Safety Footwear

Procedure Owner: **FS Administration** **Procedure Contact / Subject Matter Expert:** **Executive Director FS Administration** **Effective Date:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Authority / Procedures:** 1. **OSHA Standard 1910.136** 2. **AFSCME Union Contract, Article 30.3, Health and Safety, Personal Protective Clothing and Equipment**

Procedure Statement

Facilities and Services is required to comply with OSHA Standard 1910.136 (Occupational Safety and Health Standards, Foot Protection) which states that "The employer shall ensure that each affected employee uses protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or when the use of protective footwear will protect the affected employee from an electrical hazard, such as a static-discharge or electric-shock hazard, that remains after the employer takes other necessary protective measures."

Reason for Procedure

This procedure was instituted to be in compliance with OSHA requirements and AFSCME agreement Article 30.3, Health and Safety, Personal Protective Clothing and Equipment.

Procedures

Facilities and Services will provide safety shoes or boots to employees who work in areas where there is a danger of foot injuries at the time of initial employment and at any time the employee and supervisor determine that the footwear is defective or is worn out.

1. All employees required to wear safety footwear will receive one pair of safety footwear and must wear these at all times while performing their assigned duties.
2. The Supervisor of each shop will be responsible for approving the purchase of safety footwear at the beginning of employment with replacement as necessary.
3. Employees have the option to purchase footwear from the approved NMSU vendor.
4. Employees must complete the “Safety Footwear Purchase Approval” form located on the FS Website and secure the Supervisor’s signature and approval.
5. The allowance for safety footwear is $200.00.
6. When the employee and supervisor determine that replacement shoes are necessary, the defective shoes shall be turned in. This is in no way intended to be a method for avoiding cost, as Facilities and Services firmly believes that every employee should use the appropriate personal protective equipment and that the equipment should be in good condition. However, the personal protective equipment is surplus university property and must be addressed in a manner conducive to “Best Practices”.

ADM: Timesheet Reporting for Billing Purposes

Procedure Owner: **FS Administration** **Procedure Contact /** **Subject Matter Expert:** **Executive Director FS Administration** **Effective Date:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Authority / Procedures:**

Procedure Statement

NOTE: This procedure does not address or in any way replace online time reporting in the NMSU Banner system.

Time reporting requirements for administrative staff, either exempt or non-exempt, who do not report billable time, are not affected by this procedure.

Each employee must accurately complete and fully enter their timesheet for the whole day at the end of each workday. Supervisors or Assistant Supervisors are required to verify and approve timesheets in AiM daily. Executive Directors will review monthly time reports as proof of review and take appropriate action should any misrepresentations be found.

Special Situations

Regular non-probationary full-time and part-time non-exempt employees employed within the State of New Mexico are also subject to the provisions of ARP 6.85 – Staff Work Schedules, ARP 7.20 – Staff Overtime Pay or Comp Time, and AFSCME Local 2393 Bargaining Agreement.

Exclusions

Administrative staff within Facilities and Services including, but not limited to the Assistant Vice President, Executive Directors, Directors, Administration and Business Office staff are exempted from daily AiM FS time reporting.

Reason for Procedure

This procedure was instituted in response to findings of the Special Audit Report, FS Utilities Shops issued by the NMSU Office of Audit Services on December 20, 2007, documenting abuse of time reporting and the lack of internal controls and management.

It remains an ongoing concern to ensure the accuracy and integrity of time sheet reporting.

Procedures

FS Non Exempt Employees:

- An AiM electronic timesheet will be completed daily by every non-exempt employee with the exception of administration and business office staff.
- An employee's timesheet is not to be completed in advance of the completion of the actual work that is being recorded.
- The employee must fill out a daily electronic timesheet that includes regular time and overtime for all hours worked during the day.
- The supervisor or assistant supervisor reviews the AiM timesheet and approves time entries on a daily basis.
- All electronic timesheets must be submitted in AiM by the end of the workday or 10:00 am the next business day for employees scheduled during the graveyard shift or after hour calls.

FS Executive Directors:

Executive Directors will verify monthly time reports to ensure proper accounting of time reported.

Responsibilities

NMSU departments are responsible for maintaining adequate internal controls in their departmental payroll processing.

This includes establishing an appropriate separation of duties in their payroll processing functions, assuring that payroll entries are approved at the proper level, and that entries are verified for accuracy once they are processed.

Departments need to maintain adequate backup documentation to support time worked by hourly / time-card employees; to record employee absences due to vacation, sick leave, or other leaves; and to document payments for overtime worked or other pay types (e.g. augmentations, shift differentials, or taxable fringe benefits).

A department's responsibility includes maintaining an effective system of monitoring and oversight to ensure the accuracy and validity of its payroll.

ADM: Cell Phone Allowance Guide

Procedure Owner: **FS Administration** **Procedure Contact / Subject Matter Expert:** **Assistant Vice President of Facilities and Services** **Last Updated:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Authority / Procedures:** 1. **BPM 9: Mobile Communication Device Usage** 2. **ARP 3.14: Non-Work Related Use of University Resources**

Procedure Statement

Cellular telephone allowances are provided to certain members of FS in order to benefit the university by improving communication and emergency response capabilities as well as to improve the productivity and efficiency of the department. A cell phone allowance is provided to those FS employees who are required to use a mobile communication device to perform bona fide job duties. Cell phone allowances will generally be limited to those employees who rotate on Restricted On-Call or those exempt employees who are frequently called to return to campus and / or frequently consult about issues outside of normal working hours.

Reason for Procedure

This procedure addresses the use of mobile communication devices for business purposes and provides guidelines for making communication devices available to employees.

Procedure

Subject to Cell Phone Guidance by Administration and Finance.

ADM: Equipment Check-Out

Procedure Owner: **FS Administration** **Procedure Contact / Subject Matter Expert:** **Executive Director FS Administration** **Last Updated:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Authority / Procedures:** **BPM 1C.00 ff. Property - Introduction**

Procedure Statement

This department-specific procedure complies with the Business Procedures Manual, Chapter 1C, and is intended to bring consistency and effective tracking to Facilities and Services equipment loans.

Reason for Procedure

This procedure is instituted to document Facilities and Services equipment loans to departments/entities other than Facilities and Services. It will result in a record of the loan, as well as hold the borrower accountable for any loss and/or damage.

Procedure

Once a request to loan equipment to an outside department/entity reaches a Facilities and Services employee, that employee shall:

- Complete all fields of the Facilities and Services Equipment Request/Checkout Form located on the FS website.
- A copy of the signed form shall be made and given to the borrower upon check-out.
- The original form shall stay on file with the lending party.

The respective Executive Director in conjunction with the Assistant Vice President of FS is responsible for:

- Determining if an employee's job duties necessitate the need for a mobile communication device;
- Determining the source of funding;
- Determining the appropriate monthly allowance plan based on business need; and
- Completing the necessary forms to document approval. Detailed information can be found at http://ict.nmsu.edu/ict/Guidelines.

The Executive Directors will periodically review the cell phone allowances in their respective areas.

All cell phone stipends are subject to the Cell Phone Guidance by Administration and Finance.

ADM: FS Materials Checkout Review

Procedure Owner: **FS Administration** **Procedure Contact / Subject Matter Expert:** **Executive Director FS Administration** **Last Updated:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Authority / Procedures:**

Procedure Statement

This procedure establishes a guideline for the checkout of materials from the Materials Services Warehouse and the ensuing documentation. This is to document the formal review process by FS Accounting and serves as a reference for Shop Supervisors and FS Accounting personnel.

Reason for Procedure

This procedure was instituted in response to findings of the Special Audit Report, issued by the NMSU Office of Audit Services on December 20, 2007, documenting the lack of internal controls, separation of duties and management oversight.

It remains an ongoing concern to ensure the accuracy and integrity of the material checkout process.

Procedure

Shop employees must show ID and sign for all items received from the NMSU Materials Services Warehouse. All material requests must be submitted through a request in an AiM work order. Supervisors are required to approve any material requests in AiM.

FS Shops:

- All FS Shops will submit a Materials Request form in AiM, approved by a Supervisor/Assistant Supervisor, to purchase materials from the NMSU Materials Services Warehouse.
- The Warehouse will provide the requestor with a Warehouse Charge Ticket indicating the materials purchased, the Index charged, cost per item, the requestor's name and the Shop number
- All Warehouse Charge Tickets must be submitted to the Supervisor/Assistant Supervisor.
- On a weekly basis, Supervisors/Assistant Supervisors are required to print and review the NMSU PPD Warehouse Material Issues by Shop by Work Order report.
- Warehouse Charges Tickets must be matched to the report to identify discrepancies.
- Discrepancies must be addressed with the Warehouse in a timely manner.
- Completed weekly reconciliations are to be signed and dated by the Supervisor/Assistant Supervisor and kept filed for record.

FS Business Office:

- On a weekly basis, OFS Accounting will select a minimum of 4 shops to verify the reconciliation of the Warehouse Charge Tickets to the NMSU PPD Warehouse Material Issues by Shop by Work Order report.
- Within each month, a verification of the reconciliation process should be completed for each OFS shop.
- Compliance with this procedure, or lack thereof, will be reported to the OFS Assistant VP and Executive Directors.

Responsibilities:

NMSU Departments are responsible for maintaining adequate internal controls **in** the departmental purchasing processes. This includes establishing an appropriate separation of duties in their material request processing, assuring requests are authorized at the appropriate level, assuring materials are received by appropriate OFS staff and charged to the appropriate Shop, and that receipt of materials is verified for accuracy.

Departments need to maintain adequate support documentation for materials requests and authorization, receipt of materials, and confirmation of appropriate charges.

A Department's responsibility includes maintaining an effective system of monitoring and oversight to ensure the accuracy and validity of material charges charged to their Shop.

*** Contact an Executive Director if any entry is questionable ***

ADM: FS Administrative Vehicle Procedures

Procedure Owner: **FS Administration** **Procedure Contact / Subject Matter Expert:** **Executive Director FS Administration** **Last Updated:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Authority / Procedures:**

Procedure Statement

Facilities and Services (FS) employees are allowed to utilize vehicles in order to conduct their day-to-day work activities. These vehicles are intended for FS management, administrative staff, Project Development Staff, and other FS employees who may require transportation. These procedures are not intended to set procedures or provide transportation for the FS trade shops; these shops have vehicles assigned for their specific activities.

Reason for Procedure

This procedure was instituted to establish standards for check-out, fueling, and return of the administrative vehicles.

Procedure

The vehicle list will be maintained by the Executive Assistant to the FS Assistant Vice President (AVP). The keys and checkout form will reside in a public area adjacent to the FS AVP's office. Guidelines are:

1. **Form completion.**

    a. The check-out form shall be completed with all information upon check-out of any vehicle for any length of time.
    b. The return time field shall be completed upon vehicle return.

2. **Vehicle Usage.**

    a. Vehicles will be checked out on a first-come first-served basis.
    b. If a vehicle is needed for more than a ten-hour period, alternate vehicle arrangements must be made by the requestor. Permission to exceed the ten-hour period may be granted by the FS AVP or an Executive Director, and approval will be noted via signature on the check-out form.
    c. In the event that there is no vehicle available, the requestor must make alternate arrangements or wait for the return of a checked-out vehicle.
    d. Vehicles shall be returned upon completion of use; retention of keys for parked vehicles is not acceptable. Key retention instances involving management intervention for resolution is subject to disciplinary actions, up to and including a written reprimand.

3. **Vehicle Fueling.**

    a. Each vehicle is issued a WEX card for fueling All vehicles shall be filled once the fuel tank level reaches ¼ full.
    b. Lack of fueling instances involving management intervention for resolution is subject to disciplinary actions, up to and including a written reprimand

ADM: Work Order Adjustment Process

Procedure Owner: **FS Administration** **Procedure Contact /** **Subject Matter Expert:** **Executive Director FS Administration** **Last Updated:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Authority / Procedures:**

Procedure Statement

Facilities and Services Business Office is responsible for the accuracy and completeness of Work Order billing. All changes, corrections or adjustments to WO billing are to be processed through the Facilities and Services Business Office.

Reason for Procedure

This policy was instituted in response to findings of the Special Audit Report, December 20, 2007. Facilities and Services Business Services and shops regarding documentation, requirements and processes for Work Order billing adjustments, changes or corrections.

It remains an ongoing concern to ensure the accuracy and integrity of the work order adjustment process.

This guideline is intended to provide internal controls that document requirements for requesting and approval of a change, correction or adjustment to work order billing.

Procedure

Request for adjustment, change or correction (adjustment) to Work Order billing will require the following:

- Name of person requesting the billing adjustment
- Date of the request
- Reason or justification of why the billing adjustment is appropriate
- The Work Order number that the request applies to

Who has authority to request a billing adjustment?

- The individual responsible for the account(s) that were billed.
- The Shop Supervisor, Assistant Supervisor, Project Manager or Director responsible for the work or project.
- Facilities and Services Business Services staff.

Who must approve a billing adjustment?

- The individual responsible for the account(s) that were billed or the Shop Supervisor, Assistant Supervisor, Project Manager or Director responsible for the work or project.
- Facilities and Services Business Office Accountant, Assistant Director, or Executive Director of Administration must approve.

Who is authorized to create a billing adjustment?

- Facilities and Services Business Office Accountant, Assistant Director, or Executive Director of Administration.

Required written documentation:

- Request for adjustment identifying the justification and the Work Order number.
- Approval by individual responsible for the account(s) that were billed or the Facilities and Services Shop Supervisor, Assistant Supervisor, Project Manager or Director responsible for the work or project.
- Approval by Facilities and Services Business Office Accountant, Assistant Director, or Executive Director of Administration

ADM: Travel Expenses and Reimbursement

Procedure Owner: **FS Administration** **Procedure Contact / Subject Matter Expert:** **Associate Vice President of Facilities and Services** **Last Updated:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Authority / Procedures:** **BPM 5C, Travel**

Chapter 5C: TRAVEL

"All per diem, mileage and meal reimbursement rates are established by the Board of Regents of New Mexico State University. Departments may elect to reimburse at an amount less than any of the provided rates, with the approval by Dean/Vice President level authority. Employee travel will be reimbursed for official University travel approved by the authorized campus personnel. Travel may require approval by Dean/Vice President level authority prior to travel dates."

Procedure Statement

To lower travel costs in order to provide the opportunity for professional development to as many staff as possible, Facilities and Services elects to travel based on actual receipts instead of at the per diem rates. The intention is to cover actual travel costs.

Consistent procedure for travel expenses is an important part of controlling costs and maintaining equity among all units.

Reason for Procedure

This procedure addresses expense allowance reimbursement for business travel and training and provides guidelines for travel allowances.

Procedures

General rules for travel expense are:

- FS Travel and Training Approval Form (Request for Travel) should be completed with the supervisors' review and signature. Please allow the Administration Office 10 business days for processing the form.
- Travel advances, which should be noted on the FS Travel and Training Approval Form, should be requested at least 10 working days before travel. An advance can be issued up to 90% of estimated per diem; however, a cash advance for less than $100 will not be processed.
- NMSU vehicles should be used when driving in lieu of personal vehicles. If a personal vehicle is used, mileage will not be reimbursed, and proof of insurance must be provided to FS Administrative office.
    - A personal vehicle may be used to travel to and from El Paso Airport. One round trip and a parking fee is allowed. Parking fees must be supported by receipts. Airport parking fees will only be reimbursed at the current long-term parking rate.
- Original receipts that include itemized costs and verification of payment for both lodging and meals are required for reimbursement of expenses. Employees must travel at least 50 miles from their primary official place of work to claim reimbursement. Receipts are required for:
    - Actual lodging expenses.
    - Actual meal expenses.
        - Reimbursed up to Per Individual Meal Cost based on the applicable destination for the meal rate (see per diem rates for New Mexico which can be found at https://www.gsa.gov/portal/category/100120).
        - If the city or county destination is not listed, the Standard Meal and Incidental Rate will be used.
        - Partial day meals per diem first and last day of travel: Meal per diem will be paid up to 75% of the destination meal per diem for first and last day of travel where overnight stay is required. All other days are paid up to 100% meal per diem of the destination.

        - When traveling more than 9 hours with no overnight stay, reimbursement for meals will be reimbursed up to 75% of destination meal per diem.
- The FS Travel and Training Approval Form (Return from Travel) must be completed with the supervisor's review and signature and given to the FS Administration Office for processing along with all itemized and verification of payment receipts within 10 days of travel.
- There are many occasions where the conference hotel exceeds the allowable per diem. Conference attendees are encouraged to stay at the conference hotel for the purposes of networking, and in many cases this extra cost is offset by the avoidance of a rental car. Travel costs should be reviewed in advance by employee and supervisor to maximize the value of the training.
- Internet connections for business use while traveling will be reimbursed up to $12 per day.
- It is recognized that there will be exceptions to these guidelines; exceptions should be requested in advance and approved by the AVP of Facilities and Services.

ADM: Ethics in Vendor Relations

Procedure Owner: **FS Administration** **Procedure Contact / Subject Matter Expert:** **Associate Vice President of Facilities and Services** **Effective Date:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Authority / Procedures:** 1. **BPM 4.7B Gifts and Gratuities** 2. **New Mexico Gift Act – NMSA 1978, $ 10-16B-1 through 10-16B-5** 3. **Governmental Conduct Act – NMSA 1978, $ 10-16-3**

Procedure Statement

Facilities and Services strives to set the highest possible standards for ethical behavior, and desires to set an example for the rest of NMSU in our relationships with our vendors.

Reason for Procedure

This procedure was instituted to provide guidelines to Facilities and Services employees regarding ethical behavior with vendors.

Procedures

NMSU BUSINESS PRACTICE MANUAL (BPM)

This procedure is intended to elaborate on BPM section 4.00.15.

Chapter 4.7B: Gifts and Gratuities

“No employee of NMSU, in particular those engaged in the procurement function including, but not limited to, Purchasing Agents and Buyers, shall accept favors, gifts, or gratuities

either directly or indirectly from any vendor, representative, or business firm. This applies to every employee regardless of the nature of position at NMSU."

GIFTS AND GRATUITIES FROM VENDORS

Even though the acceptance of a gift may not constitute a violation of the general standard of conduct, it may appear to the public that gratuity has influenced an employee in performing his or her job. Employees should not accept a gift that could reasonably appear to influence official conduct, even if the gift is technically legal.

To avoid any appearances of favoritism, Facilities and Services employees will:

- Refuse to accept or will return any gift provided from any person or representative of any firm who conducts or desires to conduct business with NMSU
- The term 'gift" or "gratuity" would include any item of value including lunches, green fees, or tickets to events.

Facilities and Services personnel participate in a number of professional development opportunities such as presentations and conferences, and events at these activities are routinely sponsored by business partners who conduct or desire to conduct business with the attendees. Attendance at these sponsored events is permissible as long as all conference attendees are invited.

From time to time, business partners of a trade organization and / or vendors who do business with the university will invite a number of their "best customers" to a special event such a dinner, golf game, or sporting event. This presents a special ethical dilemma, and all employees should remain cognizant that acceptance could appear to influence conduct.

Group and organizational activities present a number of challenges for a variety of reasons, and these instances should be reported to and discussed with the respective Executive Director and AVP for Facilities and Services.

Gifts during the holiday season may also represent a problem if a gift from a vendor or potential vendor shows up at the front desk with a "thank you" card. Even when turned over to one of the office groups, there may still be an appearance of impropriety, and for this reason the delivery of any gift should be reported to and discussed with the respective Executive Director and AVP for Facilities and Services.

ADM: Fuel Purchasing

Procedure Owner: **FS Administration** **Procedure Contact / Subject Matter Expert:** **Executive Director for Administration** **Effective Date:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Authority / Procedures:** 1. **ARP 14.56 - Procurement** 2. **BPM – 4: Procurement**

Procedure Statement

Every effort must be made to ensure that all fuel purchase orders are accurate and complete.

Reason for Procedure

This procedure was instituted in response to findings of the Special Audit Report, FS Maintenance Shops issued by the NMSU Office of Audit Services on December 20, 2007 documenting improper submission of fuel purchase orders.

It remains an ongoing concern to ensure the accuracy and integrity of work order charges.

Procedures

Vital Documentation and Communication Fuel Purchasing Notes:

- If the requisition is not approved by the fiscal monitor within the same day, a review must be conducted by FS accounting.
- If requisition is not approved by the CPO Buyer within the same day, a review must be conducted by FS accounting.
- Transportation Services is required to submit three vendor quotes to FS accounting. The requisition number must be reflected on the vendor quotes.

ADM: Overtime Reporting

Procedure Owner: **FS Administration** **Procedure Contact / Subject Matter Expert:** **Executive Director of Administration** **Effective Date:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Authority / Procedures:** 1. **NMSU/AFSCME Local 2393 Bargaining Agreement** 2. **DOL, FLSA, Overtime Pay** 3. **ARP 7.20 – Staff Overtime or Comp Time**

Procedure Statement

Overtime should be authorized only when absolutely necessary, and by exempt supervisors meeting the U.S. Department of Labor Fair Labors Standards Act. It should be limited to a reasonable amount of hours for a limited period of time, due to safety and productivity considerations. Overtime should never be used to compensate employees for low salaries or to otherwise avoid compliance with NMSU salary policies. Opportunities for overtime work should be made widely available, consistent with the terms of the NMSU-AFSCME Union Contract. The Department is responsible for developing and communicating policies and procedures regarding the use and reporting of overtime and regularly monitoring compliance. Monthly overtime utilization reports should be developed and widely distributed to all Shop Supervisors by FS-HR. Information on overtime utilization, as well as the use of seasonal/temporary employees, multiple shits, flex-time, and outsourcing should all be considered in the development of a departmental staffing model that provides the greatest quality and value to the NMSU community at an appropriate cost.

Special Situations

Regular non-probationary full-time and part-time non-exempt employees employed within the State of New Mexico are also subject to the provisions of Article 28, Hours of Work NMSU and AFSCME Local 2393 Bargaining Agreement

Exclusions

The Assistant Vice President, Executive Directors, Directors, administration, and business office staff are exempted from daily timesheet reporting.

Reason for Procedure

This procedure was instituted in response to findings of the Special Audit Report, Facilities and Services Utilities Shops issued by the NMSU Office of Audit Services on December 20, 2007 documenting inappropriate use of time reporting and the lack of internal controls and management oversight.

Procedures

Facilities and Services Shop Supervisors:

- Recognize that overtime is required.
- Supervisor or assistant supervisor notifies through email their respective assistant director or manager of the need for overtime. Overtime approval needs to be documented through email. FS-HR needs to be copied on both overtime request and overtime approval. After the overtime is completed, the employee who performed the overtime records the overtime in AiM as part of their daily electronic timesheet submission.
- As part of their daily timesheet approval, the Supervisor reviews and approves the employee's entries in AiM.

Facilities and Services Directors:

- FS directors are notified by the shop supervisor or assistant supervisor of the need for overtime. (If the request was made as part of a verbal conversation, it needs to be followed up by an email for documentation purposes.)
- The director approves the need for the overtime through email with a copy to FS-HR. Once the employee has entered their overtime in AiM, the supervisor will verify the accuracy of the hours reported by approving the time entry in AiM. By approving timesheets in AiM, Supervisors certify and electronically sign the time submitted by the employee, indicating that all information entered is accurate and correct.
- Once a month, FS directors receive a list of all the overtime which occurred under his/her responsibility for the previous month.

