



# New Mexico State University Facilities and Services

## ADM-001: Procedure Process

<p><b>Effective:</b> June 30, 2008</p> <p><b>Last Updated:</b> July 11, 2012</p> <p><b>Procedure Owner:</b> Facilities and Services Administration</p> <p><b>Procedure Contact/ Subject Matter Expert</b> Executive Director for Administration</p>	<p><b>Related Procedures:</b></p>
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### Procedure Statement

This statement establishes the standard departmental Procedure Format and Adoption Process for all departmental procedures.

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### 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 regarding formal documentation of administrative and operational processes and standards for Facilities and Services.

**Purpose:** This procedure is intended to provide the appropriate format for the documentation of departmental procedures and the process for formal adoption of a departmental procedure.

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## Procedures

**The format of the Facilities and Services procedure documents is laid out in this document.**

The following information is required:

- NMSU Facilities and Services procedure title
- Effective date
- Last updated date
- Required review date
- Procedure owner
- Procedure contact / subject matter expert
- Related procedure references
- Brief procedure statement
- Brief reason for the procedure and a purpose statement
- Explanation of the procedural details (instructions)
- Formal adoption by the Associate Vice President for Facilities and appropriate unit director shall be designated on the change log
- Copies of departmental procedures will be available in the front office, and on the Employees shared file, and on the Facilities and Services website.
- Departmental e-mail notification of updates will be sent to all employees and supervisors
- Review of procedures will be a regular item at unit meetings
- When procedures are updated, there will be a notification posted on the bulletin board by the Facilities and Services Human Resources group.



# New Mexico State University

## Facilities and Services

### ADM-002: Use of Facilities and Services Vehicles

<p><b>Effective:</b> July, 2008</p> <p><b>Last Updated:</b> July 22, 2013</p> <p><b>Procedure Owner:</b> Facilities and Services Administration</p> <p><b>Procedure Contact/ Subject Matter Expert</b> Executive Director for Administration</p>	<p><b>Related Policies &amp; Procedures:</b></p> <ol style="list-style-type: none"><li>1. New Mexico State University Vehicle Use Procedures issued by Environmental Health and Safety Office (Approved: April 19,2006)</li><li>2. State of New Mexico, Office of the Governor, Executive Order 2005-049, Requiring the Increased Use of Renewable Fuels in New Mexico State Government.</li><li>3. NMSU, Business Procedures Manual, Chapter 4, Central Purchasing Office</li><li>4. NMSU Policy Manual, Chapter 9, Sections 9.34. and 9.35</li></ol>
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### 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.

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### Reason for Procedure

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

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### Procedures

Facilities and Services (FS) will comply with the NMSU Vehicle Policy adopted July 14, 2009 by the NMSU Board of Regents

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## 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:

- a) Drive more than 6,000 business miles per year*
- b) Position duties require daily travel to multiple destinations more than 10 miles from the employee's primary place of business*
- c) Position duties require the routine transport of at least two (2) or more employees*
- d) 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.*

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## Roles and Responsibilities

The Facilities and Services Grounds Manager shall be responsible for the management of the FS Fleet through the FS Auto Shop. FS is allowed a "maximum number of vehicles" in accordance with the NMSU Vehicle Policy, and it is the responsibility of the Grounds Manager to insure that these vehicles are assigned optimally. The Grounds Manager shall work with the FS Business Office to insure that the appropriate Vehicle Assignment Authorization forms (VAAs) are approved and on file and that the number of vehicles is within the maximum number authorized.

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

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## Misuse of University Vehicles

The following circumstances are considered to be 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 occur 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 relative 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.

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## Incidental Use of University Vehicles

FS provides services to Ag Science Centers, Community Colleges, and other NMSU Facilities across the state of New Mexico. Trips across the state will result in some personal use of university vehicles while on authorized travel. However, the intent of this procedure is that NMSU vehicles not be used for personal business.

## ADM-003: Work Order Review

<p><b>Effective:</b> June 25, 2009</p> <p><b>Last Updated:</b> July 11, 2012</p> <p><b>Procedure Owner:</b> Facilities and Services Administration</p> <p><b>Procedure Contact/ Subject Matter Expert</b> Executive Director for Administration</p>	<p><b>Related Procedures:</b></p>
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### 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 Control 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 \*\*\*



# New Mexico State University Facilities and Services

## ADM-004: Breaks and Smoking

<p><b>Effective:</b> October 1, 2008</p> <p><b>Last Updated:</b> July 11, 2016</p> <p><b>Policy Owner:</b> Facilities and Services Administration</p> <p><b>Policy Contact/ Subject Matter Expert</b> Executive Director for Administration</p>	<p><b>Related Policies or Agreement Articles:</b></p> <p>Smoking – NMSU Policy Manual 3.98 Article 17, Section 2 Work Breaks</p>
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### Procedure Statement

This procedure details the departmental guidelines for Facilities and Services employee's 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

### Procedures

*The Break Procedure States:*

- 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 the 15 minute break period.



*As a reminder, smoking is prohibited within:*

- All buildings and facilities owned or leased by the university.
- Vehicles owned, leased, or rented by the university.
- Partially or fully enclosed walkways and corridors.
- 25 feet of a building's entrance, exit, or fresh air intake vents.
- 50 feet of any area where flammable materials are stored or handled.



# New Mexico State University Facilities and Services

## ADM-005 Dress Code

<p><b>Effective:</b> July 1, 2008</p> <p><b>Last Updated:</b> June 24, 2016</p> <p><b>Procedure Owner:</b> Facilities and Services Administration</p> <p><b>Procedure Contact/ Subject Matter Expert</b> Executive Director of Administration</p>	<p><b>Related Policies &amp; Procedures:</b></p> <p>AFSCME CONTRACT Article 31 Uniforms and Equipment</p>
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### Procedure Statement

Facilities and Services want all of their employees to always present a neat and professional appearance to 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 professional appearance. Our standards are consistent with the standards for Administration and Finance.

### Procedures

- Facilities and Services employees will adhere to the Administration and Finance dress code standards as defined at [http://www.nmsu.edu/~boffice/Admin/Current\\_Events.html](http://www.nmsu.edu/~boffice/Admin/Current_Events.html)
- The uniform is required dress while at work. All Facilities and Services employees who are issued uniforms are to wear these uniforms at all times while performing their duties.
  - Uniforms will be neat and clean at the beginning of each work shift, with the exception of 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 tucked in at all times 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.

**UNIFORM CHECKOUT**  
**Facilities and Services**  
**New Mexico State University**

I, \_\_\_\_\_ accept the items listed as temporary custody from the Facilities & Services Organization, to be returned upon leaving this area, this department, and/or New Mexico State University. I understand that I am responsible for these items and that I am responsible for their replacement in the event that I have lost them.

**Employee Uniform**

- \_\_\_\_\_ Shirt
- \_\_\_\_\_ Jeans
- \_\_\_\_\_ Custodial Smock

I understand that a copy of this checkout form will be kept in my personnel file at Facilities & Services. This also certifies that I have been issued a copy of the Facilities & Services Uniform Policy.

Employee \_\_\_\_\_ Supervisor/Manager \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

**Uniform Return Receipt  
Facilities and Services  
New Mexico State University**

Quantity of shirts returned: \_\_\_\_\_

Quantity of pants returned: \_\_\_\_\_

Quantity of smocks returned: \_\_\_\_\_

Other items returned \_\_\_\_\_ Quantity returned \_\_\_\_\_

*(Description of items)*

Employee name: \_\_\_\_\_

\_\_\_\_\_  
*(Please print name)* *(Signature of employee)*  
*(Date)*

Received by manager or supervisor: \_\_\_\_\_  
*(Please print)* *(Signature of manager/supervisor)* *(Date)*



# New Mexico State University Facilities and Services

## ADM-004: Breaks and Smoking

<p><b>Effective:</b> October 1, 2008</p> <p><b>Last Updated:</b> July 11, 2016</p> <p><b>Policy Owner:</b> Facilities and Services Administration</p> <p><b>Policy Contact/ Subject Matter Expert</b> Executive Director for Administration</p>	<p><b>Related Policies or Agreement Articles:</b></p> <p>Smoking – NMSU Policy Manual 3.98 Article 17, Section 2 Work Breaks</p>
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### Procedure Statement

This procedure details the departmental guidelines for Facilities and Services employee’s 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

### Procedures

*The Break Procedure States:*

- 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 the 15 minute break period.