Responsibilities

NMSU Departments are responsible for maintaining adequate internal controls in their departmental payroll processing. This includes establishing an appropriate separation of duties in their payroll processing functions, assuring that payroll entries are approved at the proper level, and that entries are verified for accuracy once they are processed. Departments need to maintain adequate backup documentation to support time worked by hourly / time-card employees; to record employee absences due to vacation, sick leave, or other leaves; and to document payments for overtime worked or other pay types (e.g. augmentations, shift differentials, or taxable fringe benefits). A department's responsibility includes maintaining an effective system of monitoring and oversight to ensure the accuracy and validity of its payroll.

Forms/Instructions

- http://www.ppd.nmsu.edu/pdf_forms/Facilities and Services_Overtime.pdf

ADM: Timecard Adjustments

Procedure Owner: **FS Administration** **Procedure Contact / Subject Matter Expert:** **Executive Director FS Administration** **Effective Date:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Authority / Procedures:** 1. **Facilities and Services Overtime Reporting Policy** 2. **NMSU/AFSCME Local 2393 Bargaining Agreement** 3. **US Dept of Labor Website http://www.dol.gov/compliance/laws/comp- flsa.htm** 4. **ARP 6 – Hiring, Work Rules and Assignments**

Procedure Statement

This procedure establishes the requirements for timecard adjustments within all of the shops that are part of Facilities and Services Operations.

Reason for Procedure

The purpose of this procedure is to ensure proper review, approval, and processing of timecard adjustments for all the shops within Facilities and Services Operations. This procedure will outline the steps required to process a timecard adjustment as well as provide for a process of review to ensure adherence to these procedures.

Forms

The “Request for Timecard Change” Form is located on the Facilities and Services Website, http://facilities.nmsu.edu/facilities-and-services-forms/

Procedures

Timecard Adjustments

Timecard adjustments are required when a change to a time card is needed and the timecard transaction has already been posted in AiM by the supervisor. Prior to posting within AiM, the supervisor can revise or reject the time card back to the employee to correct. In addition, if the timecard adjustment is made after payroll has been processed in Banner, a NMSU timesheet will be required to adjust the time in Banner. Periodic reviews of timecard adjustments will be performed by FS accounting to ensure adherence to these procedures.

The following reasons are examples of why an adjustment may need to be completed on **posted** timecards:

- Time was not entered for On-call, Vehicle Call Back, or Overtime
- Time was entered on incorrect date or month
- Incorrect WO was used, for example, the previous month standing work order was used
- Time is entered on date that was previously entered. Example: Time was incorrectly entered for April 30 by entering time on May 30. All time is adjusted for May 30, and Facilities and Services HR later enters time for April 30.

Prior to Banner Payroll Processing Feed (based on schedule provided by NMSU Payroll Office)

If a timecard adjustment is required prior to the banner payroll feed, the following is completed: (Note: Facilities and Services HR Office can provide information on payroll feed dates)

- Supervisor completes the “Request for Timecard Change” form is located on the Facilities and Services Website, http://facilities.nmsu.edu/facilities- and-services-forms/. The completed form must be signed by the employee and the supervisor.
- The supervisor will submit the signed form to Facilities and Services HR. Facilities and Services HR will indicate date received at the bottom of the form.
- Facilities and Services HR staff will review the adjustment request and make the necessary adjustments in AiM.
- Once Facilities and Services HR has completed the adjustment in AiM, the form is scanned, saved on the Facilities and Services HR drive under the folder named “AiM Timecard Adjustments” where a folder named for the month and year of the adjustment can be found (ex: “May 2010”). Under the appropriate month/year folder,

the file name will include: AiM employee ID – AiM transaction number. (ex: “MELIFERN – 12345”)

- The scanned form is then sent via email to the applicable Director/Executive Director with a copy to pers@nmsu.edu
- A hard copy of the form is then filed by pay period in the Facilities and Services HR office.

After the Banner Payroll Processing Feed (based on schedule provided by NMSU Payroll Office)

If a timecard adjustment is required after the banner payroll feed the following is completed: (Note: Facilities and Services HR Office can provide information on payroll feed dates)

- All of the steps indicated above in “Prior to Banner Payroll Processing Feed”.
- In addition, a NMSU paper timesheet is prepared and signed by the employee and supervisor and submitted to the NMSU Payroll office.
- A hard copy of the NMSU paper timesheet is filed by pay period in the Facilities and Services HR office.

ADM: FS Shop Time Reporting for FS Billing Purposes

Procedure Owner: **FS Administration** **Procedure Contact / Subject Matter Expert:** **Executive Director of Operations** **Effective Date:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Authority / Procedures:**

Procedure Statement

NOTE: This procedure does not address or in any way replace online time reporting in the NMSU Banner system.

Each employee must accurately complete and sign their OFS timesheet at the end of each workday. This procedure outlines the description of activities that are classified as Shop Time. Shop Time activities are charged directly to the Shop and are not billable to customers on Work Orders.

Exclusions

The Assistant Vice President, Executive Directors, Directors, Administration and Business Office staff are exempted from daily OFS Shop time reporting.

Reason for Procedure

This procedure was instituted to provide definitions of Shop Time and improve consistency in recording.

Procedures

OFS Shop Time for Employees

- As part of daily timesheet completion the following activities are considered Shop Time and should be consistently charged as such.

Activity	Typical Time Span	Frequency	Description	Applies to
Shop Meeting	0.5 to 1.0 hour	Weekly	General topics	All Shops
Work Assignment	0.25 hours	Twice daily	Assignment of work to employees	All Shops
Time Sheet	0.25 to 0.5 hours	Daily	Complete paper timesheets and enter time in Banner	All Shops
Housekeeping	2 hours	Weekly	Clean shop, office, truck, yard	All Shops
Breaks	0.25 hours	Twice daily	2-15 minute breaks per day	All Shops
Meetings	Varies	Varies	Ops, Utilities, Vendors, Engineers, HR	Supervisors & Assistant Supervisors
Phone Calls	Varies	As needed	Vendors, Admin, other Shops	Supervisors & Assistant Supervisors
Admin Tasks	Varies	As needed	Shop scheduling, BRR requests, open/close WO's, Performance evaluations, Personnel issues, Review reports, Maintenance logs, assigning work, etc.	Supervisors & Assistant Supervisors
Email	Varies	As needed	Sending, receiving, replying	Supervisors & Assistant Supervisors

Responsibilities

Employees are responsible for the accuracy of the time and type of activity reported as Shop Time. Shop Supervisors and Assistants are responsible for verification of the employees' timesheet accuracy and for consistency throughout each Shop.

ADM: Operations Project Planning

Procedure Owner: **Associate Vice President of Facilities and Services** **Procedure Contact / Subject Matter Expert:** **Executive Director of Operations** **Effective Date:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Authority / Procedures:**

Procedure Statement

Operations personnel need to review all project plans prior to commencing work to ensure the appropriate resources are available to support the project.

Reason for Procedure

This procedure was instituted to provide a standardized approach for tracking project coordination, resource planning, and release of work authorization on any project managed by Operations in lieu of using the FS Projects group.

Procedures

- The Director responsible for the Operations controlled project will obtain an OFS Operations Project Planning Checklist \\Bffps1\vol1$\OFS_Business_Office\Directors\OFS Forms\OFS- 002_Operations Planning Project Checklist.docx
- The Director will fill out the form per the following steps:
    1. Enter the project name
    2. Enter a detailed scope of work for the project

3. Enter the scheduled start date
4. Enter the scheduled end date
5. Enter the customer
6. Enter the index
7. Mark the shops that are required to support the project.

- The Director will meet with the Supervisor of the required shops and estimate the hours of support to complete the task. This number will be entered into the estimated hours block on the checklist.
- The Director or Supervisors will obtain work orders for each of the required shops.
- The Director will verify that the work orders have been generated and check the box in the Work Order Issued column on the checklist.
- The Director will review the completed checklist with the Executive Director of Operations.
- The Executive Director of Operations will approve the checklist and file a copy in the departmental files.
- The Director will give the shops notice to proceed with the project work.

ADM: FS Access to Family and Residential Housing

Procedure Owner: **FS Operations** **Procedure Contact / Subject Matter Expert:** **Executive Director of Operations** **Effective Date:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Authority / Procedures:**

Procedure Statement

This statement establishes the departmental procedure for FS access to NMSU family and student housing.

Reason for Procedure

This procedure was instituted to provide a process for access to NMSU Housing that guarantees safety and security of NMSU residents.

Procedures

Access will be coordinated with Housing. Shop employees are advised to work in pairs and to always leave either a card or a door-hanger to indicate that FS visited the residential area.

ADM: FS Hardship Differential

Procedure Owner: **FS Administration** **Procedure Contact / Subject Matter Expert:** **FS Executive Directors** **Effective Date:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Authority / Procedures:** 1. **ARP 7.12 Hardship Differential Pay**

Procedure Statement

This procedure establishes an internal FS guideline for the request of hardship differential.

Reason for Procedure

Occasional emergency repairs arise such that employees are required to work an inordinate number of hours beyond the normal forty (40) hour work week or an eight (8) hour day and/or under unusually risky and hazardous conditions. This procedure was instituted to provide consistency in requests for hardship differential pay of this nature.

Procedures

The Shop Supervisor should make the request for hardship in writing or email to the respective Director for that area. Hardship differential pay must be routed through the Executive Director, the AVP and then submitted to Human Resource Services for approval. When considering hardship differential, the additional compensation must be no less than $1.25 per hour and will generally not exceed 15% but may be as great as 50% of the employee's base rate of pay. Criteria used to make this determination shall be:

- The hazard itself, i.e., steam, electricity, and/or chilled water and the consequences of errors
  - For example, steam and electricity are more hazardous than chilled water and the consequences of a mistake while working are greater
- The length of time exposed to the hazard as well as the overall percentage of the work time required at the hazard
  - For example, a scheduled steam outage over winter or spring break does not present the urgent exposure without breaks that are required by a steam-packing break that must be repaired immediately
  - For example, repairs required by an unexpected pipe rupture that is very dangerous due to extreme heat or cold, possibly in confined space, with an urgency to complete quickly to lower the impact to the university (increasing the risk for physical harm to the employee), and that do not exceed a one week period to repair will be paid a differential of 50% of the incumbent's current hourly/salary wage.

All others will be paid in conjunction with the standard procedures listed above.

ADM: FS Operations Budget Management

Procedure Owner: **FS Administration** **Procedure Contact / Subject Matter Expert:** **FS Executive Directors** **Effective Date:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Authority / Procedures:**

Procedure Statement

This procedure establishes the requirements for budget management within all of the shops that are part of FS Operations.

Reason for Procedure

The purpose of this procedure is to provide a consistent method of budget management for all of the shops within FS Operations.

Forms

The Executive Director of Operations will provide the Fiscal Year Shop Budget spreadsheet electronically.

Definitions

1. **FS Senior Management** – The team consisting of the Assistant Vice President, and Executive Directors.
2. **Operations Leadership Team** – The team consisting of the Executive Director of Operations, Asst. Director of Building Services, Grounds Manager, Custodial Manager, Director of Maintenance, Director of Utilities, and the Shop Supervisors.

3. **Leadership Team** – The team consisting of the Asst. Director/Manager and the associated Shop Supervisors for each branch of Operations. Currently there are 4 Leadership Teams in Operations.

Procedures

The Executive Director of Operations will provide the annual budget to the Director of Building Services, Grounds Manager, Director of Maintenance, and Director of Utilities.

1. Each Director/Manager will provide the annual budget to their respective shop supervisors.
2. The Leadership Teams will allocate the budgets by account code and enter them into the Adjusted Budget column on their tab of the Fiscal Year Shop Budget Spreadsheet.
3. The Leadership Teams will use E-print and/or Banner Self-Serve to track their monthly expenditures.
4. The Leadership Teams will enter their monthly expenditures by account code into the fiscal year month column on their tab of the Fiscal Year Shop Budget spreadsheet.
5. The Leadership Teams will review their expenditures on a monthly basis. If any accounts are found to be overspent additional investigation will be performed to verify the accuracy and implement corrective actions.
6. The Director/Manager will provide a detailed written explanation for any variance +/- $25,000. This variance will include any corrective actions to bring over spent accounts into line with the budgeted amount.
7. The Operations Leadership Team will conduct a monthly financial review to ensure all branches are operating within the limits of their budgets. Each Leadership Team will be required to present their data in graphical form.
8. The Director/Manager will include the financial graphs, variance explanations, and corrective actions in their monthly Operations review to OFS Senior Management.

OPS: Operations Afterhours Response

Procedure Owner: **Facilities Operations** **Procedure Contact / Subject Matter Expert:** **Executive Director Operations** **Last Updated:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Authority / Procedures:**

Procedure Statement

This statement establishes the departmental procedure for responding to after-hours service requests that are received by the Facilities Operations shops.

Reason for Procedure

This procedure was instituted to establish standards for documenting after-hours responses for services from the Operations Shops.

Procedures

The Central Utility Plant serves as the after-hours work order desk. Afterhours as it pertains to this procedure is defined as between the hours of 5:00PM and 8:00AM on normal business days and all other hours that the University is closed for business such as weekends and holidays.

Prior to 4:00PM on Fridays FS HR will provide the Central Utility Plant a list of Facilities and Services personnel that are on call for the week starting at 5:00PM on that Friday. This list will contain the appropriate phone numbers and will also contain the names and phone numbers of Craft Shop Supervisors and Directors. Any changes to this list after it has been given to the Central Plant must be communicated to the Central Utility Plant by a Craft

Shop Supervisor or the FS HR Office. The Supervisor will notify the FS HR Office of any changes made the next business day.

The on duty Central Plant Operator will receive the phone call and document it appropriately on a call out sheet that is maintained in the Central Plant. In most cases the on-duty Plant Operator will then call the appropriate craft shop on call technician and notify them of the call and provide the requesters name, phone number and a brief description of the problem. The Plant Operator will also note the time that the on call person was contacted.

The Plant Operator will make 3 attempts in a 15-minute time period to contact the on call technician. If the on-call person is unable to be contacted, the on-duty Plant Operator will call the Craft Shop Supervisor and notify them of the situation. The Supervisor will be responsible for contacting a technician to respond to the call.

When a technician responds to an after-hours call they must report to the Central Utility Plant and sign in before going to the location of the call. When the technician completes the call he or she must sign out at the Central Plant.

All requests for additional personnel must be approved by the appropriate craft shop Supervisor or Auxiliary Representative. If the call is for Auxiliary support the Auxiliary official will call Central Plant and request additional personnel. The Plant Operator will contact the appropriate personnel from the After-Hours Response list. If there is no other shop personnel on the After-Hours Response list the Plant Operator will call the appropriate Shop Supervisor, who will contact a technician to report to campus. If the call is not Auxiliary related the onsite technician will call the appropriate supervisor and request additional support. The Shop Supervisor will contact a technician to report to the campus. Any additional personnel that arrive must sign in at the Central Utility Plant prior to going to the service location.

All calls received from the NMSU Police and Fire Departments will be relayed to the appropriate on-call technician. This includes all calls involving alarm systems. If the technician determines that a response is not required, the technician will notify the Central Plant after having contacted the requester.
Prior to 9:00AM on each business day the Central Plant Call Out Log from the day before will be scanned and placed on the Supervisors Drive in the after-hours response folder. The information on this sheet may then be used by Craft Shop Supervisors to verify time entries and other information as needed.

This procedure is not intended to cover every situation that may occur as a result of an after-hours call. For situations that are not covered above the Plant Operator may call the appropriate Supervisor, Director, Executive Director or AVP for guidance and/or advice.

OPS: Paid Meal Break

Procedure Owner: **FS Administration** **Procedure Contact / Subject Matter Expert:** **Executive Director FS Administration** **Last Updated:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Authority / Procedures:**

Procedure Statement

The Office of Facilities & Services offers some employees a paid meal break for the purpose of always providing a presence on campus.

Reason for Procedure

This procedure was instituted to clarify paid meal breaks.

Procedures

Office of Facilities & Services employees receiving paid meal breaks must remain at their assigned work location for the meal break.

OPS: Daily Shop Time Reporting in AiM

Procedure Owner: **Facilities Operations** **Procedure Contact / Subject Matter Expert:** **Executive Director FS Operations** **Last Updated:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Authority / Procedures:**

Procedure Statement

NOTE: This procedure does not address or in any way replace online time reporting in the NMSU Banner system.

Time reporting requirements for administrative staff, either exempt or non-exempt, who do not report billable time, are not affected by this procedure.

Each employee must accurately complete and fully enter their time in AiM for the whole day at the end of each workday. Supervisors or Assistant Supervisors are required to verify and approve timesheets in AiM daily. Executive Directors will review monthly time reports as proof of review and take appropriate action should any misrepresentations be found.

Reason for Procedure

This procedure was instituted to provide definitions of Shop Time and improve consistency in recording.

Procedures

OFS Shop Time for Employees

As part of daily timesheet completion, the following activities are considered Shop Time and should be consistently charged as such:

Activity	Typical Time Span	Frequency	Description	Applies to
Shop Meeting	.5 to 1.0 hr	Weekly	General topics	All Shops
Work Assignment	.25 hr	Twice daily	Assignment of work to employees	All Shops
Time Sheet	.25 to .5 hr	Daily	Complete paper timesheets and enter time in Banner	All Shops
Housekeeping	2 hrs	Weekly	Clean shop, office, truck, yard	All Shops
Breaks	.25	Twice daily	2-15 minute breaks per day	All Shops
Meetings	Varies	Varies	Ops, Utilities, Vendors, Engineers, HR	Supervisors & Assistant Supervisors
Phone Calls	Varies	As needed	Vendors, Admin, other Shops	Supervisors & Assistant Supervisors
Admin Tasks	Varies	As needed	Shop scheduling, BRR requests, open/close WO's, Performance evaluations, Personnel issues, Review reports, Maintenance logs, assigning work, etc.	Supervisors & Assistant Supervisors
Email	Varies	As needed	Sending, receiving, replying	Supervisors & Assistant Supervisors

Responsibilities

Employees are responsible for the accuracy of the time and type of activity reported as Shop Time. Shop Supervisors and Assistants are responsible for verification of the employees' timesheet accuracy and for consistency throughout each Shop.

OPS: Building Entry/Access Procedure

Procedure Owner: **Facilities Operations** **Procedure Contact / Subject Matter Expert:** **Executive Director FS Operations** **Last Updated:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Authority / Procedures:** **ARP 12.70 – Use of NMSU Facility Space**

Procedure Statement

Facilities and Services is responsible for keeping NMSU buildings safe and secure. There are occasions when employees misplace keys or lock themselves out of their buildings. This procedure addresses various types of situations relating to entries/access to campus buildings.

Reason for Procedure

This procedure was instituted in response to findings of the Special Audit Report, OFS Utilities Shops issued by the NMSU Office of Audit Services on December 20, 2007.

Procedures

Facilities and Services custodians and NMSU employees must ensure that all buildings are closed, locked, and secured at the end of each day. Custodians and all Facilities and Services employees are under strict instructions not to allow any university faculty or staff members into a building / office once these have been locked and secured.

Below are the procedures that must be followed for those employees needing entrance to buildings.

After Hours:
University staff and faculty authorized to enter the buildings after hours must secure a key through the process established by the university.

Each staff and faculty member is responsible for that key and should not allow other employees access to it.

Police officers are not responsible for unlocking buildings or providing entry after hours.

During Working Hours Custodians are responsible for unlocking buildings. Custodians and Locksmiths are not responsible for providing entry to staff and faculty who lock themselves out.

Staff and faculty who lock themselves out must have the Building Monitor submit a work order for the Access Control Shop to dispatch a locksmith. There will be a charge for this service.

OPS: Project Planning

Procedure Owner: **Assistant VP for Facilities** **Procedure Contact / Subject Matter Expert:** **Executive Director FS Operations** **Last Updated:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Authority / Procedures:**

Procedure Statement

Operations personnel need to review all project plans prior to commencing work to ensure the appropriate resources are available to support buildings.

Reason for Procedure

This procedure was instituted to provide a standardized approach for tracking project coordination, resource planning, and release of work authorization on any project managed by Operations in lieu of using the OFS Projects group.

Procedures

The Director responsible for the Operations controlled project will obtain an OFS Operations Project Planning Checklist.

\\Bffps1\vol1 $\OFS Business Office\Directors\OFS Forms\OFS-002 Operations Planning Project Checklist.docx

The Director will fill out the form per the following steps:

Enter the project name
Enter a detailed scope of work for the project
Enter the scheduled start date
Enter the scheduled end date
Enter the customer
Enter the index
Mark the shops that are required to support the project.

The Director will meet with the Supervisor of the required shops and estimate the hours of support to complete the task. This number will be entered into the estimated hours block on the checklist.

The Director or Supervisors will obtain work orders for each of the required shops.

The Director will verify that the work orders have been generated and check the box in the Work Order Issued column on the checklist.

The Director will review the completed checklist with the Executive Director of Operations.

The Executive Director of Operations will approve the checklist and file a copy in the departmental files.

The Director will give the shops notice to proceed with the project work.

OPS: On Call Personal Vehicle Use Reimbursement

Procedure Owner: **OFS Operations** **Procedure Contact / Subject Matter Expert:** **Executive Director FS Operations** **Last Updated:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Authority / Procedures:** **NMSU Vehicle Policy**

Procedure Statement

This statement provides for a re-imbursement payment in lieu of furnishing a vehicle to cover the cost of returning to campus for after-hours calls.

Reason for Procedure

This payment is based upon a departmental average mileage from campus and is in lieu of providing a vehicle for after-hours response to calls. This procedure eliminates IRS personal use mileage reporting requirements and establishes equity for the on-call personnel.

Procedures

Effective August 1, 2009, on-call personnel must drive their personal vehicle to campus to pick up an OFS service vehicle when responding to a call. On-call staff will receive $15.00 for each round trip to campus to cover the cost of using a personal vehicle for this purpose. NOTE: This payment will be in effect for the next two years.
Service vehicles will be kept in the locked area behind the OFS Administrative Office and access is obtained by swiping the staffs NMSU ID card.

It is expected that the on-call individual shall fuel the vehicles as needed during the week. On-call pay ($1.00/hr) shall not be paid for hours worked on straight time or overtime rate when an employee has been called back to work. If an employee is called to respond to a separate job while on campus working on a call-out activity, the employee will be paid for actual time worked, or a minimum of 2 hours (not 2 hours per job). If an employee is called out again after checking out, the employee shall again be guaranteed a minimum of 2 hours of pay or for the actual time worked at the applicable straight or overtime rate if time exceeds 2 hours.

This procedure does not apply to after-hours scheduled maintenance.

OPS: Access to Family and Residential Housing

Procedure Owner: **OFS Business Office** **Procedure Contact /** **Subject Matter Expert:** **Executive Director FS Operations** **Last Updated:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	

Procedure Statement

This statement establishes the departmental procedure for OFS access to NMSU family and student housing.

Reason for Procedure

This procedure was instituted to provide a process for access to NMSU Housing that guarantees safety and security of NMSU residents.

Procedures

OPS: Key Control

Procedure Owner: **OFS Operations** **Procedure Contact / Subject Matter Expert:** **Executive Director FS Operations** **Last Updated:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Policies & Procedures:**

Procedure Statement

This statement establishes the OFS departmental procedure for key authorization and guidelines for access to student residences.