*As a reminder, smoking is prohibited within:*

- All buildings and facilities owned or leased by the university.
- Vehicles owned, leased, or rented by the university.
- Partially or fully enclosed walkways and corridors.
- 25 feet of a building's entrance, exit, or fresh air intake vents.
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Facilities and Services





# New Mexico State University Facilities and Services

## ADM-005 Dress Code

<p><b>Effective:</b> July 1, 2008</p> <p><b>Last Updated:</b> June 24, 2016</p> <p><b>Procedure Owner:</b> Facilities and Services Administration</p> <p><b>Procedure Contact/ Subject Matter Expert</b> Executive Director of Administration</p>	<p><b>Related Policies &amp; Procedures:</b></p> <p>AFSCME CONTRACT Article 31 Uniforms and Equipment</p>
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### Procedure Statement

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- 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.
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- 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.

**UNIFORM CHECKOUT**  
**Facilities and Services**  
**New Mexico State University**

I, \_\_\_\_\_ accept the items listed as temporary custody from the Facilities & Services Organization, to be returned upon leaving this area, this department, and/or New Mexico State University. I understand that I am responsible for these items and that I am responsible for their replacement in the event that I have lost them.

**Employee Uniform**

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Employee \_\_\_\_\_ Supervisor/Manager \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

**Uniform Return Receipt  
Facilities and Services  
New Mexico State University**

Quantity of shirts returned: \_\_\_\_\_

Quantity of pants returned: \_\_\_\_\_

Quantity of smocks returned: \_\_\_\_\_

Other items returned \_\_\_\_\_ Quantity returned \_\_\_\_\_

*(Description of items)*

Employee name: \_\_\_\_\_

\_\_\_\_\_  
*(Please print name)* *(Signature of employee)*  
*(Date)*

Received by manager or supervisor: \_\_\_\_\_  
*(Please print)* *(Signature of manager/supervisor)* *(Date)*



# New Mexico State University

## Facilities and Services

### ADM-006: Work Orders

<p><b>Effective:</b> July 1, 2008</p> <p><b>Last Updated:</b> July 13, 2012</p> <p><b>Procedure Owner:</b> Facilities and Services Administration</p> <p><b>Procedure Contact/ Subject Matter Expert</b> Executive Director for Administration</p>	<p><b>Related Policies &amp; Procedures:</b></p>
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### Procedure Statement

Every effort must be made to insure 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.*

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### 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.

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## 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 a Director level or higher. One project-one work order will be the rule.



# New Mexico State University

## Facilities Services

### ADM-007: Safety Footwear

<b>Effective:</b> July 1, 2008	<b>Related Policies &amp; Procedures:</b>
<b>Last Updated:</b> September 5, 2013	OSHA 1970, Section 1910.136
<b>Procedure Owner:</b> Facilities and Services Administration	AFSCME Agreement Article 28
<b>Procedure Contact/ Subject Matter Expert</b> Executive Director for Administration	

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### Procedure Statement

Facilities and Services is required to comply with OSHA 1970, Section 1910.136 occupational safety 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, and where such employee's feet are exposed to electrical hazards."

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### Reason for Procedure

This procedure was instituted to be in compliance with OSHA requirements and AFSCME agreement (Article 28).

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## 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 the footwear from the approved NMSU vendor or from any other outside vendor. Employees who select to purchase footwear from an outside vendor will be required to pay up front and be reimbursed up to the allotted amount.
4. Employees must complete the "Safety Footwear Purchase Approval" form located on the FS Website and secure the Supervisor's signature and approval.
5. Once approval is secured, the completed form should be returned to the Grounds Department to receive a schedule of the shoe truck and / or instructions for purchasing footwear from other vendors.
6. Reimbursement for shoes purchased prior to the receipt of a signed "approval to purchase" form will not be approved.
7. The allowance for safety footwear is \$150.00.
8. 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".





# Facilities and Services Safety Footwear Purchase Approval

Date: \_\_\_\_\_

### Directions

Please complete all sections. This form should be completed, signed, and submitted to Grounds administrative office by the 15<sup>th</sup> of each month. Previous safety footwear must be returned the same day new footwear is received.