Reason for Procedure

The purpose of this procedure is to provide personal security for students, faculty, staff, visitors and others while on the NMSU campus, and to provide security over all real and personal property on the NMSU campus to the extent possible through the controlled distribution and use of keys.

Procedures

General Policy: Keys shall be issued only to NMSU employees and other individuals who (1) have a substantial need to lock or unlock buildings, interior doors, gates and the like, **and** (2) who have been approved to receive a key on a properly completed **Key Request Form** (see Exhibit 1). Issued keys are state property, entrusted to key holders for their **exclusive** use and only for the conduct of official University business. Key(s) are to be returned to the Lock Shop when they are no longer needed.

Enforcement: When issued, keys are the sole responsibility of the key holders identified on the Key Request Form. The key holders are the only ones allowed to use the keys and are responsible for maintaining custody of the keys issued to them at all times. Failure to maintain custody of keys compromises the security of persons and property. Violations of these policies may be grounds for disciplinary action

Authority: Given the number of university buildings and the many individuals needing access to same, it is imperative that rules and guidelines governing the issuance of keys and the approval of individuals to receive keys be clearly stated and consistently enforced. Control over keys is established through the joint efforts of the

OPS: Guidelines for On Call Status

Procedure Owner: **FS Operations** **Procedure Contact / Subject Matter Expert:** **Executive Director FS Operations** **Last Updated:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Policies & Procedures:** **AFSCME Agreement Article 17, Section 9** **NMSU Policy**

Procedure Statement

This statement should be signed and filed for all employees that serve in the On Call rotation. Is it is the intent to have this apply to all employees in the mechanical, electrical, and plumbing trades through the hiring process.

Reason for Procedure

This procedure was instituted to establish standards for assignment of restricted On-Call Status.

Procedures

All shops that are approved for restricted On-Call duty assignment must develop a rotation list and keep the list on file in the FS Business Office.

Each week the Mechanical and Electrical shops will be allowed 3 persons for restricted On-Call duty assignment. The Supervisor counts towards the limit if included.

The Access Control shop and Custodial department will be allowed one person.

"As needed" restricted On-Call positions for holiday and seasonal needs will be available pending Executive Director and AVP Approval (example: graffiti at winter break, roofers during monsoon.

Unrestricted call-back rotation lists will continue as needed but the rotation list must

also be filed with the Business Office to insure equity.

On-call personnel will be expected to remain in a physical condition fit to report for duty, to answer on-call phone when called, and to remain in a geographical area that will allow the on-call person to report to work within 30 minutes of being contacted. If an individual lives in a location that has longer than a 30- minute response time, they may request from their supervisor a 45-minute response time. The request and approval must be in writing and filed with the FS Business Office.

If an employee is ill and uses sick leave on an assigned day they are also on-call, the employee shall inform the on-call supervisor and arrangements will be made for that employee not to assume on-call for the evening hours. In this case, the employee also will not be paid the $1 per hour rate.

****

I have read and understand the above procedure and understand the expectations. I have been shown where to find the AFSCME agreement and the FS Procedures.

In return for the $1 per hour compensation for assignment to On-Call status, I understand that I must remain in a condition fit for duty and stay within a geographic area that will allow for me to return to campus within 30 minutes. I understand that I may request a 45-minute response in writing.

I also understand that I could face disciplinary action for failure to respond. I understand that proper accounting and recordkeeping of overtime worked is my responsibility and that I could face disciplinary action and I or criminal charges for falsifying overtime records.

_____

Printed name

_____

Signature Date

OPS: Overtime and Vehicle Use Reporting

Procedure Owner: **FS Operations** **Procedure Contact / Subject Matter Expert:** **Executive Director FS Operations** **Last Updated:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Policies & Procedures:**

Procedure Statement

This procedure establishes the requirements for consistent documentation of overtime and personal vehicle use for all Facilities Operations shops

Reason for Procedure

The purpose of this procedure is to provide a consistent method for documenting overtime worked and reporting use of personal vehicles in support of overtime. All documentation generated becomes objective evidence in the event of an audit. This procedure will be followed for call-in overtime and scheduled overtime

Forms

The following form is located in the FS Supervisors shared drive in the Forms folder. The current version is the only approved form that will be used by employees.

FS-005: FS Overtime Request

Procedures

Each employee who is assigned to work overtime will fill out and submit a completed FS Overtime Request form to the shop Supervisor. This will be completed prior to leaving campus after working overtime.

Each employee will fill in the following data in the FS Overtime Request:

Employee Name
Shop
Work Order, If called in enter Pending then fill in when the work order is received.
Called in By: Name of person who called in the employee.
Date
Time Called, check AM or PM: Time employee received call from Central Plant.
Time Arrived, check AM or PM: Time employee checked in with the Central Plant.
Time Finished, check AM or PM: Time employee checked out with Central Plant.
Check the Type of overtime, Scheduled or Call-Out
On Call-Out OT only, check the number of trips associated with the request. Employee will check 0 if they are already on campus responding to a call.
Nature of Work: Describe the work performed during the overtime.
Location: Specific location where the work was performed. This should include the Building and Room Numbers.
Remarks: Enter any pertinent comments for the overtime worked.
Each employee will sign their overtime request and submit it to the Shop Supervisor for review and processing.

The shop Supervisor will ensure that all of the information is documented on the form. It will be returned to the employee if any information is missing except for the work order number. The Supervisor and employee will be responsible for revising the Overtime request form when the work order is received.

The shop Supervisor will verify the documented Time Arrived and Time Finished with the daily After Hours Call-Out sheet located at the Central Plant. Any discrepancies will be discussed with the employee.

The Supervisor will sign the FS Overtime request and forward it to their Director or Manager. This will be completed by 10:00 AM on the first workday after the overtime was worked.

The Director/Manager will review and approve all of the completed FS Overtime Requests.

The Director/Manager will submit a PDF of all Overtime requests processed during the pay period to the FS HR Office and their Executive Director no later than the close of business on first workday after the pay period ends.

The Director or Manager will maintain a file of all overtime worked for a period of 12 months.

OPS: Facility Operations Temporary Assignments

Procedure Owner: **Facilities and Services Operations** **Procedure Contact / Subject Matter Expert:** **Executive Director FS Operations** **Last Updated:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Policies & Procedures:** **ARP 6 – HR: Hiring, Work Rules, and Assignments**

Procedure Statement

This procedure constitutes the guidelines and expectations for temporary assignments to higher positions.

Reason for Procedure

To provide a consistent and repeatable method for Facility Operations shop supervisors to make temporary assignments to higher positions. This approach will ensure that all out of classification work has been reviewed and approved by Facility Operations Management. It will also ensure that the assignments are done in accordance with Article 14, Section 2, Paragraph B of the AFSCME bargaining unit agreement with NMSU, CBA, which states:

Temporary assignments will not normally exceed one (]) calendar year.
Higher Position
An employee who is temporarily assigned to a higher position for a period in excess of one (]) calendar month shall be assigned a salary in the higher grade in accordance with the rules for promotion (See Section E Rate of Pay for Promotion, Equity or Base Adjustment) from the first day of the assignment. To be assigned to the grade, the employee must meet minimum qualifications for the position. If there are no qualified employees, the duties will be reassigned to other employees.
Lower or Lateral Position: The employee will not receive any adjustment in pay.

Procedures

The following process will be completed prior to any shop personnel receiving a temporary assignment to work a higher position.

Shop Supervisor will review the job and determine if a need for a temporary assignment exists.

Shop Supervisor will review the position description and determine if the job can be assigned to a senior level person in a higher position. No compensation adjustment is required in accordance with Article 14, Section 2, Paragraph B2 of the CBA.

If the job cannot be performed in accordance with step 2, the Shop Supervisor will review the qualifications of the existing shop personnel to determine who can perform the task. If there are multiple personnel qualified to perform the task it will be assigned by seniority date.

If there are no qualified employees, then the work will be reassigned to other employees.

The Supervisor will generate a temporary assignment letter that clearly defines:
The higher position for the assignment
Expected duration
That all compensation will be determined and approved by the NMSU central HRS office.

The Director or Manager will review the letter and provide approval to the Supervisor to make the assignment.

The Supervisor will present the letter to the personnel identified to receive the temporary assignment. A copy will be sent to the Facilities and Services HR Office for the employee's personnel file.

Facilities and Services HR Office will process a PAF for compensation in accordance with Article 14, Section 2, Paragraph 81 of the CBA.

The completed PAF will be sent to central HRS Office for review, determination of compensation, and approval.

Upon completion of the job, the Supervisor will generate a letter notifying the employee that the temporary assignment has been completed. The letter will clearly define that they are returning to their original classification and the effective date.

The Supervisor will present the letter to the employee. A copy will be sent to the Facilities and Services HR Office for the employees personnel file.

Facilities and Services HR Office will process a PAF to return the employee to their original classification and compensation.

The completed PAF will be sent to central HRS Office for final processing.

ENS: Utility Service Outages

Procedure Owner: **FS Energy Services** **Procedure Contact / Subject Matter Expert:** **Executive Director Energy Services** **Last Updated:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Policies & Procedures:**

Procedure Statement

This procedure constitutes the guidelines and expectations for a utility outage.

Reason for Procedure

NMSU FS Facilities and Services, FS, customers expect and need the utmost in utility reliability to conduct their daily business effectively. This procedure sets forth the requirements to insure proper notification of all parties and to insure adequate protection for existing systems

Procedures

Detailed procedures follow:

Procedure Content – Utility Service Outages

Background
Purpose of Procedures
Definitions
Roles of Key Personnel
Emergency Outages
Utility Service Outage Request Procedures
1. Introduction
2. Configuration Phase
3. Coordination Phase
4. Confirmation Phase
5. Cloe-out Phase

FS Utilities Contacts
Utility Service Outage Request Form
1. Front Page
2. Back Page

Utility Service Outage Request Process

Background

Throughout the NMSU Las Cruces Campus, Facilities & Services (FS) operates and maintains extensive utility generation and distribution systems. These utility systems are listed below.

Electricity	Energy source for power and lights in all campus buildings High, medium & low voltages
Natural Gas	Energy source for building space heating at some perimeter campus locations Energy source for electricity and steam generation at Central Utility Plant
Steam	Energy source for space & domestic water heating at most campus buildings Energy source for cooking, sterilization, etc. at certain campus Locations

Chilled Water	Energy sink for space cooling of most campus buildings
Domestic Water	Potable water service to all campus buildings
Sanitary Sewer	Sanitary waste elimination service from all campus buildings
High-Pressure Air	Energy source used to power equipment at certain campus locations Pressurized air service for various purposes at certain campus Locations
Life Safety Systems	Fire detection and alarm systems Fire Suppression systems

In order to supply the campus with reliable utility services, it is essential that FS periodically plan and schedule Utility Service Outages to perform recommended preventative maintenance, to perform emergency corrective maintenance, to install system upgrades to enhance efficiency and reliability, and to connect newly expanded infrastructure or newly constructed buildings. For example, an annual campus-wide steam utility outage is scheduled, usually every spring, to perform recommended annual preventative maintenance on the steam boilers and combustion turbine at the Central Utility Plant, and on the steam distribution piping throughout campus. Unfortunately, Utility Service Outages also sometimes occur on an emergency basis to address system failures that pose an immediate hazard to people and/or property.
Though these interruptions are temporary, FS recognizes that periodic Utility Service Outages can adversely impact the campus community. To reduce any adverse impacts, FS endeavors to:

- Minimize the frequency and duration of these outages;
- Work with Affected Building Monitors and Outage Stakeholders to coordinate an outage schedule that all can work with, or at least work around;
- Provide as much notice as possible so affected areas of campus can make appropriate preparations; and
- Where possible, schedule outages for overnight hours, weekends, or campus holidays when there normally is a reduced demand for utility services.

Unfortunately, though periodic planned Utility Service Outages can create inconveniences, they are necessary and cannot be completely avoided. FS works to leverage their preventative maintenance program through the use of planned Utility System Outages toward the goal of achieving zero unexpected and unplanned emergency outages.

Purpose of Procedures

These procedures are promulgated to ensure that planning of all proposed outages to any of the NMSU Las Cruces Campus utility systems affirmatively satisfies all of the following criteria:

- Is the Utility Service Outage absolutely necessary?
- Has the design of the proposed utility work and its impact to the utility system been reviewed and approved by an FS Director of MEP and FS Management?
- Have all Affected Building Monitors been informed of the utility service interruption, and consulted to learn of how the interruption of service(s) may affect them?
- Has the proposed work sequence and schedule for the Utility Service Outage been planned to minimize its duration and its impacts to all Affected Users to the extent possible?

Bottom Line - "The Five C's"
Adherence to these procedures shall ensure that planned Utility Service Outages are properly.

Configured ✓Coordinated ✓Confirmed ✓Completed & ✓Closed-out

according to a plan that is agreed upon by all Affected Building Monitors and Outage Stakeholders.

Definition

Utility Service Outages

Based on various categorizations of urgency and extent, there are eight different types of Utility Service Outages. These are listed in the following table, followed by explanations of the various categorizations:

		Emergency	Planned
Campus	**Complete**	Emergency Complete Campus Utility Service Outage	Planned Complete Campus Utility Service Outage
	Partial	Emergency Partial Campus Utility Service Outage	Planned Partial Campus Utility Service Outage
Building	**Complete**	Emergency Complete Building Utility Service Outage	Planned Complete Building Utility Service Outage
	Partial	Emergency Partial Building Utility Service Outage	Planned Partial Building Utility Service Outage

Emergency Outage
An emergency outage occurs when a utility must be immediately taken out of service in order to repair an unexpected failure that is an immediate or short-term threat to the well-being of people or facilities. Such outages require FS to respond quickly to contain the hazard, to diagnose the problem, and to plan and implement a solution. All reasonable efforts will be made to notify Affected Users when an emergency outage is necessary. Additionally, all reasonable actions will be taken to minimize the impact of emergency outages. The goal of all utility maintenance organizations is to suffer no emergency outages.

Planned Outage
A planned outage occurs when a utility is scheduled to be taken out of service in order to perform planned work. Ideally, because they are planned, such outages are properly configured, thoroughly communicated and coordinated, and efficiently completed. The vast majority of Utility Service Outages are planned outages.

Campus Outage
During a campus outage, a utility generation and/or distribution system is taken out of service. Depending on the scope of a campus outage, its affects may be campus-wide (Complete) or restricted to just a portion of campus (Partial).

Building Outage
During a building outage, a single building or facility is isolated from a utility distribution system, effectively interrupting that utility service to the building. Depending on the scope of a building outage, its affects may be throughout the entire building (Complete) or restricted to just a portion of the building (Partial).

Utility System Impact Study

This is a study that is performed to determine what effects to an existing utility system, if any, will result from any proposed significant changes to the system.

As such, Utility System Impact Studies must be performed for all projects that involve the following significant changes:

- **New utility service connections;**
- **Non-like-kind utility system component replacements; or**
- **Utility system expansions.**

The Utility System Impact Study shall primarily consider whether the proposed significant system change will impose unacceptable or unsupportable static or dynamic utility load requirements, or if the change will otherwise adversely affect reliable operation of the utility system. The study shall also determine whether the proposed significant system change is consistent with NMSU Design & Construction Guidelines. Finally, the study will provide utility system data necessary for appropriate design of the proposed significant system change. For example, the study will provide utility system data necessary for proper design of new utility service connections. Therefore, for new campus building projects, it is advisable to complete the study early in the design process, either in the schematic design or the design development phase.

The Utility System Impact Study may be performed by a qualified third-party consultant or by the University Engineer. Regardless, the conclusions of the study must be approved by the FS Director of MEP and by FS Management before the proposed work may be performed. As such, the study must be completed, and all approvals must be obtained prior to submitting a written Utility Service Outage Request Package

Utility Service Outage Request Package
This is a package of information that the Outage Manager submits to FS Management to request a Utility Service Outage. The request package will include a Planned Utility Service Outage Request form along with supporting documentation required to thoroughly describe and document the exact nature of the proposed outage work.

Depending on the scope of the proposed outage work, such documentation should include properly prepared engineered drawings, work specifications, and revised system schematics depicting the outage work to be performed. If the proposed outage work includes any significant system changes, as previously defined, a copy of the approved Utility System Impact Study shall also be included with the request package.

Roles of Key Personnel

Outage Requestor

The Outage Requester is the party responsible for submitting the Utility Service Outage Request Form to FS Energy Services and should include the specific utilities requiring shutdown, reason for outage, affected dates and outage duration. Outage Requesters can be FS Project Managers, FS Maintenance Shop Supervisors, FS Energy Services Project Managers or NMSU Departments. Contractors and other external parties requiring Utility Service Outages should route their requests through the NMSU Department for whom the work is being performed. The Outage Requester is responsible for communicating utilities impact information and project progress updates to the NMSU Campus affected parties

Outage Manager

The Outage Manager is the NMSU employee that is in charge of the work crew that will be performing the work requiring a Utility Service Outage. The Outage Manager is responsible for ensuring that the work to be performed is thoroughly planned and that all necessary resources are available, and for determining the required outage duration required to complete the scope of work. As part of the work planning process, the Outage Manager is responsible for executing the required Utility Service Outage Procedure and ensuring that the appropriate work orders are in place with proper funding to conduct the work. For Utility Outages that are scheduled by FS to perform routine maintenance or to make system improvements, the Outage Manager is most appropriately a qualified person in charge of the work crew. Utility Service Outages that are scheduled as part of construction projects shall be requested by a FS Project Manager and be assigned to a FS Outage Manager to facilitate the Utility Service Outage required to support the project.

FS Director District Utilities

The FS Director District Utilities will work with FS Shops, PD&E, University Engineer, Contractors, Subject Matter Experts (SMEs) as applicable, to ensure that any significant changes to a utility system are designed properly and is responsible for evaluating the impact(s) of such changes to the system. The FS Director District Utilities should be consulted when there arises any questions about the work to be

performed, their potential impacts to the utility system, or any aspects of these procedures.

FS Management

FS Management is responsible for reviewing and approving or denying requests for Utility Service Outages. They are responsible for maintaining an up-to-date listing of contact information for the Building Monitors for all facilities on campus, and for making Outage Notifications to all Affected Building Monitors and Outage Stakeholders via the FS Administrative Assistant. Utility Service Outage Requests impacting a single facility will be reviewed and approved by Assistant Director Facilities Maintenance and Executive Director of Facilities. Utility Service Outage Requests impacting multiple buildings or the Utility District will be reviewed and approved by Director District Utilities and Executive Director Energy Services. Copies of all completed Utility Service Outage Request Packages will be kept on file by FS Management in accordance with NMSU Record Keeping Standards.

Outage Stakeholders

Outage Stakeholders are those people or groups directly involved with work to be performed during a Utility Service Outage. This would primarily include contractors and the appropriate FS Shop(s).

Affected Users

An Affected User is any person who works, studies, or lives in a building or facility that loses one or more utility services during a Utility Service Outage. During the Coordination and Confirmation phases of Utility Service Outage planning, Affected Users are represented by their Building Monitor.

Affected Building Monitor(s)

Each building on campus has an assigned Building Monitor who acts on behalf of all Affected Users within the building as the single point of contact for communication and coordination of Utility Service Outages that will affect the building. To aid this process, all Building Monitors shall be responsible for having an adequate general understanding of what utilities serve their building and of the adversities unique to their building that can be expected during prolonged outages of the various utilities. They are also responsible for ensuring that FS is provided with up-to-date contact information (name, office phone & cell phone).

Emergency Outages

CAUTION:

Utility system failures can be very hazardous – they must be contained and isolated by trained FS Personnel. Unqualified, non-FS personnel should not attempt to contain or isolate a failed utility system. Anyone discovering a utility system failure should report their findings to FS immediately. A list of FS Utilities Contacts is listed at the end of this procedure.

By their very nature, emergency outages are unexpected, fast-paced, and unique events that don't follow any pre-determined outline. Depending on the nature of the system failure and its associated hazards, a utility may need to be taken out of service immediately, affording no time to pre-notify Affected Users. In some less critical emergencies, there may be some time to provide short-term pre-notification and to possibly do some limited coordination with Affected Users.
Again, it depends on the nature of the system failure and its potential to do further damage, as determined by qualified FS personnel.

In responding to a system failure, FS personnel will make every effort to ensure that life-safety is addressed first, followed by the protection of equipment and other assets. With verbal authorization only from their supervisor or from FS Management, FS personnel will work in a safe and thoughtful manner to isolate the hazard by means that with result in the least amount of impact possible to the campus community.

Generally, an emergency outage isolated to a single building stems from utility service hazards such as a water leak, an electrical fire, or a steam leak within that building. On the other hand, similar types of failures to a major utility distribution line could require an emergency outage affecting multiple buildings, and possibly the entire campus.

During emergency outages, FS Management will utilize telephones, cell phones and/or e-mails to alert the entire campus community of the initial scope and estimated duration of the emergency outage. When sufficient information becomes available to more accurately scope the outage and how long it will last, an updated utility return-to-service time estimate shall be communicated.

After repair work has been completed and the utility system has been placed back in service, a Planned Utility Service Outage Request shall be completed, normally by the appropriate FS Shop or the Director District Utilities, to report and document the event. At a minimum, this report will detail exactly what failed and how, the suspected cause, and what repairs were made to prevent further occurrences. Before and after photographs are especially helpful here. The completed report shall be submitted to FS Management within two days of the conclusion of the emergency outage.
With verbal authorization only from their supervisor or from FS Management, FS

personnel will work in a safe and thoughtful manner to isolate the hazard by means that with result in the least amount of impact possible to the campus community.

Generally, an emergency outage isolated to a single building stems from utility service hazards such as a water leak, an electrical fire, or a steam leak within that building. On the other hand, similar types of failures to a major utility distribution line could require an emergency outage affecting a number of buildings, and possibly the entire campus.

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Utility Service Outage Request Procedures

1. *Introduction*

The typical phases for Planned Utility Service Outages are described below. The required tasks listed for each phase are directed toward outages that involve significant changes to a utility system and/or that will affect a portion of the campus (at least an entire building or facility). Some of the listed tasks may not be necessary for smaller, localized outages that do not involve a significant change to a utility system and that only affect a portion of a single building or facility.

There are a number of milestones, the timings of which are critical to properly conforming to the outage planning process. **It is FS policy that requests for Utility Service Outages shall be submitted by the Outage Manager to FS Energy Services no less than three weeks (21 days) prior to the proposed outage date.** This will afford FS Management sufficient time (at least one week) to review the request prior to notifying Affected Building Monitors of the proposed outage.

It is NMSU policy that FS provide Affected Building Monitors as much Initial Notice as reasonably possible, and no less than two weeks Initial Notice, of the proposed schedule for upcoming Utility Service Outages.
Further, it is FS policy to provide no less than one week Confirmatory Notice to Affected Building Monitors and Outage Stakeholders of the final agreed-upon schedule for all planned Utility Service Outages.

For this process to work properly and not get unnecessarily rushed, the Outage Manager must keep these obligatory submittal and notification policies in mind and initiate the process as early as possible. Obviously, the more significant the proposed outage work and/or the more users that will be affected by the outage, the more time that the Outage Manager should plan ahead to keep the planning process on track. Below is a timeline of the phases and important milestones in the planning process leading up to a Utility Service Outage.

Utility Service Outage Planning Timeline with 3-, 2- & 1-Week Required Milestones

2. Configuration Phase

The Configuration Phase includes all of the up-front engineering, design, and planning that must occur prior to coordinating and scheduling a Utility Service Outage. This phase is typically characterized by the following tasks or events:

1. All required engineering to properly design the work to be performed during the outage, including any necessary Utility System Impact Studies, shall be completed and approved. The need for a Planned Utility Service Outage is identified and verified.
2. If one does not already exist, a Customer Request shall be created by the Outage Manager in the FS AiM Work Management System. The Customer Request will include a project fund number for FS to charge against for outage support work. The Customer Request shall also include the outage type, utilities, location, and proposed schedule.

3. The Outage Manager shall prepare a Utility Service Outage Request Package and submit it to FS Management for preliminary approval. Per the timeline of planning phases above, this submittal should be made at least three weeks prior to the proposed start date of the outage. At a minimum, this package includes a completed form *Planned Utility Service Outage Request (located on the FS website),* which includes the following information:
    - FS AiM System Work Order number
    - Outage type and Utilities

- A proposed outage schedule
- An explanation justifying the need for the outage
- A list of buildings or facilities that will be affected, and how users will be impacted
- An explanation of measures to be used to minimize the impact on users

4. Depending on the scope of the proposed outage work, the Utility Service Outage Request Package shall also include applicable engineered drawings, specifications, and/or schematics. If the proposed utility outage involves work to significantly change a utility system, then a Utility System Impact Study should have been performed, submitted to FS, and approved by FS prior to submittal of the request package. A copy of the approved Utility System Impact Study shall be included with the request package.

5. FS Management and the FS Director of MEP will review the Utility Service Outage Request Package. If the request is denied, a written explanation will be sent to the Outage Manager. If preliminary approval is granted, this means that FS approves of the proposed outage work to be performed and of the proposed outage schedule. Note that FS will not issue final approval for the outage until after the outage schedule has been finalized during the Coordination Phase. With this preliminary approval, outage planning may proceed to the Coordination Phase to finalize the schedule.

6. An appropriate Outage Coordinator for the outage will be selected by FS Management.

3. Coordination Phase

During the Coordination Phase, the Outage Coordinator invites the Outage Manager and all Affected Building Monitors and Outage Stakeholders to participate in final coordination and scheduling of the Utility Service Outage. This is where Initial Notice is provided by FS Management to Affected Building Monitors of the upcoming outage. Thus, this process must begin two weeks prior to the proposed outage start date. Only with the approval of the FS AVP shall Initial Notice of a Utility Service Outage be sent out less than two weeks prior to the proposed start date.

This phase is typically characterized by the following tasks or events:

1. As part of the Initial Notice, the need for a Utility Service Outage and the proposed schedule are presented to all Affected Building Monitors and Outage Stakeholders

for their concurrence. The Outage Coordinator will also coordinate with other appropriate campus stakeholder organizations such as:

- Department of Fire & Emergency Services (domestic water and electric outages);
- Information Communications Technology (ICT) for affected computer systems or fire alarms; and
- Other departments or stakeholders, as necessary.

2. The Outage Coordinator may coordinate with Affected Building Monitors and Outage Stakeholders via e-mail or telephone. If there is only one Affected Building Monitor to coordinate with, this may be best accomplished by telephone or in person. If there are a number of people to coordinate with, e-mails copied to all will likely be the most efficient and transparent means.

3. Based on feedback from Affected Building Monitors and Outage Stakeholders, the Outage Coordinator will make a reasonable effort to finalize an outage schedule that balances everyone's needs to the extent possible. In some situations, it will become obvious that an outage schedule different from that proposed will better balance everyone's needs. This may mean delaying or possibly accelerating the outage start date. Regardless, when done properly, this coordination process should take no more than a couple of transparent, fact-based iterations to gain everyone's buy-in and settle on a final outage schedule.

4. As required for the outage scope of work, the Outage Manager will be responsible for obtaining:
    - Hot Work Permits from Fire & Emergency Services;
    - Confined Space Permits or similar safety-related guidance from Health & Safety;
    - Utility locates through FS Utilities; and
    - Other permits or assistance, as necessary.

4. Coordination Phase

During the Confirmation Phase, final arrangements for the Utility Service Outage are approved and are communicated to all Affected Building Monitors, Outage Stakeholders, and the entire campus community.

This phase is typically characterized by the following tasks or events

1. Once all Affected Building Monitors and Outage Stakeholders have agreed to a final work plan and schedule, the Outage Coordinator shall update the Utility Service Outage Request Package to include the finalized outage schedule and a list of names and contact information for all Affected Building Monitors and Outage

Stakeholders that were part of the Coordination Process. The Outage Coordinator will forward the finalized Utility Service Outage Request Package to FS Management for final approval.

2. Upon final approval, a formal Confirmatory Notice shall be sent out by FS Management via e-mail one week prior to the outage start date to the Outage Manager, to all Affected Building Monitors, and to all Outage Stakeholders. Only with the approval of the FS AVP shall a formal Confirmatory Notice of a Utility Service Outage be sent out less than one week prior to the scheduled start date.

3. For Utility Service Outages that significantly affect a large portion of the campus, at the discretion of the AVP, FS Management may also send out a campus-wide Confirmatory Notification via NMSU Hotline one day prior to the start of the Utility Service Outage.

4. During the period between the Confirmatory Notification and the outage start time, unavoidable circumstances can sometimes arise at the last minute that make it necessary to stop an outage from proceeding. Should cancellation of the outage be necessary and unavoidable, FS Management must be alerted immediately for concurrence. Rescheduling the outage must be then re-coordinated with all Affected Building Monitors and Outage Stakeholders.

5. Completion Phase

The Completion Phase is where the actual work requiring the Utility Service Outage is completed.

1. Only FS personnel are authorized to shut down or re-activate NMSU utility systems. Under no circumstances will any Contractor personnel or other non-authorized personnel attempt to operate any NMSU utility system.

2. At the agreed-upon time, FS personnel will take the utility system out of service, drain or de-energize it, and apply Lockout-Tagout as necessary.

3. If the outage work is being performed by non-FS personnel under the direction of the Outage Manager, FS personnel will provide periodic inspection of the work both during and at the conclusion of the work.

4. When the work has been completed and is deemed complete per plans and accepted by the appropriate FS Director of MEP or other FS designee, the utility system will be placed back into service by FS personnel.

6. Close-out Phase

The Close-out Phase is by far the most overlooked phase, but it is important none-the-less.

1. Once the utility system is back in service and brought back to its normal condition, an e-mail notification shall be sent out by FS Management to all Affected Building Monitors via the FS Administrative Assistant to inform them that the outage work is complete.

2. Existing documentation must be updated to reflect any significant changes that have been made to a utility system. Note that contract documents normally identify as-built drawings (Contractor generated mark-ups) as a deliverable.

Facilities and Services

Utility Service Outage Request

Project # / Work Order #: _____ Please fill out 'Outage Requester' section and submit attached form via e-mail to: FS Outage Request

(This section filled out by Outage Requester)

Request Date: _____ Outage Requester: _____

Phone: _____ Email: _____

Type:

- ☐ Partial Building Utility Service Outage
- ☐ Complete Building Utility Service Outage
- ☐ Partial Campus Utility Service Outage
- ☐ Complete Campus Utility Service Outage
- ☐ Pretest Outage (Isolation verification)

Utility:

- ☐ Electric
- ☐ Natural Gas
- ☐ Steam
- ☐ Chilled Water
- ☐ Fire Detection/Alarm
- ☐ Fire Suppression
- ☐ Domestic Water
- ☐ Sanitary Sewer
- ☐ Compressed Air
- ☐ Building Ventilation
- ☐ Irrigation

Property Name/Location: _____ Property Number: _____

Start Date: _____ Day: _____ Start Time: _____

End Date: _____ Day: _____ End Time: _____

Purpose of Outage:

(This section filled out by FS Utilities)

Utility System Impact Study required for new service connections, system expansions, and non-like-kind component replacements:

☐ Not Required ☐ Required and Attached ☐ District Utility Outage (Tailgate Required)

What is the scope of work to be performed?

What building(s) will be affected?

What impact will this outage have on the building(s) and users?

What, if any, measures are being taken to minimize the impact on users?

Tailgate Complete ☐ Meeting Date _____ System: _____ _____ _____

Utility Outage Manager-1 Date

Tailgate Complete ☐ Meeting Date _____ System: _____ _____ _____

Utility Outage Manager-2 Date

FS Management Disposition: ☐ Approved ☐ Denied ☐ Delayed (until) _____

_____ _____ _____ _____

Asst. Director Building Maintenance Approval Date Exec. Director Facilities Operations Approval Date

_____ _____ _____ _____

Director District Utilities Approval (Required for District Outages Only) Date Exec. Director Energy Services Approval (Required for District Outages Only) Date

Updated: 8/18/2026

Utility Service Outage Request

General Comments:

Outage Requester – Use this space to document contacts with building monitors and stakeholders.

Outage Manager – Use this space to provide additional information if needed.

Updated: 8/18/2026

OPS: Natural Gas Leak Response

Procedure Owner: **FS Operations** **Procedure Contact / Subject Matter Expert:** **Executive Director Operations** **Last Updated:** 05/15/2015 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Authority / Procedures:** **NFPA 54 National Fuel Gas Code** **49 CFR $ 192.225** **NMSU-FD Natural Gas Incidents SOG** **FS Gas O&M Plan** **FS Utility Locate Request Procedure. FS Utility Locate Checklist** **New Mexico Excavation Law**

Procedure Statement

New Mexico State University owns and maintains a natural gas utility infrastructure that distributes high- and low-pressure natural gas to the Las Cruces campus. NMSU bears the responsibility of protecting the campus community, emergency responders, maintenance personnel, utility infrastructure and property assets from losses associated with natural gas leaks.

Reason for Procedure

The purpose of this procedure is to provide guidelines on how to communicate and coordinate the various emergency response support systems at NMSU pertaining to a natural gas leak incident on campus. Details contained in this document will help to provide guidance on the steps to be taken to ensure a successful deployment of the campus emergency response teams and to return the natural gas system to a safe and operational state.

Emergency Plan

The purpose of this emergency plan is to establish written procedures to minimize the hazard resulting from gas leaks or a gas pipeline emergency. This includes receiving, identifying, and classifying notices of events which require immediate response.

Emergency Situations

- In case of a gas odor, major leak, broken gas line, fire, or explosion and upon learning of the incident, personnel are instructed to do the following.

- **CALL 911**

  (All emergency calls to 911 should immediately inform the operator that the emergency is located on the NMSU Campus at which time the dispatcher will transfer the call to on-site emergency response teams.)

- Provide all pertinent information that the 911 Operator asks of you and listen carefully for further instructions.

- NMSU Emergency Dispatcher will notify the appropriate Emergency Responder(s) based on the information provided.

- NMSU Fire Department should be the first Emergency Responder to be notified for incidents related to a broken gas line, fire, or explosion.

- If a strong odor of gas is detected inside the home or campus building, occupants are SPECIFICALLY INSTRUCTED:

  DO leave the home immediately until further notice.
  DO NOT turn on or off any electrical switches.
  DO NOT use matches, lighters, or any gas or electrical appliances.
  DO NOT use any telephones.

  Get neighbors assistance to report the emergency by calling **911**

Natural Gas Leak Investigation

In all cases NMSU FD shall take whatever actions are needed to provide for the safety of life and property. NMSU FD is ultimately in charge and responsible for the scene and will make all final decisions regarding safety and coordination strategy. Emergency calls indicating “Odor of Gas”, “Gas Leak”, “Broken Gas Line” and similar situations should be approached as potentially hazardous.

Natural gas must be considered as a possible cause in all explosions. Upon confirmation of a gas leak or a broken line, NMSU Fire Department will call the Work Order Desk at 646-7114 and request emergency support from the On-Call Licensed Plumber.

1. **Personnel Safety.**

- The NMSU FD will establish and maintain a safety perimeter in the vicinity of the gas leak.
- A multi-gas detector capable of detecting LEL, O2, and CO will be used to identify safe zones.
- All Emergency Response Personnel working in the vicinity of a known or suspected gas leak shall wear full protective clothing.
- Emergency Response Personnel working in a suspected ignitable atmosphere shall use S.C.B.A. and shall be covered by a charged protective hose line at all times.
- A minimum number of personnel should be allowed to enter the area while additional units are staged in a location out of the potentially hazardous area.
- Evacuate any civilians in the area of escaping gas.
- Attempt to locate the source of the leak and available area shut off valves and devices.
- Refer to currently adopted NFPA-54 Annex-D "Suggested Emergency Procedure for Gas Leaks" for added guidance.

2. **Gas Leak Identification.**

- The On-Call Mechanical Plumber responding to the emergency should be directed to the Incident Commander upon their arrival and be briefed on all available information pertaining to the gas leak and other known hazards.
- Once information has been provided to the On-Call Plumber, NMSU FD shall operate in a support function to assist as necessary.
- In the event FS Plumbing personnel cannot make an immediate response, all appropriate valves will be closed and secured through established Lock-out/Tag-out procedures by NMSU FD personnel.
- Look for signs of a gas leak which include natural gas odorant smell, bubbling through puddles, flames through the ground.
- Do not solely rely on odor as a leak indicator. The natural gas odorant may have been filtered out through the soil. Use monitoring equipment designed to indicate natural gas concentrations.
- The immediate efforts of the On-Call Plumber should be to check the identified areas for gas leaks and isolate the appropriate gas valves to remove the gas supply serving these areas.
- If hazardous gas concentrations are found to exist inside, adjacent to, or underneath any structure, secure all possible sources of ignition in the affected area.
- Have electrical power disconnected from outside the affected area.
- Ventilate buildings where gas is found with natural ventilation. Do not use electrical or gas-powered equipment for ventilation purposes.

- If the gas leak source is an extinguished gas pilot on an appliance, FS Mechanical Shop personnel are the only parties authorized to re-light pilots for gas appliances on NMSU properties.
- Follow procedures per the currently adopted NFPA 54 National Fuel Gas Code and reference “Procedure for Placing Appliance in Operation” after repairs or corrections have been made to the gas train of any appliance.
- If FS Mechanical shop personnel must excavate to shut off a leak, NMSU FD shall remain on the scene to provide support as requested.

3. **Gas Leak Repair.**
   - FS Operations will make any and all necessary notifications to affected parties for any extended utility outages.
   - If an excavation is required to make the repairs, call 811 New Mexico One Call to request an emergency locate on the NMSU Campus.
   - Refer to FS Utility Locate Request Procedure for detailed instructions related to excavation of NMSU Utility Systems.
   - A leak test shall be performed per currently adopted NFPA 54 National Fuel Gas Codes “Inspection, Testing and Purging” prior to releasing the repaired gas system back to normal service.
   - Refer to currently adopted NFPA-54 National Fuel Gas Codes Annex-C “Suggested Methods for Leak Checks” for added guidance.
   - Refer to NMSU “Operation Procedure Manual for Pipeline” for information specifically related to PRC requirements related to gas pipeline repairs and leak tests.
   - Various Sections of the NMSU “Operation Procedure Manual for Pipeline” are detailed below and are key areas of importance when leak testing and making repairs to natural gas systems but are not all inclusive. It is the responsibility of all FS Personnel who perform work on campus natural gas systems to comply with all pertinent procedures including those not referenced in this document.

The information referenced in the last paragraph is based on the Code of Federal Regulations, Title 49, Subtitle B, Chapter I, Subchapter D, Part 192: Transportation of Natural and Other Gas By Pipeline: Minimum Federal Safety Standards.

§ 192.225 Welding procedures.

(a) Welding must be performed by a qualified welder or welding operator in accordance with welding procedures qualified under section 5 (except for Note 2 in section 5.4.2.2), section 12, Appendix A or Appendix B of API Std 1104 (incorporated by reference, *see* § 192.7), or section IX of the ASME Boiler and Pressure Vessel Code (ASME BPVC) (incorporated by reference, *see* § 192.7) to produce welds meeting the requirements of this subpart. The quality of the test welds used to qualify welding procedures must be determined by destructive testing in accordance with the applicable welding standard(s).

(b) Each welding procedure must be recorded in detail, including the results of the qualifying tests. This record must be retained and followed whenever the procedure is used.

§ 192.227 Qualification of welders and welding operators.

(a) Except as provided in paragraph (b) of this section, each welder or welding operator must be qualified in accordance with section 6, section 12, Appendix A or Appendix B of API Std 1104 (incorporated by reference, *see* § 192.7), or section IX of the ASME Boiler and Pressure Vessel Code (ASME BPVC) (incorporated by reference, *see* § 192.7). However, a welder or welding operator qualified under an earlier edition than the listed in § 192.7 of this part may weld but may not requalify under that earlier edition.

(b) A welder may qualify to perform welding on pipe to be operated at a pressure that produces a hoop stress of less than 20 percent of SMYS by performing an acceptable test weld, for the process to be used, under the test set forth in section I of Appendix C of this part. Each welder who is to make a welded service line connection to a main must first perform an acceptable test weld under section II of Appendix C of this part as a requirement of the qualifying test.

(c) For steel transmission pipe installed after July 1, 2021, records demonstrating each individual welder qualification at the time of construction in accordance with this section must be retained for a minimum of 5 years following construction.

§ 192.283 Plastic pipe: Qualifying joining procedures.

(a) ***Heat fusion, solvent cement, and adhesive joints.*** Before any written procedure established under § 192.273(b) is used for making plastic pipe joints by a heat fusion, solvent cement, or adhesive method, the procedure must be qualified by subjecting specimen joints that are made according to the procedure to the following tests, as applicable:

(1) The test requirements of—

(i) In the case of thermoplastic pipe, based on the pipe material, the Sustained Pressure Test or the Minimum Hydrostatic Burst Test per the listed specification requirements. Additionally, for electrofusion joints, based on the pipe material, the Tensile Strength Test or the Joint Integrity Test per the listed specification.

(ii) In the case of thermosetting plastic pipe, paragraph 8.5 (Minimum Hydrostatic Burst Pressure) or paragraph 8.9 (Sustained Static Pressure Test) of ASTM D2517 (incorporated by reference, *see* § 192.7).

(iii) In the case of electrofusion fittings for polyethylene (PE) pipe and tubing, paragraph 9.1 (Minimum Hydraulic Burst Pressure Test), paragraph 9.2 (Sustained Pressure Test), paragraph 9.3 (Tensile Strength Test), or paragraph 9.4 (Joint Integrity Tests) of ASTM F1055 (incorporated by reference, *see* § 192.7).

(2) For procedures intended for lateral pipe connections, subject a specimen joint made from pipe sections joined at right angles according to the procedure to a force on the lateral pipe until failure occurs in the specimen. If failure initiates outside the joint area, the procedure qualifies for use.

(3) For procedures intended for non-lateral pipe connections, perform tensile testing in accordance with a listed specification. If the test specimen elongates no less than 25% or failure initiates outside the joint area, the procedure qualifies for use.

(b) ***Mechanical joints.*** Before any written procedure established under § 192.273(b) is used for making mechanical plastic pipe joints, the procedure must be qualified in accordance with a listed specification based upon the pipe material.

(c) A copy of each written procedure being used for joining plastic pipe must be available to the persons making and inspecting joints.

§ 192.285 Plastic pipe: Qualifying persons to make joints.

(a) No person may make a plastic pipe joint unless that person has been qualified under the applicable joining procedure by:

(1) Appropriate training or experience in the use of the procedure; and

(2) Making a specimen joint from pipe sections joined according to the procedure that passes the inspection and test set forth in paragraph (b) of this section.

(b) The specimen joint must be:

(1) Visually examined during and after assembly or joining and found to have the same appearance as a joint or photographs of a joint that is acceptable under the procedure; and

(2) In the case of a heat fusion, solvent cement, or adhesive joint:

(i) Tested under any one of the test methods listed under § 192.283(a), and for PE heat fusion joints (except for electrofusion joints) visually inspected in accordance with ASTM F2620 (incorporated by reference, see § 192.7), or a written procedure that has been demonstrated to provide an equivalent or superior level of safety, applicable to the type of joint and material being tested;

(ii) Examined by ultrasonic inspection and found not to contain flaws that would cause failure; or

(iii) Cut into at least 3 longitudinal straps, each of which is:

(A) Visually examined and found not to contain voids or discontinuities on the cut surfaces of the joint area; and

(B) Deformed by bending, torque, or impact, and if failure occurs, it must not initiate in the joint area.

(c) A person must be re-qualified under an applicable procedure once each calendar year at intervals not exceeding 15 months, or after any production joint is found unacceptable by testing under § 192.513.

(d) Each operator shall establish a method to determine that each person making joints in plastic pipelines in the operator's system is qualified in accordance with this section.

(e) For transmission pipe installed after July 1, 2021, records demonstrating each person's plastic pipe joining qualifications at the time of construction in accordance with this section must be retained for a minimum of 5 years following construction.

§ 192.476 Internal corrosion control: Design and construction of transmission line.

(a) ***Design and construction.*** Except as provided in paragraph (b) of this section, each new transmission line and each replacement of line pipe, valve, fitting, or other line component in a transmission line must have features incorporated into its design and construction to reduce the risk of internal corrosion. At a minimum, unless it is impracticable or unnecessary to do so, each new transmission line or replacement of line pipe, valve, fitting, or other line component in a transmission line must:

(1) Be configured to reduce the risk that liquids will collect in the line;

(2) Have effective liquid removal features whenever the configuration would allow liquids to collect; and

(3) Allow use of devices for monitoring internal corrosion at locations with significant potential for internal corrosion.

(b) ***Exceptions to applicability.*** The design and construction requirements of paragraph (a) of this section do not apply to the following:

(1) Offshore pipeline; and

(2) Pipeline installed or line pipe, valve, fitting or other line component replaced before May 23, 2007.

(c) ***Change to existing transmission line.*** When an operator changes the configuration of a transmission line, the operator must evaluate the impact of the change on internal corrosion risk to the downstream portion of an existing onshore transmission line and provide for removal of liquids and monitoring of internal corrosion as appropriate.

(d) ***Records.*** An operator must maintain records demonstrating compliance with this section. Provided the records show why incorporating design features addressing paragraph (a)(1), (a)(2), or (a)(3) of this section is impracticable or unnecessary, an operator may fulfill this requirement through written procedures supported by as-built drawings or other construction records.

ADM/OPS: Significant Service Interruption (SSI)

Procedure Owner: **FS Administration, FS Operations** **Procedure Contact / Subject Matter Expert:** **Executive Director FS Administration** **Executive Director Operations** **Last Updated:** 09/30/2026 **Last Review:** 09/30/2026 **Next Review:** 09/30/2027	**Related Authority / Procedures:** **ARP 12.02 – Campus Utility Systems Oversight**

Procedure Statement

This procedure establishes the definition and guidelines for Significant Service Interruptions (SSI). It also addresses the related Capital Outlay Prioritization Prozess.

Reason for Procedure

The purpose of this procedure is to provide guidelines on how to define and track Significant Service Interruptions.

Significant Service Interruption Definition

A Significant Service Interruption (SSI) is a scheduled or unscheduled outage, loss, failure, or material degradation of an FS-managed utility, building system, infrastructure system, or facility service that materially affects building or campus operations, life safety or compliance, or academic, research, auxiliary services, or other essential university operations.