### Employee Information

Employee: \_\_\_\_\_

Aggie ID #: \_\_\_\_\_

Shop: \_\_\_\_\_

Date of Last Issue: \_\_\_\_\_

### Purchase Information

Request Type:

New Purchase

Replacement Purchase

### Employee Verification

*I agree to comply with all rules and regulations concerning the purchase and use of safety footwear per NMSU Facilities and Services' Policies and Procedures: ADM-007*

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Supervisor Authorization

*I certify that the employee receiving safety footwear performs work requiring safety footwear and it expected to continue employment for a minimum of 6 months.*

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*For Administrative Use Only:*

Select Vendor:    \_\_\_ LeHigh            \_\_\_ WorkWear

Other: \_\_\_\_\_

Index #: \_\_\_\_\_

Purchase Order: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# New Mexico State University Facilities Services

## Timesheet Reporting for Billing Purposes

<b>Effective:</b> July 1, 2008	<b>Related Policies &amp; Procedures:</b>  NMSU/AFSCME Local 2393 Bargaining Agreement
<b>Last Updated:</b> July 1, 2008	
<b>Procedure Owner:</b> Business Office	
<b>Procedure Contact/ Subject Matter Expert</b> Executive Director of Administration	

### 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 FS timesheet at the end of each work day. Supervisors or Assistant Supervisors are required to verify and sign as approval. 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 Article 17, Hours of Work and Overtime, NMSU and AFSCME Local 2393 Bargaining Agreement

### Exclusions

The Assistant Vice President, Executive Directors, Directors, Administration and Business Office staff are exempted from daily FS timesheet reporting.

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## 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 oversight.

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## Procedures

### FS Non Exempt Employees:

- A 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 timesheet that includes regular time and overtime. The employee's signature is required.
- The supervisor or assistant supervisor reviews and approves by signing the daily timesheets.
- All timesheets must be turned in to FS HR by 10:00am the next work day.

### FS Directors:

- Directors will verify monthly time report to insure proper accounting of time reported. Each director should sign and date monthly time reports as evidence of review.

### FS Business Office:

- Daily timesheets are due to FS HR office no later than 10 am of the next work day.
- Timesheets are entered in the HPR database, however if there is time recorded with XB, HR employees check to see if there is an "overtime approval" attached to the timesheet. Overtime approval is an email that has been sent to [ot@ppd.nmsu.edu](mailto:ot@ppd.nmsu.edu).
- If the email is not attached, HR will review the "sent" emails. If the approval for overtime is not found, HR will not enter time in the database. The timesheet is then set aside in a pending folder.
- HR will send an email to [ot@ppd.nmsu.edu](mailto:ot@ppd.nmsu.edu), supervisor, and the director requesting approval for that particular person, day, work order, and time.
- Once an approval is established in writing, HR will then go back, attach to timesheet and enter the overtime in the HPR database.

## 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.

Facilities and Services



# New Mexico State University

## Facilities Services

### Cell Phone Allowance Guide

<p><b>Effective:</b> March 15, 2010</p> <p><b>Last Updated:</b> January 3, 2012</p> <p><b>Procedure Owner:</b> FS Administration</p> <p><b>Procedure Contact/ Subject Matter Expert</b> Assistant Vice-President of Facilities and Services</p>	<p><b>Related Policies &amp; Procedures:</b></p> <p>2.35.1.3.4 Mobile Communication Device Usage - NMSU Policy</p>
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### 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.

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### 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.

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# New Mexico State University Facilities and Services

## ADM-010: Equipment Check-Out

<p><b>Effective:</b> July 31, 2009</p> <p><b>Last Updated:</b> May 6, 2014</p> <p><b>Procedure Owner:</b> Facilities and Services Executive Director for Administration</p> <p><b>Procedure Contact/ Subject Matter Expert</b> Facilities and Services Executive Director for Administration</p>	<p><b>Related Policies &amp; Procedures:</b></p> <p>NMSU Administration and Finance Procedures Manual, Chapter. Section 1C.</p>
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### Procedure Statement

This department-specific procedure complies with the [Administration and Finance Procedures Manual, Section 1C](#) and is intended to bring consistency and effective tracking to Facilities and Services equipment loans.

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### 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.

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### Procedures

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

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## Procedures

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.

As a general rule, the guide is \$20 per month for non-exempt employees who are on the restricted "on-call" rotation and \$40 per month for exempt employees who have a need for a "data plan".

New employees may be eligible to obtain an acquisition allowance of up to \$50 to offset the purchase cost of cell phone when implementing their cell phone plan. A receipt demonstrating out of pocket expense is required. Enhanced devices such as smart phones will be eligible for allowance only if business need for enhancement is identified.