An event will be classified as an SSI when it meets one or more established significance criteria, including impact to an essential utility or critical asset, building or multi-building service loss, closure or relocation of operations, safety or compliance impact, significant consequential damage or cost, or recurring system failure.

Planned outages

NMSU ARP 12.02 says FS will normally provide two weeks' notice for planned utility outages affecting campus facilities and separately recognizes emergency situations requiring unplanned outages.

Repeat Significant Service Interruption: Two or more SSIs involving the same asset, system, or materially related failure mode within a rolling 12-month period, or a recurring pattern that FS determines indicates an elevated reliability or capital-renewal risk.

Facilities & Services — Significant Service Interruption (SSI) Significance Criteria

Use: Classify a Facilities & Services service interruption as an SSI when one or more criteria below are met.

Criterion	An interruption is significant when...	Examples	Classification guidance
Life safety / health	Failure creates or could reasonably create an immediate safety, health, fire/life-safety, or environmental concern.	Loss of fire protection; electrical hazard; gas leak; sanitary sewer backup; unsafe temperatures; failure of emergency power supporting a safety function.	SSI regardless of duration when the event creates a material life-safety, health, or environmental risk.
Essential utility	There is a planned or unplanned interruption or material degradation of a major FS-managed utility serving a building, multiple buildings, or campus infrastructure.	Electric power; steam/heating; chilled water; potable water; sanitary sewer; natural gas; geothermal; emergency power.	Classify as SSI when service loss materially affects building or campus operations; use impact and criticality rather than duration alone.
Mission continuity	The interruption prevents or materially impairs teaching, research, housing, administrative operations, or another essential university function.	Class cancellation or relocation; research interruption; residence-hall loss of essential service; building unable to operate normally.	SSI when the interruption materially disrupts an essential or time-sensitive university function.
Building usability / occupancy	All or a material portion of a building becomes unusable, requires closure, evacuation, relocation, restricted occupancy, or significant operational accommodation.	No heating during cold weather; major cooling failure; water outage requiring restroom closure; electrical outage affecting most of a building.	SSI when normal occupancy or use is materially restricted or alternative arrangements are required.
Critical asset / system	A critical system or asset fails and lacks effective redundancy, even when temporary measures limit the immediate operational impact.	Central boiler; chiller; transformer; switchgear; critical pump; emergency generator; utility distribution component.	SSI when failure of a critical asset creates a single point of failure or materially reduces system resilience.
Regulatory / compliance	The event creates a potential violation of code, permit, environmental, accessibility, safety, or other regulatory requirements.	Loss of required ventilation; wastewater discharge problem; impaired fire/life-safety system.	SSI when the interruption creates a material compliance exposure or requires formal corrective action.
Multiple-building / campus impact	A common infrastructure event affects more than one building or a campus utility distribution system.	Steam-loop break; feeder outage; water-main break; chilled-water distribution failure.	SSI because the event demonstrates shared-infrastructure or campus-level operational risk.
Extended duration	The interruption persists long enough that operational accommodations, escalation, or emergency response are required.	Prolonged outage requiring portable equipment, relocation, alternate service, or management escalation.	Use as a secondary criterion. FS may establish system-specific duration thresholds after reviewing historical AiM data; duration alone should not be the sole determinant.
Repeat failure	The same asset, system, building, or service experiences recurring interruptions indicating a reliability or renewal problem.	Repeated winter heating failures; recurring transformer trips; repeated chilled-water outages.	Treat recurrence as an SSI significance factor and trigger risk reassessment/capital-priority review under the RRI corrective action.
Significant consequential loss	The interruption causes or has the potential to cause substantial property damage, equipment damage, research loss, emergency repair cost, or institutional disruption.	Pipe failure causing flooding; cooling failure threatening research equipment; prolonged electrical failure damaging equipment.	SSI when actual or reasonably foreseeable consequences are material even if the initial outage is brief.

Recommended interpretation: an event need only meet one criterion to qualify as an SSI. Multiple criteria may apply to the same event.

Duration thresholds, if adopted, should be approved by FS as internal reporting thresholds and tailored to system criticality; the cited public sources do not establish a universal SSI duration threshold.

Process

SSI Minimum Data Set

Minimum AiM data set:

- service/system and affected building/location (and asset ID when known);
- scheduled or unscheduled outage status;
- outage start date/time, restoration date/time, and duration;
- brief description of operational impact and applicable SSI criterion;
- cause/failure information and corrective/restoration action;
- responsible shop/unit and work order status;
- repeat-outage indicator and related work order(s), when applicable; and
- capital/renewal follow-up indicator, when applicable.

Recommended AiM work-order example

SSI:	Yes
Service:	Steam/Heating
Location:	[Building No.] Milton Hall
Asset:	Boiler/steam distribution asset [ID]
Interruption Start:	01/15/2027 05:42
Restored:	01/15/2027 10:18
Duration:	4 hr. 36 min.
Priority:	Emergency
Significance Criterion:	Essential Utility; Building Usability; Mission Continuity
Impact:	Loss of building heat affecting all occupied floors; temporary operational accommodations required.
Safety/Compliance Impact:	No
Assigned Shop:	Mechanical
Cause:	Failed steam control component
Corrective Action:	Failed component replaced; steam service restored and system tested.
Repeat Failure:	Yes — related WO [######]
Capital Follow-Up:	Yes — asset referred for risk-tier reassessment.

Matrix: Minimum Data Set for SSIs in AiM

#	Data element	Required?	When entered	Recommended definition / values
1	**SSI Indicator**	Yes	Work order creation	SSI = Yes. This is the primary flag used to identify the population for reporting and quarterly validation.
2	**AiM Work Order Number**	Yes	Automatic	System-generated unique work order identifier.
3	**Interruption Type / Service Affected**	Yes	Creation	Controlled list: Electric Power; Emergency Power; Steam/Heating; Chilled Water/Cooling; HVAC/Ventilation; Domestic Water; Sanitary Sewer; Natural Gas; Geothermal; BAS/Controls; Fire/Life Safety; Elevator; Building Envelope/Structural; Other.
4	**Planned / Unplanned Status**	Yes	Creation	Unplanned; Planned outage that exceeded scope/duration; Other. Routine planned outages completed as scheduled are not SSIs.
5	**Affected Building / Location**	Yes	Creation	Official building number/name plus affected room, area, utility loop, site, or distribution zone as applicable.
6	**Asset / System ID**	Yes, if identifiable	Creation or closure	AiM asset ID for the equipment/system causing or materially contributing to the interruption. If unknown initially, populate before closure when reasonably identifiable.
7	**Interruption Start Date/Time**	Yes	Creation	Actual or best-known date/time service was lost or materially degraded.
8	**Service Restoration Date/Time**	Yes	Closure	Date/time normal or acceptable temporary service was restored.
9	**Interruption Duration**	Yes	Calculated/closure	Elapsed time from interruption start to restoration. Prefer automated calculation if AiM configuration permits.
10	**Priority / Severity**	Yes	Creation	Use existing FS/AiM priority codes. SSI classification does not replace normal emergency/priority classification.
11	**SSI Significance Criterion**	Yes	Creation	One or more controlled values: Life Safety/Health; Essential Utility; Mission Continuity; Building Usability/Occupancy; Critical Asset; Regulatory/Compliance; Multiple-Building/Campus Impact; Extended Duration; Repeat Failure; Significant Consequential Loss.
12	**Scope / Impact Description**	Yes	Creation	Brief factual description of what was affected and the operational consequence. Example: "Steam loss affected Milton Hall; building heat unavailable on all floors."
13	**Safety / Compliance Impact**	Yes	Creation/ update	Yes/No. If Yes, briefly identify the issue and related EHS, code, regulatory, or emergency response involvement.
14	**Assigned Shop / Responsible Unit**	Yes	Creation	Primary shop/unit responsible for response and restoration.
15	**Failure / Cause Classification**	Yes	Closure	Controlled failure/cause code where available; otherwise concise documented cause. Examples: component failure, electrical fault, pipe break/leak, controls failure, weather-related, utility-provider interruption, unknown/pending investigation.
16	**Restoration / Corrective Action**	Yes	Closure	Concise description of the action taken to restore service, including whether the repair is permanent or temporary.
17	**Repeat Failure / Related SSI**	Yes	Closure	Yes/No. If Yes, reference prior related work order/SSI number(s) when known.
18	**Capital / Renewal Follow-Up Required**	Yes	Closure	Yes/No. If Yes, identify the associated capital review, project, Critical Asset Register review, or other follow-up reference.
19	**Work Order Status / Closure Date**	Yes	Closure	Existing AiM work-order status and closure date. Do not close until the minimum closure fields are complete.

Quarterly SSI/AiM Validation Procedure

FS will review SSI work orders in AiM for completeness and accuracy and reconcile known scheduled and unscheduled outages to AiM records:

- Review the quarterly SSI work orders and confirm required data fields are complete and reasonable.
- Compare AiM records to known outage information, such as utility outage notices, Work Order Desk/dispatch records, shop or on-call records, and other available operational records.
- Correct missing, duplicate, or inaccurate records in AiM and document any unresolved exceptions.
- Identify repeat interruptions and flag events that require capital or renewal follow-up.
- Use trend data to inform capital prioritization decisions and tie interruption records to capital prioritization (repeat outages elevate risk tier)

The purpose of the quarterly SSI/AiM Data-Validation Review is to provide reasonable assurance that Significant Service Interruptions are:

- Consistently identified and documented in AiM and recorded completely and accurately,
- Supported by available operational records and properly classified for reporting;
- Evaluated for repeat or recurring failures; and
- Incorporated into maintenance, renewal, replacement, and capital-prioritization decisions when appropriate.

Frequency

The review will be completed **quarterly**, following the close of each fiscal quarter.

Recommended schedule:

Quarter	Review Period	Target Completion
Q1	July 1–September 30	By October 31
Q2	October 1–December 31	By January 31
Q3	January 1–March 31	By April 30
Q4	April 1–June 30	By July 31

Roles and responsibilities

Responsibility assigned by function:

Role	Responsibility
SSI Initial Review Owner: **Exec. Dir. FS Administration**	Coordinates quarterly review, maintains checklist and exception log, certifies completion of data set.
SSI Operational Review Owner: **Exec. Director FS Operations** **Exec. Director Energy Services**	Confirms significant events and operational facts; identifies events that may not have been captured in AiM
SSI Follow-Up Review Owner: **Shop Supervisors**	Correct work-order records and validate cause/corrective-action information
SSI Prioritization Review Owner: **Director Capital Planning and Space Management**	Reviews repeat failures and capital-follow-up flags for risk-prioritization implications
Final Review Responsibility: **FS Leadership**	Review summary results, unresolved exceptions, and corrective actions

Scope of review

The quarterly review will cover all AiM work orders identified as SSI during the quarter.

Scope of review: 100% review of the quarterly SSI population rather than statistical sampling, provided the population remains manageable. Because SSI is intended to identify relatively significant events rather than all work orders, reviewing the full population provides stronger audit evidence and better trend information.

If future SSI volume becomes too large for full review, FS will adopt a documented risk-based sampling methodology while continuing to review 100% of high-severity, life-safety, multi-building, and repeat events.

Quarterly Review Process

Step 1 — Generate the AiM SSI population

The AiM Database Analyst will generate a report of all work orders for the quarter where:

SSI Indicator = Yes

The report will include, at minimum:

- work order number;
- building/location;
- asset/system;
- service affected;
- interruption start;
- restoration time;
- duration;
- significance criterion;
- priority;
- safety/compliance indicator;
- failure/cause;
- corrective action;
- repeat-failure indicator;
- capital-follow-up indicator;
- status/closure date.

Save the report as the **quarterly SSI population report**.

Step 2 — Perform completeness reconciliation

The FS Work Order Desk will review and verify that all known SSI were captured in AiM as SSI workorder.

The reviewer will determine whether significant interruptions occurred during the quarter that should have been recorded in AiM but were not.

Where available, reconcile the AiM SSI population against:

- utility outage notifications;
- Work Order Desk/dispatch records;
- emergency/on-call logs;
- shop supervisor records;
- Infrastructure or building-system event records (network logs and documentation);
- campus emergency notifications;
- EHS/environmental or safety incident records where applicable;
- customer communications involving major outages;
- utility-provider notifications;
- other known FS emergency-response records.

The objective is not to reconcile every alarm generated by a building system. Rather, it is to determine whether there are known events meeting the adopted SSI definition that are absent from the official AiM population.

Validation question:

Were all known events meeting the SSI criteria documented in AiM?

Yes / No / Exception noted

Record-Level Data Validation

For **each SSI work order**, perform the following validation.

Identification and classification

Validation test	Pass criteria
SSI indicator	SSI = Yes
Work order number	Unique AiM WO exists
Service/system	Valid controlled category entered
Planned/unplanned	Correct classification documented
Building/location	Valid and sufficiently specific
Asset ID	Recorded when asset can reasonably be identified
Priority	Appropriate AiM priority assigned
Significance criterion	At least one valid SSI criterion selected

Reviewer question

Does the event meet the approved FS definition of an SSI?

If **No**, document why it was incorrectly classified and correct the record if appropriate.

Timing and duration

Validation test	Pass criteria
Interruption start	Date/time recorded
Restoration time	Date/time recorded
Chronology	Restoration occurs after interruption start
Duration	Matches start/restoration calculation
Closure date	Reasonable and consistent with work performed

Impact information

Validation test	Pass criteria
Scope/impact description	Clearly identifies affected service/location and operational impact
Safety/compliance	Yes/No completed
Safety details	Explanation provided if Yes
Significance criteria	Consistent with described operational impact

The description needs to provide enough information for a later reviewer to understand why the event qualified as significant without relying on institutional memory.

Failure and restoration information

Validation test	Pass criteria
Failure/cause	Cause code or documented explanation entered
Corrective action	Restoration action documented
Temporary/permanent repair	Status identifiable where applicable
Responsible shop	Correct shop/unit assigned
Related WO/project	Cross-reference included where relevant

If the cause remains unknown at quarter-end, it is recommended to allow for comment:
Cause = Pending Investigation
rather than forcing an unsupported cause code. The work order should then be included on the exception/follow-up list until resolved.

Repeat-Failure Review

Every SSI should be compared against prior interruption records for the same:

- asset;
- system;
- building;
- service; and
- materially related failure mode.

Repeat SSI: Two or more Significant Service Interruptions involving the same asset, system, or materially related failure mode within a rolling 12-month period, or another recurring pattern that FS determines indicates elevated reliability or renewal risk.

The quarterly reviewer should therefore ask:

Has this asset/system experienced another SSI within the previous 12 months?

If Yes:

1. change or confirm Repeat Failure = Yes;
2. reference the related work-order number(s);
3. review the asset's current capital/risk classification;
4. determine whether a documented risk reassessment is warranted.

SSI Trend Report

Quarterly SSI Summary Report

At the conclusion of each review, prepare a short summary for FS leadership.

Recommended metrics

Measure	Quarter	YTD
Total SSIs		
Utility-related SSIs		
Building-system SSIs		
Life-safety/compliance SSIs		
Multi-building SSIs		
Repeat SSIs		
Total interruption hours		
SSIs requiring capital follow-up		
Missing SSIs discovered through reconciliation		
Records with data exceptions		
Exceptions corrected		
Exceptions remaining open		

Additional metrics / data points to identify:

- top buildings by SSI frequency;
- top systems by SSI frequency;
- assets with repeat failures;
- longest service interruptions;
- significant trends;
- capital-prioritization actions initiated.

This is consistent with the audit's stated purpose of using reliable interruption data to support management reporting, maintenance planning, and renewal prioritization.

Exception Management

Every validation problem should be entered in a **Quarterly SSI Data-Validation Exception Log**.

Recommended exception log

Field	Description
Quarter	Q1–Q4/FY
WO Number	AiM work order
Exception Type	Missing SSI / missing field / incorrect field / duplicate / late entry / classification / repeat failure / capital follow-up / other
Description	Specific issue
Responsible Unit	Shop/office responsible
Corrective Action	Required correction
Assigned To	Position/person
Due Date	Correction deadline
Date Corrected	Completion date
Verified By	Reviewer
Status	Open / Closed / Escalated

Recommended severity categories:

Critical: SSI entirely missing from AiM or material event misclassified.

Major: required information missing that prevents repeat-failure, impact, or capital analysis.

Minor: clerical or nonmaterial data issue that does not materially impair analysis.

Capital Planning Review

For every SSI, determine:

Does this event provide evidence of an underlying renewal, replacement, infrastructure, or reliability issue requiring capital review?

Examples include:

- repeated failures;
- asset beyond expected service life;
- lack of redundancy;
- obsolete equipment/parts;
- major life-safety or compliance exposure;
- increasing failure frequency;
- significant operating disruption;
- temporary repair where permanent renewal remains necessary;
- costly recurring corrective maintenance;
- failure of a Tier 1 or Tier 2 critical asset.

If Yes:

Capital Follow-Up Required = Yes

and the work order should be cross-referenced to one or more of the following as applicable:

- Critical Asset Register;
- RRI/BRR project list;
- capital project request;
- Gordian deficiency;
- lifecycle replacement schedule;
- risk-tier review.

SSI → repeat/failure evidence → risk review → capital prioritization.

Using SSI Trends to Identify Capital Prioritization Needs

Step 1 — Establish the asset/system's existing capital risk tier

Base Risk Tier	General Meaning	Planning Horizon
Tier 1 — Critical	Immediate/high-consequence risk; imminent or severe failure exposure	0–2 years
Tier 2 — High	Poor condition, elevated consequence, limited redundancy, or significant renewal risk	3–5 years
Tier 3 — Planned Renewal	Approaching renewal need; manageable risk and/or adequate redundancy	6–10 years
Tier 4 — Monitor	Acceptable condition/risk; longer remaining planning horizon	>10 years / monitor

Step 2 — Link each validated SSI to the appropriate capital-risk unit

Each SSI should be associated with the **lowest meaningful asset/system level** that can support capital decision-making.

Hierarchy:

Specific Asset → Building System → Utility Distribution System → Building → Campus Infrastructure System

For example:

- Chiller CH-02 → specific asset.
- Steam distribution serving Milton Hall → building/system.
- Campus steam-loop break → infrastructure network.
- Building heating outage where failed component cannot yet be determined → building heating system.

This is important because unrelated failures should **not** be combined merely because they occurred in the same building. An electrical outage and a plumbing outage in the same building would not normally constitute a repeat failure of the same system.

Step 3 — Determine whether the event is a repeat SSI

Repeat SSI: Two or more Significant Service Interruptions involving the same asset, system, or materially related failure mode within a rolling 12-month period, or another recurring pattern that FS determines indicates an elevated reliability or renewal risk.

The 12-month period is a recommended FS control rather than an external requirement.

A secondary **24-month history** should also be displayed during review because some infrastructure failures are seasonal. For example, a boiler failure occurring each winter might not produce two failures within one particular 12-month reporting window but could still demonstrate a meaningful multi-year pattern.

Step 4 — Review the SSI trend indicators

For each asset/system with an SSI, AiM trend reporting should show:

Trend Indicator	Why It Matters
Number of SSIs in rolling 12 months	Identifies recurrence
Number of SSIs in prior 12–24 months	Identifies longer-term/seasonal pattern
Total outage duration	Measures service impact
Average outage duration	Helps identify deterioration in restoration performance
Increasing/decreasing outage frequency	Identifies trend direction
Increasing/decreasing outage duration	Identifies worsening reliability
Same or related failure mode	Distinguishes recurring asset problem from unrelated events
Building/multi-building scope	Measures consequence
Mission impact	Teaching, research, housing, administration
Life-safety/compliance involvement	Elevates consequence
Redundancy performance	Determines whether backup systems mitigate failure
Temporary vs. permanent repair	Identifies unresolved capital liability
Corrective maintenance costs	Shows accumulating cost of continued repair
Asset condition/RUL	Connects outage history to lifecycle planning

Corrective Action

Data errors should be corrected in AiM whenever practicable.

The quarterly reviewer should **not merely correct the report externally** while leaving inaccurate source information in AiM. The objective is to improve the official maintenance record itself.

NMSU ARP 14.10 states that employees involved in creating, processing, recording, and reviewing university information share responsibility for its validity, accuracy, and completeness.

For recurring errors, the review owner should determine whether the cause involves:

- unclear procedure;
- training need;
- missing AiM required field;
- inappropriate dropdown values;
- system configuration;
- assignment/ownership problem; or
- failure to follow the SSI procedure.

A systemic corrective action should then be documented rather than repeatedly correcting individual records.

OPS: Road Closure

Procedure Owner: **FS Operations** **Procedure Contact / Subject Matter Expert:** **Executive Director Operations** **Last Updated:** 05/15/2015 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Authority / Procedures:** **ARP 16.85 – Parking and Traffic Regulations**

Procedure Statement

This procedure establishes a guideline for the creation of temporary road closure.

Reason for Procedure

New Mexico State University (NMSU) requires prior approval of the closing or partial closing of ANY public roadway, parking lot, walkway, or service entrance, due to non-emergency activities. The purpose of this procedure is to ensure traffic safety for workers, motorists, bicyclists, and pedestrians within and around temporary work sites; protect equipment; minimize traffic disruption; and provide access for emergency response vehicles by defining the standards and specifications for temporary traffic control. Utility companies, developers, contractors or any other organization requiring a temporary road closure must submit a written request and follow the established time lines and road closure procedures. However, there are several major roadways that are adjacent and run through NMSU property and may require separate approval from the authority having jurisdiction.

Definitions

Coordinating Manager – A person who is in direct contact with the requesting organization and is responsible for coordinating all activities associated with the road closure. A coordinating manager can be any NMSU personnel acting within the scope of their authority.

Emergency Road Closures – The closing of a roadway for unscheduled activities that will affect the normal operating conditions of traffic lanes, walkways, parking lots and/or service entrances due to emergency personnel, road repair, or natural disasters.

Non-emergency Road Closures – The closing of a roadway for scheduled activities that will affect the normal operating conditions of traffic lanes, walkways, parking lots and/or service entrances.

Request for Closure

An approved request for closure of a roadway, parking lot, walkway, or service entrance is required for any non-emergency activity that meets any of the following conditions:

- The activity closes a lane on any section of a road (public right of way) for more than one hour.
- The activity completely closes lanes or the entire road (public right of way) for more than one hour.
- The activity restricts or affects emergency (fire, medical, and/or law enforcement) access through a roadway, parking lot, walkway, or service entrance.
- The activity restricts or affects pedestrian/bicycle pathways through a roadway, parking lot, walkway, or service entrance.
- The activity restricts or affects access to or causes a loss of parking spaces in or around a parking lot, building, or parcel.

Procedures

All closure requests must be submitted to the Facilities & Services department through the Coordinating Manager. The closure request must be submitted twenty (21) days prior to the proposed closure date to ensure all stakeholders involved have adequate time to review the closure request. Each request will be considered based upon the intent, the need, and the length of closure requested.

All requests will be reviewed by Facilities & Service and/or approved by the Transportation Services, Auxiliary Services, Police, Fire, and Environmental, Health and Safety

departments. If any ADA access is interrupted by a closure or partial closure, the Coordinating Manager must notify the Office of Institutional Equity (OIE) via email at equity@nmsu.edu.

- A preliminary determination of eligibility is based on the requestor's Traffic Control Plan, EH&S risk assessment, and available traffic data, and will be made within five (5) working days.
- The Coordinating Manager will conduct the necessary transportation engineering studies review and/or solicit comments and recommendations of other agencies.
- An official determination of the closure eligibility for a temporary road closure will be made within ten (10) working days and based on the approval of any other agencies involved.
- If the street is determined not to be eligible for closure, the applicant(s) will be notified and given the reason for denial.
- This decision may be appealed in writing to the Facilities & Services Associate Vice President within five (5) days of the notification date.
- The Associate Vice President will review the determination and respond to the applicant within ten (10) days of the appeal request.
- The Road Closure Request form can be obtained by following the link: http://facilities.nmsu.edu/facilities-and-services-forms/

The initial request for the temporary non-emergency road closure must be directed to:

Facilities and Services
PD&E
1530 Wells St.
Mailing Address
MSC 3545 / P.O. Box 30001
Las Cruces, NM 88003

Traffic Control Plan

A traffic control plan describes the nature and extent of temporary traffic management measures around the affected area and how the safety of road users (including pedestrians, cyclists and affected residents if any) will be ensured. Traffic control plans are required for all activities that affect the normal operating conditions of a road surface, the footpath, or the road shoulder. They are also needed for activities that will affect the normal operating conditions of walkways, parking lots and/or service entrances. A traffic control plan must include:

- Description of activity requiring the closure
- The location of the activity
- The timeframes of the closure
- The proposed traffic management method
- Diagrams of the sign layout and barriers
- The proposed speed restrictions
- The safety precautions for personnel working on site
- Emergency services access
- Alternate ADA Parking spaces for affected parking lots
- On site monitoring methods
- Names and contacts of your responsible party or point of contact
- Must comply with Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) http://mutcd.fhwa.dot.gov/index.htm

Approval

An official determination of the closure eligibility for a temporary road closure will be made within ten (10) working days or longer, depending on availability, and is based on the approval of any other agencies involved. The organization requesting a temporary road closure will receive a written approval from the Coordinating Manager, after all agencies have reviewed and approved the request for closure.

Written Approval must be received from:

Fire Department
(575) 646-2519
MSC 3545
New Mexico State University
P.O. Box 30001
Las Cruces, NM 88003-3545

Police Department
(575) 646-3311
MSC 3187
New Mexico State University
P.O. Box 30001
Las Cruces, NM 88003-3187

Parking Department
(575) 646-1839
MSC 3PAR
New Mexico State University
PO Box 30001
Las Cruces, NM 88003-3187

Associate VP for Facilities and Services
(575) 646-2101
MSC 3545
New Mexico State University
PO Box 30001
Las Cruces, NM 88003-3545

Other Jurisdictions

NMDOT
2912 E. Pine St., Deming, NM 88030
Toll Free: 800-444-0745
Tel: 575-544-6621 Fax: 575-546-0272

City of Las Cruces Traffic Engineer

1501 E. Hadley Building - I

Las Cruces, NM 88001 Phone: (575) 541-2595
Fax: (575) 541-2653

Doña Ana County Transportation Office

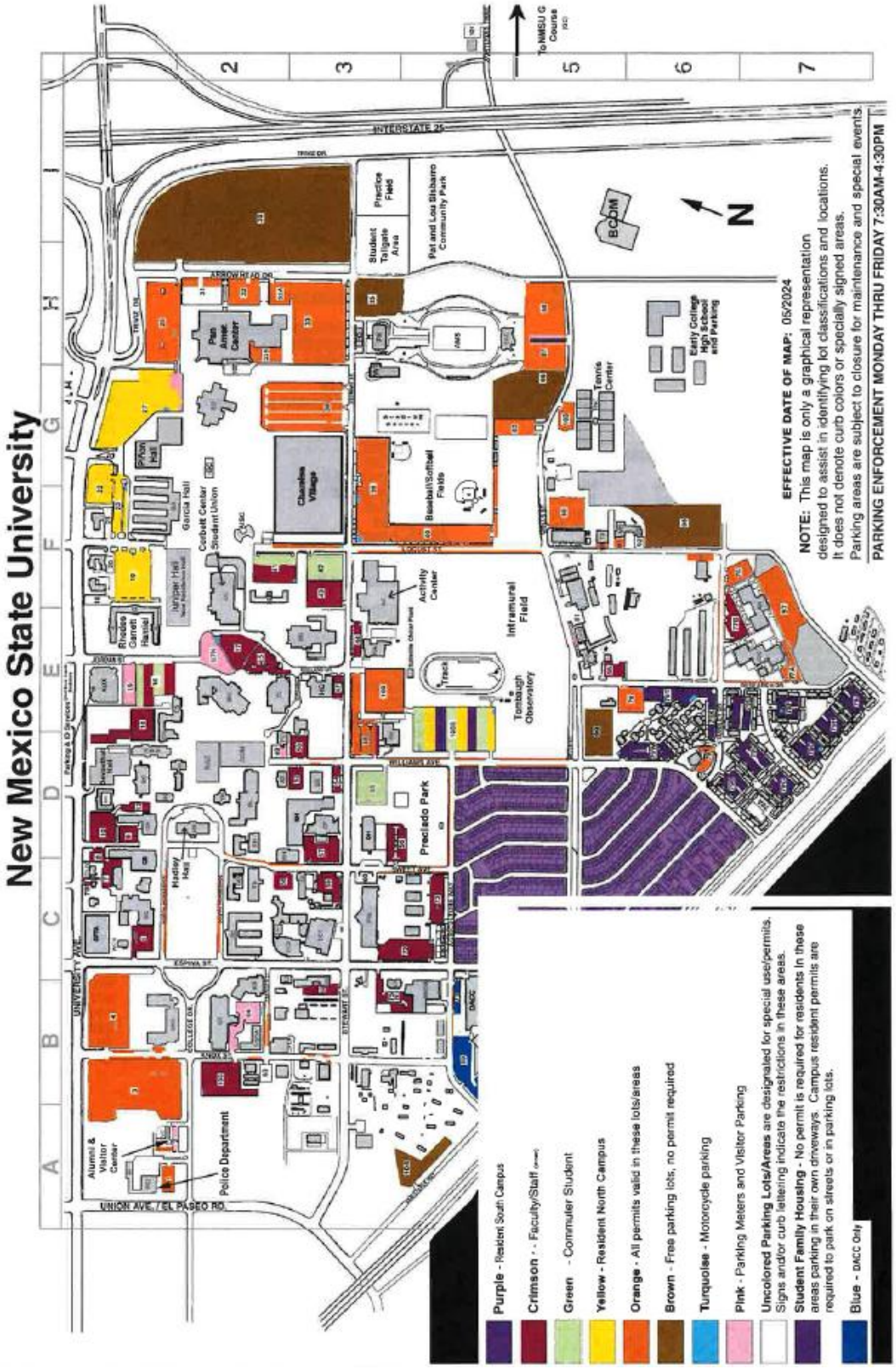
2025 East Griggs

Las Cruces, NM 88001

Phone: (575) 647-7106 (Voice)

Fax: (575) 525-8347

NMSU Campus Map



Facilities and Services

Request for Road Closure

Request Date: _____ Requestor: _____

Responsible party _____ Phone: _____

Street(s) to be interrupted: _____

Start Date: _____ Start Time: _____ Emergency Contact: _____

End Date: _____ End Time: _____ Phone: _____

What is the purpose of the road closure?

What buildings will be affected and how will they be affected?

How will the work affect the road surface?

Traffic Control Plan:

Describe and attach detailed drawing of street to be closed, limits of closing (from where to where), traffic control signage to be implemented, and detour path if necessary for traffic.

What traffic control devices are proposed associated with closing (these must be shown and labeled on the traffic control plan)?

FS Management Disposition: ☐ Approved ☐ Denied ☐ Delayed (until) _____

FS Management Approval _____ Date _____

Assoc. VP Approval _____ Date _____

Executive Director of Operations Approval _____ Date _____

Comments:

Revised 8/08/19

OPS: FS Guidelines for Unrestricted (voluntary) Status

Procedure Owner: **FS Operations** **Procedure Contact / Subject Matter Expert:** **Executive Director FS Operations** **Last Updated:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Policies & Procedures:** **AFSCME Agreement** **NMSU Policy** **FS Procedure OPS-010 On Call Status**

Procedure Statement

This procedure constitutes the guidelines and expectations for the assignment of voluntary on-call lists.

Reason for Procedure

Facilities and Services will pay a premium for those who respond to calls to return to campus to work after normal business hours. At the time of this writing, that premium pay includes a two-hour minimum, a $15 vehicle callback allowance ($7.50 each way), and overtime pay if the time for the week exceeds 40 hours.

This procedure was instituted to establish standards for the rotation, provide an equal opportunity for this benefit, and to set expectations for assignment of volunteer or unrestricted on-call lists.
This procedure constitutes the guidelines and expectations for the assignment of voluntary on-call lists.

Procedures

Because of the nature of the individual shop work, some shops are approved for restricted On-Call duty assignment. Those shops must develop a rotation list and keep that list on file in the Facilities and Services Business Office. The HVAC, Electrical, and the Plumbing shops are allowed up to 3 persons for restricted On-Call duty assignment, and the Access Control shop and Custodial departments will be allowed one person. The Supervisor counts if included.

"As needed" restricted On-Call positions for holiday and seasonal needs will be available pending Executive Director and AVP Approval (example: graffiti at winter break, roofers during monsoon).

Because of the nature of facilities work, after-hours work opportunities arise frequently, and these result in an immediate need for additional staff.

To insure that overtime is made available to all employees equitably and in accordance with the AFSCME contract, unrestricted or voluntary call-back rotation lists may also be maintained. The rotation list must also be filed with the Business Office to insure equity.

These voluntary lists exist to allow for equitable distribution of overtime, to avoid bothering those who have no desire to participate, and to allow emergencies to be responded to more quickly. Those called and who respond will receive the overtime (if hours for the pay period exceed 40), the 2 hour minimum pay, and the vehicle replacement pay.

It should be noted that anyone who places their name on a voluntary overtime list is only stating that they may be available and wish to be called if overtime is available. If additional personnel are asked to respond, the shop supervisor or assistant supervisors will call personnel whose names appear on the voluntary overtime list. Personnel on the voluntary overtime list will not face any consequences for refusal to respond to call if they are unavailable for any reason.

In the case of emergencies, Article 17, Section 5 of the AFSCME agreement applies:

"*If no volunteers are available, then the reverse classification seniority and mandatory overtime shall be rotated in a fair and equitable manner. The University shall have the right to require employees to work overtime consistent with this section.*"

OPS: FS Athletic Event Support

Procedure Owner: **FS Operations** **Procedure Contact / Subject Matter Expert:** **Executive Director FS Operations** **Last Updated:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Policies & Procedures:**

Procedure Statement

This procedure maintains the guidelines and expectations for Facility and Services support for scheduled athletic events.

Reason for Procedure

To provide a repeatable and consistent method for coordinating support for athletic events. The procedure also establishes the Grounds Manager as the Facilities and Services point of contact for athletic events.

Procedures

The following steps will be followed by the Grounds Manager when coordinating support for scheduled athletic events.
Attend the scheduled game management meeting and document the support requirements for Facilities and Services.

Create a checklist of support requirements noting the required shop and any special instructions.

Verify that the appropriate work orders have been opened to support the scheduled event.

Notify each shop of the support requirements and provide them with the work order number and a deadline for confirming their actions have been completed.

Confirm with each shop supervisor that all of their support action items have been completed.

Update the checklist using the confirmation information from the shop supervisors.

Sign and scan the completed checklist. Save the original form in the office files.

Send the scanned version of the completed checklist to Special Events Facility Management at facops@nmsu.edu.

Send the scanned version of the completed checklist to the Director of Facilities and Services.

Save the scanned version of the checklist in the Game Management folder on the network at FS\FS_Operations\Common\Game Management. This needs to be completed 4 hours prior to the start of the event.

Call the Special Event Facility Management representative and Director of Facilities and Services if the checklist will not be filed 4 hours prior to the start of the event. Provide them the details surrounding the delay and an expected time of completion.

OPS: Property Disposal

Procedure Owner: **FS Operations** **Procedure Contact / Subject Matter Expert:** **Executive Director FS Operations** **Last Updated:** 05/26/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Policies & Procedures:** **Administration and Finance Business Procedures Manual**

Procedure Statement

Facilities and Services personnel are stewards of NMSU property and follow all procedures for the proper handling, and disposal in accordance with the Administration and Finance Business Procedures Manual.

Reason for Procedure

Facilities and Services is responsible to protect NMSU property and its employees. This procedure will document our standards for adhering to the Property procedures and protect our employees.

Forms

ICR - Internal Control Record

Procedures

Facilities and Services personnel will not dispose of any NMSU tagged property until the Internal Control Record has been processed by the Property Office in accordance with the Administration and Finance Business Procedures manual.

Facilities and Services personnel will evaluate all materials being removed from

maintenance, repair, and project work to determine if they can be reused in other NMSU facilities. If they can be reused, they are added to the appropriate shop stock otherwise they are disposed in the designated waste collection receptacle/area.

Facilities and Services personnel are not allowed to remove items from waste collection receptacles/areas, dumpster diving, for personal use. Once the items are placed in the waste collection receptacle/area it becomes the property of the approved waste disposal contractor.

In cases of area cleanup, relocation and/or disasters, Facilities and Services will only dispose of the items as identified by the Facility Manager or owner. It is recommended there be three individual present to witness the items identified.

PRJ: NMSU Facilities Project Initiation (Triage)

Procedure Owner: **FS Project Development & Engineering** **Procedure Contact / Subject Matter Expert:** **Executive Director Project Development & Engineering** **Last Updated:** 10/01/2023 **Last Review:** 01/15/2026 **Next Review:** 01/15/2027	**Related Authority / Procedures:** **ARP 12.30 Capital Projects**

Procedure Statement

The core responsibility of NMSU Facilities management (FS) is the stewardship and management of NMSU facilities assets. NMSU projects are to be managed by a "Project Manager" who is trained to lead facilities projects through the project development process through completion. Project Managers are responsible for managing resources, staff and contracted vendors. FS projects may be requested by the FS leadership - Associate VP, Executive Directors, or Directors.

Reason for Procedure

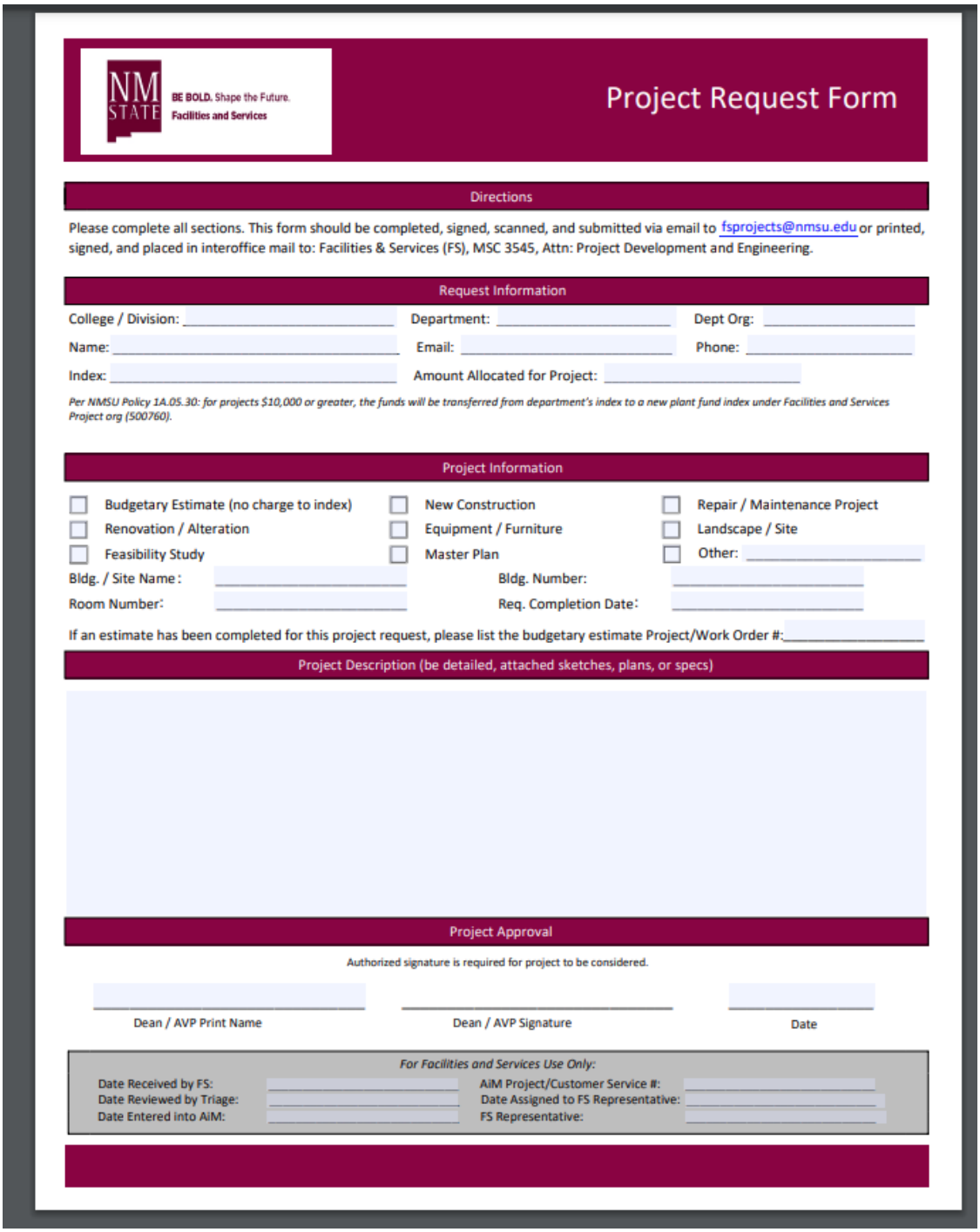
This procedure outlines client required information, defines project categories, and provides the project manager relevant information to initiate the project .

Procedures

Funding: Funding source is required to begin the project initiation process. If it is Building Renewal and Repair (BR&R), refer to Associate VP for Facilities for approval.

Project Request Form Preparation:

When processing a project request, a Project Request Form must be completed and signed by Dean/AVP:



NM STATE BE BOLD. Shape the Future. Facilities and Services

Project Request Form

Directions

Please complete all sections. This form should be completed, signed, scanned, and submitted via email to fsprojects@nmsu.edu or printed, signed, and placed in interoffice mail to: Facilities & Services (FS), MSC 3545, Attn: Project Development and Engineering.

Request Information

College / Division: _____ Department: _____ Dept Org: _____

Name: _____ Email: _____ Phone: _____

Index: _____ Amount Allocated for Project: _____

Per NMSU Policy 1A.05.30: for projects $10,000 or greater, the funds will be transferred from department's index to a new plant fund index under Facilities and Services Project org (500760).

Project Information

☐ Budgetary Estimate (no charge to index) ☐ New Construction ☐ Repair / Maintenance Project

☐ Renovation / Alteration ☐ Equipment / Furniture ☐ Landscape / Site

☐ Feasibility Study ☐ Master Plan ☐ Other: _____

Bldg. / Site Name: _____ Bldg. Number: _____

Room Number: _____ Req. Completion Date: _____

If an estimate has been completed for this project request, please list the budgetary estimate Project/Work Order #: _____

Project Description (be detailed, attached sketches, plans, or specs)

Project Approval

Authorized signature is required for project to be considered.

Dean / AVP Print Name | Dean / AVP Signature | Date

For Facilities and Services Use Only:

Date Received by FS: _____ AiM Project/Customer Service #: _____

Date Reviewed by Triage: _____ Date Assigned to FS Representative: _____

Date Entered into AiM: _____ FS Representative: _____

Project category definitions

There are fundamentally two categories of projects defined in this NMSU guideline – Capital Improvements and Major Maintenance.

Capital Improvements – Construction for new space or reconfiguration for reprogrammed use, both independent of cost.

Major Maintenance – Significant equipment or building component replacement or repair to maintain design capacity or function. Although the cost can vary, it is typically greater than $30k.

Project assignment:

The assignment of projects request form is managed by FS Triage Group. FS Triage Group assigns projects based on complexity and workload. FS Operations may be assigned a project based on one trade and under $10K.
But may occasionally be approved by the Executive Director of Operations to execute larger scale projects.

Capital Improvement Projects; >$300k plus smaller sized projects that are architecturally or interiors driven (such as an interior renovation including new walls).

Major Maintenance; <$300k plus larger sized projects that are infrastructure or maintenance driven (such as roofs, roads, HVAC systems).

Initial point of contact:

To request the initial development of a project, contact FS Project Development and Engineering using the general guidelines above for project assignment

PRJ: BR&R Management

Procedure Owner: **FS Project Development & Engineering** **Procedure Contact / Subject Matter Expert:** **Executive Director Project Development & Engineering** **Last Updated:** 10/01/2023 **Last Review:** 01/15/2026 **Next Review:** 01/15/2027	**Related Authority / Procedures:** **NMSU Facilities Project Initiation Procedure** **NMSU BR&R Budget Development Procedure** **Facilities Project Development Procedure**

Procedure Statement

Building Repair & Renewal (BR&R) is an annual capital fund from the State of New Mexico for the Instruction & General (I&G) building space in the many New Mexico higher education institutions. The allocation among the higher educational institutions is a formula based upon three primary variables for I&G spaces – gross square feet (GSF), building age (years), and building replacement value ($).

NMSU policies & state guidelines and lead responsibilities for BR&R include:

- Infrastructure that supports I&G building spaces
- Fixed facilities only (excludes movable equipment)
- Major maintenance, renovations, and improvements (excludes new GSF)
- Annual budget fiscal approval by the NMSU Budget Committee with routine budget oversight by the Budget Director
- Annual budget projects overview by the AVP for Facilities
- All BRR projects managed by project managers in Facilities & Services (FS), and others assigned by the AVP for FS

For details on I&G space please contact the Office of Space Management at space-mgt@nmsu.edu.

Reason for Procedure

This procedure is instituted to document past procedures and new developments for managing the BR&R budget. The purpose is to provide clarity and instructions for staff management consistency and orientation information for new employees. Additionally, management of the BR&R Budget is audited by the NMSU Audit Services and the Higher Education Department for compliance by within NMSU and State of New Mexico guidelines.

Procedures

Project Manager Assignments:

Once the annual BR&R budget is approved by the NMSU Budget Committee through the Budget Office, project manager assignments are made in FS. There are project funds assigned to project managers outside of FS, such as the NMSU Fire Department and Environmental Health & Safety. As a key position of accountability, the project manager is responsible for managing these projects within scope, budget, schedule, program expectations, and applicable policies.

Project Execution:

For project initiation, please refer to the NMSU Facilities Project Initiation Procedure. For specific project development execution procedures, please refer to the Facilities Project Development Procedure.

Contingency:

Each annual BR&R budget has a contingency account equal to approximately 5% of the total budget. This starting percentage is allowed to decline towards the end of the fiscal year as approved by the AVP for Facilities. If additional funds are needed beyond the available contingency, approved projects may be canceled or deferred to the next fiscal year.

Additional project funding requests

It is the responsibility of the Project Manager to continuously monitor project changes and

costs for anticipating potential project budget overruns. There may be cases where the original estimate was missed or scope increases were non- discretionary resulting in a projected overrun. If a project is estimated to exceed budget, additional funds request along with justification are submitted for review and approval by the AVP for Facilities. Most will be reviewed and discussed at the routine monthly review meetings.

Reversion:

It is important to complete approved projects within three years to (1) avoid price escalation on delayed projects, (2) report a vital project development process to state officials when BRR is audited, and (3) minimize the backlog of projects. By June of each year, the NMSU Budget Office reviews all project approval dates and will distribute a list of projects neither started nor completed within the three years. Those project budgets will be listed for reversion of funds back to the contingency funds. Extension requests are reviewed for approval by the AVP for Facilities.

Project Closeout:

Project closeout will require signature approvals as follows:

- Project client with budget authority or a designated representative
- FS Director for Maintenance
- FS Director for Building Services
- FS Senior Business Manager, either (depending upon project management assignment) the Assistant Director for Project Development and Engineering
- Final approval by the AVP Facilities and Services

Simplified Chart of Related Project Procedures

BRR Project Stage	Considerations	Applicable Policies & Procedures
Project Initiation	Starting a project Client advance information NMSU Project Management Point of contacts	NMSU Facilities Project Initiation Procedure
Annual BRR Budget Development	Development, review & approval Overall BRR budget contingency Review & approval process	NMSU BR&R Budget Development Procedure
Project Development	All aspects of project management Program through closeout	Facilities Project Development Procedure
BRR Budget Management	FS management meetings Additional project funding requests Maintaining budget contingency Reversions Project closeout approvals	NMSU BR&R Procedure

PRJ: Construction RFP Selection

Procedure Owner: **FS Project Development & Engineering** **Procedure Contact / Subject Matter Expert:** **Executive Director Project Development & Engineering** **Last Updated:** 10/01/2023 **Last Review:** 01/15/2026 **Next Review:** 01/15/2027	**Related Authority / Procedures:** **ARP 12.30, Capital Projects** **NMAC 1.4.1. General Government Administration, State Procurement, Procurement Code Regulations**

Procedure Statement

This procedure outlines the process for the selection of members for the committee that award construction RFPs in the New Mexico State University System.

Reason for Procedure

The primary intent of this procedure is to ensure compliance with applicable laws and codes as well as to ensure uniformity across the New Mexico State University system.

Procedures

The applicable sections of the NMSU Administrative Rules and Procedures are repeated here:

ARP 12.30 – Capital Projects

PART 1: AUTHORITY OF FACILITIES AND SERVICES

Facilities and Services is charged by the Board of Regents with the responsibility to plan, manage, and oversee all capital outlay construction projects for all locations within the university system. In addition, Facilities and Services will be responsible for any work which is competitively bid for a construction activity (as defined by the Construction Industries Division of the New Mexico Regulation and Licensing Department).

PART 2: AUTHORITY RESERVED TO THE BOARD OF REGENTS

A. All capital projects that fall under the following categories must be submitted to the Board of Regents for approval:

    1. Purchases of real property unless otherwise delegated pursuant to **ARP 12.90 NMSU Real Estate**;
    2. Any project which results in the addition of square footage, whether from the construction of a new facility or of building addition or of purchase or portable buildings;
    3. Any proposal to issue bonds;
    4. Any alteration or site improvement over $300,000 for an institution with an FTE enrollment of over 1,500; and
    5. Any demolition of an existing building.

B. Any change in the size of the project of 10 percent or over 1,000 net assignable square feet, whichever is larger; a 10 percent change in the type or purpose of planned space; or a change in the total project cost of 10 percent or $100,000, whichever is larger, shall be resubmitted to the Board of Regents for approval prior to authorizing the additional expenditure.

PART 3: CAPITAL PROJECTS CONSTRUCTION CONTRACT AWARD

The Board of Regents authorizes the vice president administration and finance (or designee) to act on its behalf to award construction contracts to the lowest responsible bidder consistent with applicable law.

PART 4: SELECTION OF ARCHITECTS, ENGINEERS, LANDSCAPE ARCHITECTS AND SURVEYORS

In order to assist the vice president administration and finance in the selection of an architect and/or engineer for a capital outlay project, a selection committee established by Facilities and Services will solicit inquiries and screen potential firms through a request for proposal (RFP). This process shall be in accordance with New Mexico procurement code (13-1-28 through 13-1-199 NMSA 1978). The members of the selection committee will send individual evaluation sheets to the associate vice president for facilities and services for the three most qualified firms. The associate vice president for facilities and services will review the assessments of the selection committee members and develop a final tabulation sheet, which will be available for public review. The associate vice president for facilities and services will then select a firm to design the capital outlay project with approval from the vice president administration and finance.

The Board of Regents authorizes the university administration to select professional design firms to design small public works projects on campus. A small public works project shall be defined as one with fees between $50,000 and $100,000. The selection of these firms shall be through the same procedure as above and the number of firms selected shall be in accordance with NMSA 13-1-153 and NMSA 13-1-154. Utilization of services under these awards shall be administered through a university professional service contract for each project and approved by the director of procurement services and the assistance vice president for facilities and services or their designee(s). These firms will be selected through the same procedure as detailed above and in accordance with New Mexico Procurement Code (13-1-28 through 13-1-199 NMSA 1978).

Architects and engineers may also be employed for small maintenance remodel projects via professional service contracts as specified in the New Mexico Procurement Code (13-1-28 through 13-1-199 NMSA 1978) when approved by the director of procurement services and the associate vice president for facilities and services.

The Board of Regents authorizes the university administration to negotiate architect's and/or engineer's fees in all cases. The vice president administration and finance, in

coordination with the associate vice president for facilities and services, reserves the right to terminate any capital project contract for nonperformance of duties.

Facilities and Services is responsible for establishing a Selection Committee to assist the Senior Vice President for Administration and Finance, and the membership of that committee will be as follows. This is an internal procedure and therefore changes are permitted as necessary, however, it is important to recognize that any changes once a RFP is issued could appear to be manipulation. Therefore, any variation in membership of the committee should be requested in writing from the Vice President, Facilities and Services prior to issuing any RFP.

Voting Members (or designee):
Assistant Director of Project Development and Engineering
up to 4 members of the user group
Executive Director of Project Development and Engineering
Executive Director of Facilities Operations
Non-Voting Members:
University Architect and Campus Planning Officer
Director of Purchasing
Project Architect
Assistant Director of Project Development and Engineering
Project Manager of Project Development and Engineering

PRJ: Architect and Engineer Selection

Procedure Owner: **FS Project Development & Engineering** **Procedure Contact / Subject Matter Expert:** **Executive Director Project Development & Engineering** **Last Updated:** 10/01/2023 **Last Review:** 01/15/2026 **Next Review:** 01/15/2027	**Related Authority / Procedures:** **ARP 12.30, Capital Projects**

Procedure Statement

This procedure outlines the process for the selection of architects, engineers, landscape architects and surveyors in the New Mexico State University System.

Reason for Procedure

The primary intent of this procedure is to ensure compliance with applicable laws and codes as well as to insure uniformity across the NMSU system.

Procedures

The applicable sections of the NMSU Administrative Rules and Procedures are repeated here:

12.30 – Capital Projects

PART 1: AUTHORITY OF FACILITIES AND SERVICES

Facilities and Services is charged by the Board of Regents with the responsibility to plan, manage, and oversee all capital outlay construction projects for all locations within the university system. In addition, Facilities and Services will be responsible for any work

which is competitively bid for a construction activity (as defined by the Construction Industries Division of the New Mexico Regulation and Licensing Department).

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    1. Purchases of real property unless otherwise delegated pursuant to **ARP 12.90 NMSU Real Estate**;

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    3. Any proposal to issue bonds;

    4. Any alteration or site improvement over $300,000 for an institution with an FTE enrollment of over 1,500; and

    5. Any demolition of an existing building.

B. Any change in the size of the project of 10 percent or over 1,000 net assignable square feet, whichever is larger; a 10 percent change in the type or purpose of planned space; or a change in the total project cost of 10 percent or $100,000, whichever is larger, shall be resubmitted to the Board of Regents for approval prior to authorizing the additional expenditure.

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The Board of Regents authorizes the vice president administration and finance (or designee) to act on its behalf to award construction contracts to the lowest responsible bidder consistent with applicable law.

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proposal (RFP). This process shall be in accordance with New Mexico procurement code (13-1-28 through 13-1-199 NMSA 1978). The members of the selection committee will send individual evaluation sheets to the associate vice president for facilities and services for the three most qualified firms. The associate vice president for facilities and services will review the assessments of the selection committee members and develop a final tabulation sheet, which will be available for public review. The associate vice president for facilities and services will then select a firm to design the capital outlay project with approval from the vice president administration and finance.

The Board of Regents authorizes the university administration to select professional design firms to design small public works projects on campus. A small public works project shall be defined as one with fees between $50,000 and $100,000. The selection of these firms shall be through the same procedure as above and the number of firms selected shall be in accordance with NMSA 13-1-153 and NMSA 13-1-154. Utilization of services under these awards shall be administered through a university professional service contract for each project and approved by the director of procurement services and the assistance vice president for facilities and services or their designee(s). These firms will be selected through the same procedure as detailed above and in accordance with New Mexico Procurement Code (13-1-28 through 13-1-199 NMSA 1978).

Architects and engineers may also be employed for small maintenance remodel projects via professional service contracts as specified in the New Mexico Procurement Code (13-1-28 through 13-1-199 NMSA 1978) when approved by the director of procurement services and the associate vice president for facilities and services.

The Board of Regents authorizes the university administration to negotiate architect's and/or engineer's fees in all cases. The vice president administration and finance, in coordination with the associate vice president for facilities and services, reserves the right to terminate any capital project contract for nonperformance of duties.

Facilities and Services is responsible for establishing a Selection Committee to assist the Senior Vice President for Administration and Finance, and the membership of that committee will be as follows. This is an internal procedure and therefore changes are permitted as necessary, however, it is important to recognize that any changes once a RFP is issued could appear to be manipulation. Therefore, any variation in membership of the committee should be requested in writing from the Vice President, Facilities and Services prior to issuing any RFP.

Voting Members (or designee):
University Architect and Campus Planner Officer
Assistant Director, Project Development and Engineering
Executive Director of Project Development and Engineering
Sustainability Manager
up to 4 members of the user group
Non-Voting Members (or designee):
Senior Vice President for External Relations and Chief of Staff (President's Office)
Assistant Director, Project Development and Engineering
Senior Vice President Administration and Finance
Director of Purchasing or Designee
Project Manager of Project Development and Engineering

PRJ: Project Management Delegation

Procedure Owner: **FS Project Development & Engineering** **Procedure Contact / Subject Matter Expert:** **Executive Director Project Development & Engineering** **Last Updated:** 10/01/2023 **Last Review:** 01/15/2026 **Next Review:** 01/15/2027	**Related Authority / Procedures:** **ARP 12.30, Capital Projects**

Procedure Statement

This procedure outlines the process for the Project Development Group to delegate the project management function back to a requesting party when specific criteria are met.

Reason for Procedure

The purpose of routing all projects through the NMSU Facilities and Services Project Development and Engineering group is to align with NMSU policy, ensure consistent project management and accounting processes are followed, alignment with the appropriate Master Plan and Design Guidelines, receipt of any required approvals and/or construction permits, proper procurement protocol are followed, code review, warranty management, and proper documentation of changes to NMSU infrastructure (drawing archival and records retention). When a project is routed to the Project Development and Engineering Group, a review of project requirements is performed and the project documented within the active work management system. If, at the discretion of the Assistant Director(s), managing the project within the Project Development group does not add significant value, and/or management by the requestor is a more efficient approach – while still meeting all legal requirements and prudent facility management practices the project may be delegated back to the requestor for completion, with a reduced level of Facilities and Services (FS) involvement and oversight.

Procedures

Once a Project Request Form (PRF) is received and entered into the work management system (AiM), the Triage Committee shall review the project scope relative to the below criteria to determine if the project is a candidate for delegation of project management back to the requestor.

Yes	No	Delegation Assessment Criteria
		Is the estimated project value equal to or greater than $10,000 or single trade?
		Is/are registered New Mexico Architect or Engineer stamped design sheet(s) required?
		Is a construction permit (issued by the New Mexico Construction Industries Division, CID) required?
		Is review by the Campus Planning Committee required?
		Is a review to ensure compliance with the Americans with Disabilities Act (ADA) required?

If the answer to any of the above questions is "YES", delegation to the requestor will require Facilities and Services Executive Director for Project Development and Engineering approval.

If the reviewing Assistant Director determines the project shall not be delegated back to the requesting entity, the project will be assigned a Facilities and Services Project Manager (PM) and follow established procedures for completion.

If the reviewing Assistant Director determines the project shall be delegated back to the requesting entity, the process varies depending on whether the requestor is internal (FS), or external (non-FS):

Internal (FS) Delegated Projects

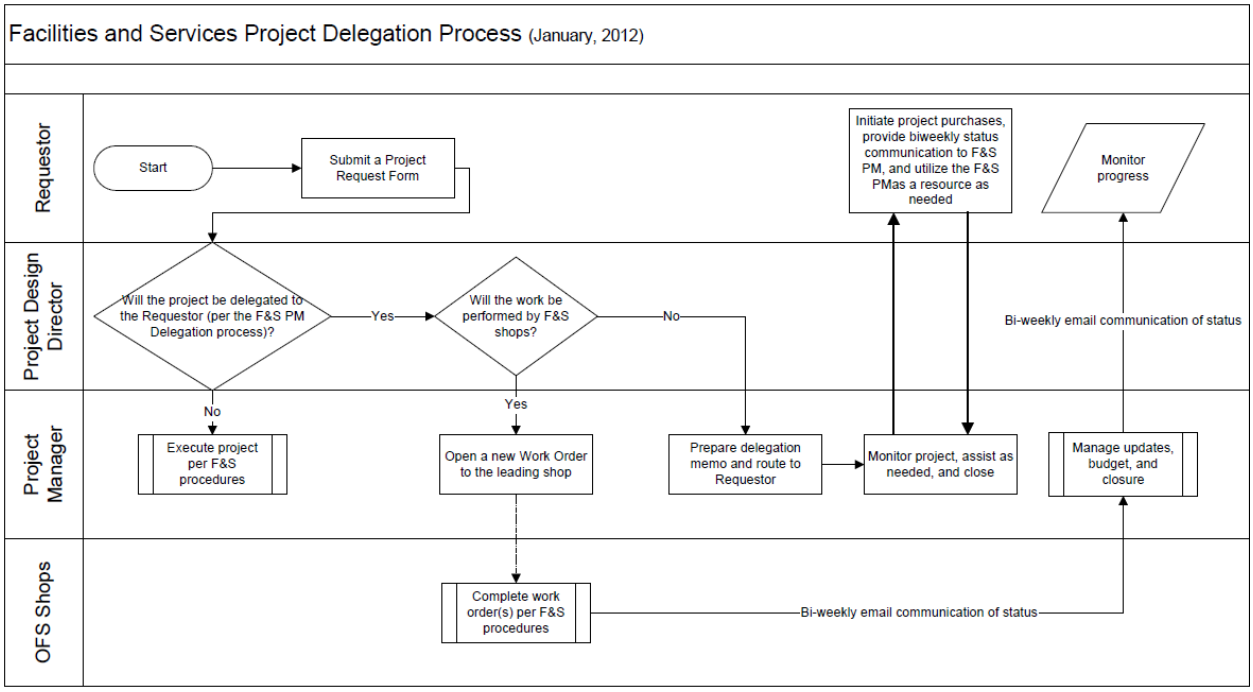
A Project Manager (PM) will be assigned to monitor and report project activities. He or she will open a new AiM work order to the lead shop for completion. The lead shop is responsible for coordinating the work to completion within the existing budget and schedule constraints, including opening phases to other shops, if required.

External (non-FS) Delegated Projects

A FS Project Manager will be assigned, prepare a Memorandum of Delegation (Attachment 1), and electronically route the approved memo (attached to the original Project Request Form) to the requestor. The F&S PM shall:

- Monitor the work progress via biweekly communications f;
- Assist the requestor with procurement as needed;
- Perform any code-related reviews/requirements (CID inspections, Fire Chief, ADA);
- Ensure as-built drawings are captured per FS Design Guidelines; and,
  Close the project in AiM upon completion

Process Flowchart:



PRJ - Project Design and Specification Review

Procedure Owner: **FS Project Development & Engineering** **Procedure Contact / Subject Matter Expert:** **Executive Director Project Development & Engineering** **Last Updated:** 10/01/2023 **Last Review:** 01/15/2026 **Next Review:** 01/15/2027	**Related Authority / Procedures:** **ARP 12.30, Capital Projects**

Procedure Statement

This procedure outlines the process for the drawing review in the New Mexico State University System.

Reason for Procedure

The primary intent of this procedure is to ensure that all stakeholders have had an opportunity to review and have input on construction drawings and specifications on projects managed by the Facilities and Services Project Development and Engineering Group.

Procedures

Drawings and specifications should be formally reviewed at the following project design milestones, and shall progress in completion as the project design is executed:

- Programming
- Design Development
- Construct Documents

The Project Manager shall provide a link of the PDF version of the construction plans and specifications, and review comment forms.

An email shall be sent to the User group (e.g., your customer group), and planreviewgroup@nmsu.edu, an email list maintained by Facilities and Services. This list includes:

- Facilities and Services, Assistant VP for Facilities
- Facilities and Services, Executive Director of Project Development and Engineering
- Facilities and Services Executive Director, Operations
- Facilities and Services Lead Engineer
- Fire Chief
- Director of Transportation and Parking
- Director of Environmental Health & Safety
- Facilities and Services, Sustainability Officer
- Facilities and Services, University Architect
- Facilities and Services, Assistant Directors
- Director of Information Technology Services

The Facilities and Services Executive staff are responsible for soliciting comments from their respective group(s). Unless otherwise specified, plans shall be available for five (5) working days minimum for review or fourteen (14) working days minimum for capital projects.

Each reviewer will record their comments on the attached review sheet; once the review period is complete, the Project Manager will place comments in the electronic project file.

REVIEW COMMENTS – New Mexico State University **Date:**

Project Name:
Date:
Phase/Package:

Item	Sheet / Text Section	Discipline	Reviewer	Comments	Action Taken	Issue Closed

PRJ: CADD Support

Procedure Owner: **FS Project Development & Engineering** **Procedure Contact / Subject Matter Expert:** **Executive Director Project Development & Engineering** **Last Updated:** 10/01/2023 **Last Review:** 01/15/2026 **Next Review:** 01/15/2027	**Related Authority / Procedures:** **ARP 12.30, Capital Projects**

Procedure Statement

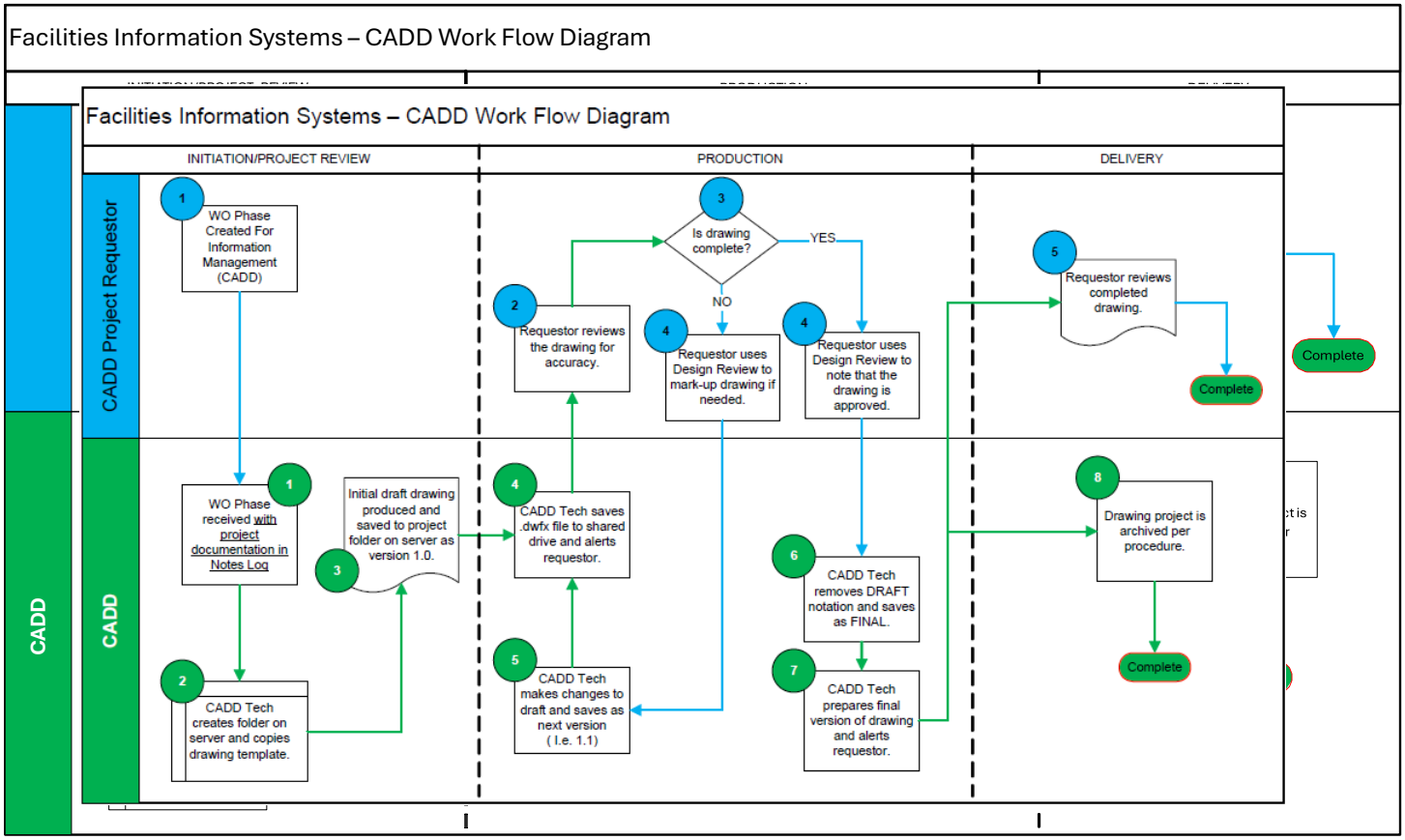
This statement provides a procedure for accurate and efficient completion of computer aided drafting and design (CADD) in support of Facilities & Services construction projects and engineering.

Reason for Procedure

This procedure is needed to ensure that ALL drawings are produced using the adopted US National CADD Standard, that all record drawings are safely archived and can be located for future use and that all communications or transmittal of information related to the project is maintained in an electronic format.

Procedures

In order to guarantee that all project drawings are completed in a timely manner and produced to strict standards the following diagram is used to illustrate the work flow.



CADD requests can include but are not limited to any of the following:

- Create a new drawing for the purposes of construction.
- Retrieve an existing drawing to be used for planning a future project.
- Create a map of a specific area on campus.
- Floor plan request.
- Plotting a hardcopy of an electronic drawing for informational or troubleshooting purposes.

Requestor

1. The requestor opens a work order (WO) phase in AiM to the Information Management shop. This can be an existing work order. **(Include a reasonable "expected delivery date" in the description.)** The requestor will enter a complete scope of work in the Notes Log of the WO phase or can attach an existing document/s using the Related Documents function of AiM. Personal consultations between the CADD Tech and the requestor are encouraged however any changes to the original electronic scope of work must be noted by the requestor in the Notes Log of the WO phase prior to work beginning. Any changes during the duration of the project must be noted in the Notes

Log of the WO phase by the requestor. An email will be sent as soon as possible notifying the CADD Tech that a change order has been added to the Notes Log. **CADD work will not begin without a valid AiM work order phase and complete project documentation in the Notes Log.**

If the scope of work is inadequate to complete the drawing, the CADD Tech will notify the requestor as soon as possible to submit clarifications.

2. The requestor reviews the first draft drawing.
3. The requestor determines if the drawing is complete or requires further attention.
4. Using AutoDesk® Design Review, the requestor will note "Approved for Construction" on the drawing, if deemed completed, prior to returning the drawing to CADD. If the drawing requires further refinements or changes, the requestor will "mark-up" the electronic drawing using AutoDesk® Design Review and return it to CADD for changes.
5. Requestor receives the completed drawing package in PDF format. One (1) paper copy for construction purposes will be generated at the end of the project.

CADD

1. Upon receiving a WO to perform CADD work the CADD Tech will evaluate the information received within the WO for clarity and his or her own understanding of the work. The CADD Tech may contact the requestor via email with questions if needed. It is expected that the requestor will respond to CADD inquiries in a timely manner via return email and/or a notes log entry added to the WO phase.
2. With complete project information in the Notes Log and a valid AiM WO phase, the CADD Tech may begin work by first creating a folder on the Facilities Information Systems server for the project. The folder will be named after the building number/name or utility that the project is being designed for, followed by the project name. (I.e. 184-Breland Hall – RM 125 lab renovation or Chilled Water – Central Plant CHW Piping mods) All electronic data related to the drawing project, including emails and any other digital correspondence shall be saved in the drawing project folder.
3. All drawings will be produced using the most current version of the US National CADD Standard. Format change requests from the requestor that are outside of this standard will not be performed. Once the draft version of the project drawing has been completed the CADD Tech shall save the drawing in the correct drawing project folder with a version designator in the drawing name. (I.e. 184-Breland Hall – RM 125 lab renovation V1.0.dwg or Chilled Water – Central Plant CHW Piping mods V1.0.dwg).
4. The CADD Tech will re-save the drawing in .dwfx format on the Facilities Information Systems shared drive and alert the requestor via email that the drawing is available for

review.

5. If the drawing was returned by the requestor for changes, the CADD Tech makes the appropriate changes and repeats step 4 above. The version in the name of the drawing will be roll up by one. (I.e. 184-Breland Hall – RM 125 lab renovation V1.1.dwg or Chilled Water – Central Plant CHW Piping mods V1.1.dwg).
6. Once the drawing is marked “Approved” by the requestor, the CADD Tech will remove any “Draft” notations and save the drawing as “Final”. (I.e. 184- Breland Hall – RM 125 lab renovation – FINAL.dwg or Chilled Water – Central Plant CHW Piping mods – FINAL.dwg).
7. The CADD Tech then prepares the final drawing, in PDF format and plots one paper copy for construction. The requestor is then alerted via email that the final version is available on the shared drive. The CADD Tech will arrange for the paper copy to be picked up or delivered to the requestor.
8. The entire project is now archived and the WO phase is set to “Work Complete”. (See Drawing Project Archive below for more information)

Drawing Project Archive

As drawings are approved for construction and when the construction actually takes place, it is the responsibility of the Construction Project Manager (CPM) to supply Facilities Information Systems with an as-built drawing.

AutoCAD .dwf/.dwfx is the preferred format for digital as-builts. Small construction projects may submit paper as-builts.

The as-built drawing received from the CPM will be saved in the drawing project folder on the Facilities Information Systems shared drive. Any changes noted in the as-built drawing will be transferred to the final drawing and placed on a layer named “As-Built” to track any deviations from the original design. The “Final” drawing now becomes a “record” drawing and is saved in the drawing project folder in its native AutoCAD format. A PDF copy will be added to the drawing archive folder for general use. The entire drawing project folder will then be archived to DVD or CD, depending on file size. The disc and sleeve will have the folder name written on the face of the disc with a black felt-tipped permanent marker and filed in the Facilities & Services fire proof vault - electronic media storage case.

Forms:

NMSU Facilities & Services CADD Project Check Sheet

Project Name: _____

Requestor: _____

Work Order: _____ Phase: _____ Start Date: _____

Drawing Size: _____ Desired Delivery Date : _____

Building Number: _____ Room: _____ (If applicable)

Space Management

Will project change space? Y/N _____

If "Yes" above, note changes: _____

CADD Check List

Check off items as they are completed.

Is project documentation attached? Y/N _____ (Notes log or Related Documents)

If not, contact requestor. Do not proceed until documentation is added to work order!

Project Folder Created? Y/N _____

First Draft Completed? Y/N _____ Date available: _____

Final Drawing Information

Date Approved by requestor: _____

Date Drawing Completed: _____

Version Table		
Date	**Version**	**Initials**
	1.0	

Notes:

PRJ: Invoice Review

Procedure Owner: **FS Project Development & Engineering** **Procedure Contact / Subject Matter Expert:** **Executive Director Project Development & Engineering** **Last Updated:** 10/01/2023 **Last Review:** 01/15/2026 **Next Review:** 01/15/2027	**Related Authority / Procedures:** **ARP 12.30, Capital Projects**

Procedure Statement

This procedure establishes the requirements for the routing of project related pay applications and invoices within Facilities and Services. This includes receiving, processing, approval, distribution and filing.

Reason for Procedure

The purpose of this procedure is to ensure that all document deliverables, supporting invoice documentation, and all invoice reviews & approvals are obtained before the invoice is authorized for payment.

Forms:

The invoice review form (IRF) is provided by the FS Accounting Office.

Procedures

1. All project related invoices, including those hand delivered to Project Manager (PM), hand delivered to the office, mailed to the office, received via email, or via inter-departmental delivery will be given directly to Facilities & Services (FS) Accounting for initial processing (date stamp & log), without delay.

   NOTE: See Invoice Review Checklist Item 1(below) for invoice types.

2. FS Accounting will: log the invoice onto the PD&E Invoice Log located at
3. FS Administration, Accounting, Common, ACCT, Project Development & Engineering, PD&E Invoice Log; attach an Invoice Review Form sheet; and route the invoice to PM.

4. PM will review vendor invoices to verify work or services as invoiced have been provided in accordance with the vendor contract or purchase order, and will acknowledge payment due with approval date and signature on both the IRF and actual invoice. The invoice will then be forwarded to the Assistant Director for review and signatures on both the IRF and actual invoice.

5. Route approved/reviewed invoices including Invoice Review Form and supporting documentation to FS Accounting, after all approvals have been obtained.

6. FS Accounting will code and process pay application or invoice in accordance with Invoice Review Checklist and route approved pay application/invoice to Accounting & Financial Reporting (Property Accounting) for review.

	With Adjustments	Holding	No Adjustments (used only when vendor requests special notification)	Rejected
Vendor	IRF-Original Pay App-Copy Invoice-N/A	IRF-Original Pay App-N/A Invoice-N/A	IRF-Original Pay App-Copy Invoice-N/A	IRF-Original Pay App-Original Invoice-Original
FS Accounting	IRF-Copy Pay App-Original Invoice-N/A	IRF-Copy Pay App- N/A Invoice- N/A	IRF-Copy Pay App-Original Invoice-Copy	IRF- Copy Pay App-N/A Invoice- N/A
Project Manager	None-Unless requested by PM	IRF-Copy Pay App-Original Invoice-Original	None-Unless requested by PM	None-Unless requested by PM
Project File	IRF-Copy Pay App-Original Invoice-N/A	IRF-Copy Pay App-N/A Invoice-N/A	IRF-Copy Pay App-Original Invoice-Copy	IRF- Copy Pay App-N/A Invoice- N/A

7. Project Manager completes distribution of invoice copies per Invoice Review Form Processing and Distribution chart above.

8. FS Accounting processes invoice payments in AiM and filing of invoice per Invoice Review Checklist below

Invoice Review Checklist

1. Invoice Types:
   - Construction Payment Applications (Pay Apps)- documents of invoices are received with original signatures and notary stamp/seal.
   - Professional Service Contracts (PSC)- original invoice is received.

   NOTE: Only Pay Apps can be altered, if a PSC invoice needs to be altered it will be immediately returned to the vendor by the Project Manager for necessary revisions.

2. Indicate the Purchase Order number if not noted and/or verify that the Purchase Order listed is the appropriate one.

3. The Business Office Assistant Director or Senior Accountant will verify the Contract Amount. If the amount does not balance between the Purchase Order and the Invoice Amount, it may be due to pending Change Orders/Amendments. Indicate 'C/O' as this information is noted on Line 3 (Contract Sum to Date) of Pay App.

4. Use Banner FGIENCD 'Balance to Finish' field and subtract current payment indicated on the Pay App. The amount remaining should match the Pay App BALANCE TO FINISH.

5. Verify Tax Percentage and Amount. The Tax Rate tends to change twice a year (Jan and July). All invoices are paid at current tax rate on the date of invoice.

6. The Business Office Assistant Director or Senior Accountant will initial by the Purchase Order number.

7. All steps above must be replicated on both 'Original' Invoices for Pay Apps.

8. Attach the completed Invoice Review Form and send to the Fiscal Monitor.

9. The 'Original' Pay App and a copy of the PSC invoice, including a copy of the Invoice Review Form will be forwarded to the FS Purchasing/AP staff for payment information and verification of billing in AIM, if applicable.

10. After the invoice has been paid by A/P and processed into AiM, FS Purchasing/AP staff will file the 'Original' Pay App or copy of PSC Invoice in the Project file maintained by FS Accounting.

PRJ: Budget Summary Policy

Procedure Owner: **FS Project Development & Engineering** **Procedure Contact / Subject Matter Expert:** **Executive Director Project Development & Engineering** **Last Updated:** 10/01/2023 **Last Review:** 01/15/2026 **Next Review:** 01/15/2027	**Related Authority / Procedures:** **ARP 12.30, Capital Projects**

Procedure Statement

To define **Budgetary Estimate** and **Budget Summary Report** and outline how the information contained in both documents is shared.

Reason for Procedure

To document the policies regarding budgetary information and delineate who this information may be shared with and what information may be released.

Procedures

The budgetary estimate process is initiated when a customer submits a Project Request Form (PRF). A work order for the proposed work is opened and assigned to a PD&E Project Manager. The PD&E Project Manager contacts the customer to setup a meeting to review the proposed work. Once the scope is finalized, an estimate phase is opened to prepare a budgetary estimate.

Upon completion of the budgetary estimate, the PD&E Project Manager coordinates a meeting with the customer to review the estimate results.

The budgetary estimate form is shared with the customer during the meeting but this is the last time the budget will be reviewed in that format.

The Budget Summary Report is a living document that captures the costs for the project. The initial amounts calculated on the Budget Summary Report sheet are the projected costs for the various phases of work included for completion (i.e. Fees, Design, Construction, FF&E, etc.). The document may be updated as needed to reflect current line-item values. The PD&E Project Manager is responsible for the document's content.

PRJ: Building Dedication Plaque Guidelines

Procedure Owner: **FS Project Development & Engineering** **Procedure Contact / Subject Matter Expert:** **Executive Director Project Development & Engineering** **Last Updated:** 10/01/2023 **Last Review:** 01/15/2026 **Next Review:** 01/15/2027	**Related Authority / Procedures:** **ARP 12.31 – Plaque Information**

Procedure Statement

This procedure establishes guidelines and defines the information that should be included on building dedication plaques.

Reason for Procedure

The purpose of this procedure is to define and standardize the information entered on the building dedication plaque to maintain uniformity and consistency throughout the University properties.

Procedures

1. Consider the differences for the Main Campus, Branch Campus or DACC Campus.
2. Confirm Board of Regents approval for the naming.
3. Use the language and format on the attached guideline: “Authorized by the BOARD OF REGENTS” followed by month/date/year.
4. The Project Manager shall verify the correct spelling of names and titles with the appropriate offices (Chief of Staff, Governor’s Office, Faculty Senate, etc.) and then double-check everything.

5. Include ex-officio members and the Governor – confirm whether the Governor is a member or an ex-officio member or listed separately.
6. Include President's name. In the case of DACC, show NMSU President (Chancellor) first, followed by DACC President, as outlined in the standard.
7. Do NOT list the Secretary of Education – we haven't included that name since back when higher education was under the Secretary of Education instead of its own department.
8. Use the crimson NMSU logo in the lower left corner of the plaque, see the Center for the Performing Arts for our most recent NMSU plaque.
9. **Do use** the combined NMSU/DACC logo as shown or in some other way include both logos on DACC Campus' – review the plaque for East Mesa Phases 6 and 7 as an example.
10. Size of plaque – as shown on attached PDF.
11. Auxiliary or taxpayer funded.
12. Standard font as shown in attached PDF.

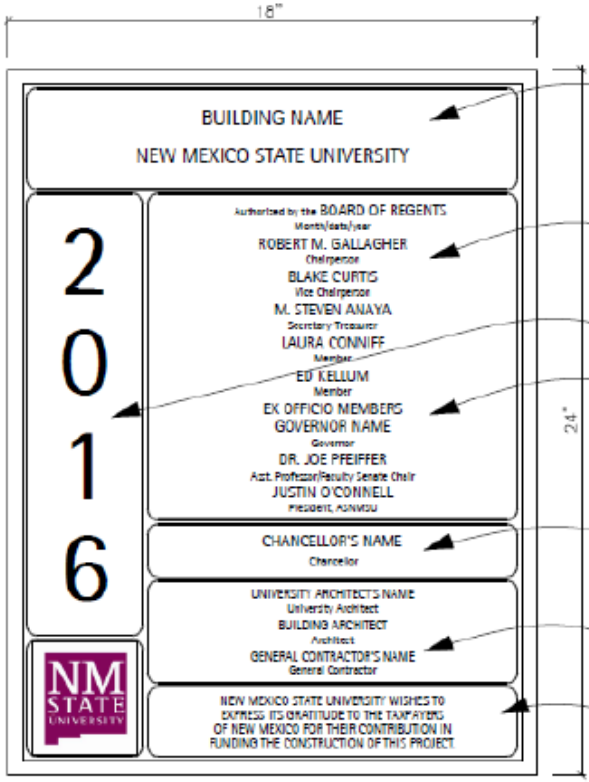
Approvals:

1. Paper mock-up
2. Rubbing

Internal Approvals:

1. Project Manager
2. Assistant Director
3. PD&E Executive Director
4. University Architect
5. AVP for Facilities and Services

NOTE: NAMES, TITLES AND DATES MAY CHANGE AFTER PROJECT IS AWARDED; VERIFY CORRECTNESS OF PLAQUE WITH NMSU ARCHITECT'S OFFICE PRIOR TO CASTING



NAME APPROVED TOWARD END OF CONSTRUCTION. NAME MUST GO TO "BUILDING NAMING COMMITTEE"; AFTER APPROVAL MUST GO TO BOARD OF REGENTS FOR APPROVAL

BOARD OF REGENTS NAME/TITLE WILL CHANGE: THE NAMES AND TITLES WILL BE THE BOARD OF REGENTS MEMBERS AT THE TIME THE PROJECT WAS APPROVED. VERIFY ALL BOARD OF REGENTS NAMES AND TITLES FROM THE MINUTES OF THE MEETING WHERE THE PROJECT WAS APPROVED.

YEAR IS "YEAR OF FINAL COMPLETION"

EX OFFICIO MEMBERS/TITLE WILL CHANGE: THE NAMES AND TITLES WILL BE THE MEMBERS IN OFFICE AT THE TIME THE PROJECT WAS APPROVED. VERIFY ALL MEMBERS NAMES AND TITLES FROM THE MINUTES OF THE BOARD OF REGENTS MEETING WHERE THE PROJECT WAS APPROVED.

UNIVERSITY CHANCELLOR'S NAME WILL CHANGE: USE THE CHANCELLOR'S NAME/TITLE AT THE TIME OF THE PROJECT WAS AUTHORIZED BY THE BOR; IF IT IS A PROJECT FOR DACC, SHOW NMSU CHANCELLOR'S NAME/TITLE THEN THE DACC PRESIDENT'S NAME BELOW. INCREASE ROW HEIGHT TO ACCOMMODATE BOTH NAMES VERTICALLY; VERIFY NAMES AND TITLES FROM THE MINUTES OF THE MEETING WHERE THE PROJECT WAS APPROVED.

THESE THREE NAMES WILL CHANGE; VERIFY NAMES WITH NMSU PROJECT MANAGER

THIS STATEMENT WILL BE USED WHEN ANY PORTION OF FUNDING COMES FROM STATE LEGISLATURE, BOND ISSUES OR ANY OTHER SOURCE OF TAXPAYER REVENUE.

Material: Bronze cast with recessed text
Finish for text: Black
Recessed Texture: Sand
Finish for logo: Match PMS 208 and white
Return: 3/16" thick
Font: Rotis Semi Sans New Bold
Stud/Tape: Blind stud
Mounting: Coordinate with NMSU

SCALE: 3"=1'-0"

	Building Plaque for [Building Name]	NEW MEXICO STATE UNIVERSITY OFFICE OF THE UNIVERSITY ARCHITECT P.O. BOX 30001, DEPT. 3540 LAS CRUCES, NEW MEXICO 88003	SHEET NO. A-1

SPM: As Built

Procedure Owner: **Office of the University Architect and Space Management** **Procedure Contact / Subject Matter Expert:** **Director of Campus Planning & Space Management** **Last Updated:** 09/15/2026 **Last Review:** 09/15/2026 **Next Review:** 09/15/2027	**Related Authority / Procedures:**

Procedure Statement

This procedure applies to all drawings showing final constructed conditions of a project (as-built drawings). As-built drawings will be provided, adhering to the criteria described in this procedure, in the special conditions, and specifications.

Reason for Procedure

To define the process and format used in the preparation and storage of as-built drawings.

Procedures

RESPONSIBILITY

- **Architect/ Engineering Firm (A&E)** - Provide signed and sealed originals of all design plans.
- **Contractor** - Maintain as-built files and drawings and provides as-built information at the completion of the project to the Project Manager.
- **Project Manager** - Ensures final as-built drawings are delivered to Space Planning for document control.
- **Office of Space Management** - Process and compile final as-built information to permanent file location in AiM and other identified document repository.

GENERAL

As-built drawings will be produced and maintained during the construction of all projects. An as-built drawing annotates any changes that deviate from the original design. This includes but not limited to the following disciplines:

- Civil
- Architectural
- Structural
- Mechanical
- Electrical
- Information & Communication
- Fire Protection
- Irrigation

The project manager ensures that the as-builts are maintained by the contractor and/or subcontractor working on the project. At the completion of the project, the as-built drawing and associated specification (if applicable) information will be compiled on a signed and sealed set of drawing plans that contain only the latest revision of each sheet. If a Change Order (C.O.) occurs, the changes must be clearly reflected in the as-built drawings with a copy of the approved Change Order request.

PROCEDURE - CONTROL OF AS-BUILT DOCUMENTS

When changes to the construction drawings are required after contract award, all final drawings, specifications, plan mark ups, or documents prepared by the A&E must be signed, dated, and stamped as “As-built” by the A&E of record.

Exception- In projects with no A&E of record, the contractor shall assume the responsibility of preparing such documentation.

- From the date of Substantial Completion, the General Contractor shall have 5 calendar days to provide copies of all test reports, correspondence, certifications, inspection, and redline field changes to the A&E for review.
- The A&E and General contractor shall have 15 calendar days from the date the information is received to provide one (1) electronic set of signed and sealed As-built drawings to the Regents' Representative office for review.
- The Regents' Representative reserves the right to a 15 day review/acceptance period for all submitted documents.
- In the event that the Regents' Representative determines that the submitted

documentation is in need of revision, the A&E shall have a maximum of 15 calendar days to respond with all requested revisions.

Once all submitted project close-out documentation has been accepted by the Regents' Representative, a letter of acceptance shall be prepared and provided to the A&E and/or Contractor.

PROCEDURE - ANNOTATION OF AS-BUILT DRAWINGS

Final As-built drawings shall contain only the latest revision of each sheet. All As-Awarded plan sheets with no recorded changes are to be included in the final As-built drawings. The As-built drawings shall be annotated with the following information:

Field Changes

- Changes occurring in the field for plan sheets that are not revised shall be annotated with RED-LINE markups on the affected sheets, with explanation for the change adjacent to the area of the change.

Construction Drawing Set

- Any New Standard Plan (NSP) or Revised Standard Plan (RSP) that was part of the contract must be included in the As-Built plans. Any sheets that may have been added or revised by the A&E during the construction of the project must be included in the As-built plans.

PROCEDURE - PROJECT FILES AND DOCUMENTS

All electronic drawing files shall be provided on a specified electronic storage media with label printed directly on the face of the media when applicable. The contractor shall ensure that all digital files and data are compatible with the University's CAD system (dwg) and adhere to other standards and requirements specified herein.

All electronic drawing files shall be provided on electronic storage media (USB Flash Drive) with label printed directly on the face of the media.

- Media shall be labeled with the following minimum information:
  - Company Name
  - Contact Information
  - Both NMSU Project name and number on title sheet Summary of media contents

- Date created

Files shall be arranged two separate folders (Figure 1). In each folder, a separate folder shall be created for each discipline (Arch, Civil, MEP, etc. (see figure 2.).

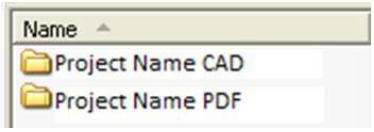


Figure 1.



Figure 2.

CAD – Separate CAD files for each sheet of the set, name shall begin with the NMSU building number, followed by sheet number and sheet name. (Example, Figure 3.) All CAD files shall contain all X-Ref, embedded images, ctb files, blocks, fonts and any other related data.

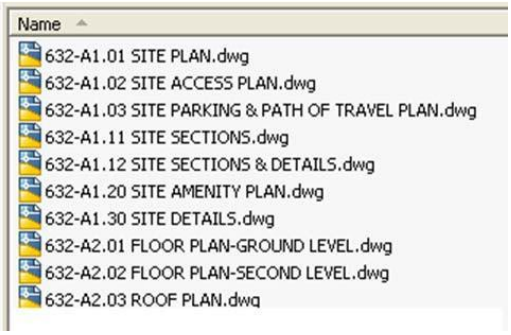


Figure 3.

PDF – Separate PDF files for each sheet of the set to match the structure of the CAD folder above (300 DPI). All PDF files shall be produced in the proper scale/paper size, (Example, Figure 4).

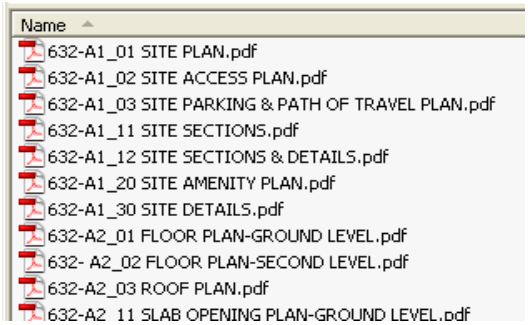


Figure 4.

Filing of As-Builts

The Project Manager shall transfer all as-built drawings to Space Planning for permanent storage via transmittal after approval of the final set. A PDF copy of all final As-builts shall be placed in the project file included with the close out documents by the project manager