Existing employees may be eligible for a replacement allowance of up to \$50 once every 2 years to offset the purchase cost of a replacement cell phone. A receipt demonstrating out of pocket expense is required. Enhanced devices such as smart phones will be eligible for allowance only if business need for enhancement is identified.



# New Mexico State University

## Office of Facilities Services

### OFS Materials Checkout Review

<p><b>Effective:</b> June 25, 2009</p> <p><b>Last Updated:</b> June 25, 2009</p> <p><b>Procedure Owner:</b> OFS Administration</p> <p><b>Procedure Contact/ Subject Matter Expert:</b> OFS Executive Directors</p>	<p><b>Related Procedures:</b></p>
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### Procedure Statement

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

### Procedures

Shop employees must show ID and sign for all items received from the NMSU Materials Services Warehouse. Employees must obtain the Warehouse Charge Ticket receipt from the Warehouse and submit to the Shop Supervisor. Director/Supervisor is required to review the "NMSU PPD Warehouse Material Issues by shop by Work Order" report submitted weekly by the NMSU Materials Services Warehouse and match Warehouse Charge Tickets to the report. Discrepancies must be addressed with the Warehouse in a timely manner.

Verification of the reconciliation process will be conducted by the OFS Accounting Office on a weekly basis.

### OFS Shops:

- All OFS Shops will complete and submit a Materials Request form, 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.

#### **OFS 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 \*\*\*



# New Mexico State University

## Office of Facilities Services

### OFS Administrative Vehicle Pool Procedures

<p><b>Effective:</b> September 1, 2009</p> <p><b>Last Updated:</b> September 1, 2009</p> <p><b>Policy Owner:</b> OFS Business Office</p> <p><b>Policy Contact/ Subject Matter Expert</b> Sr. Business Manager</p>	<p><b>Related Policies &amp; Procedures:</b></p> <ol style="list-style-type: none"><li>1. Policy Manual <a href="#">9.33</a></li><li>2. <a href="#">NMSU Vehicle Use Policy</a></li></ol>
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### Procedure Statement

The NMSU Office of Facilities and Services (OFS) utilizes a pool of vehicles for employee use in conducting their day-to-day work activities. This pool of vehicles – referred to as the Administrative Vehicle Pool – is intended for OFS management, Administrative staff, Project Development Staff, and Engineering personnel, and other OFS employees who may require transportation. These procedures and the Administrative Vehicle Pool are not intended to set procedures or provide transportation for the OFS trade shops; these shops have vehicles assigned for their specific activities.

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### Reason for Procedure

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

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## Procedures

The vehicle list will be maintained by the Administrative Assistant to the OFS Assistant Vice President (AVP). The keys and check out form (Attachment 1) will reside in a public area adjacent to the OFS 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. Pooled 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 OFS 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 key chain is equipped with a fuel key for fueling at the NMSU Transportation fueling station. All vehicles shall be filled once the fuel tank level reaches  $\frac{1}{4}$  full.
- b. Lack of fueling instances involving management intervention for resolution is subject to disciplinary actions, up to and including a written reprimand.



# New Mexico State University

## Facilities Services

### ADM-013: Work Order Adjustment Process

<p><b>Effective:</b> July 1, 2008</p> <p><b>Last Updated:</b> March 26, 2010</p> <p><b>Procedure Owner:</b> Facilities and Services Operations</p> <p><b>Procedure Contact/ Subject Matter Expert</b> Executive Director of Administration</p>	<p><b>Related Policies &amp; Procedures:</b></p> <p>ADM-003.A_WorkOrder1 ADM-006.A_WorkOrder2</p>
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#### Procedure Statement

Facilities and Services Business Services 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 Services area.

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#### 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.

**Purpose:** 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.

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## **Procedures**

### **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 Services Accountant or Executive Director of Administration must approve.

### **Who is authorized to create a billing adjustment?**

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



# New Mexico State University Facilities and Services

## ADM-015: Travel Expenses and Reimbursement

<b>Effective:</b> December 1, 2010 <b>Last Updated:</b> August 14, 2017 <b>Procedure Owner:</b> FS Administration <b>Procedure Contact/ Subject Matter Expert</b> Associate Vice President of Facilities and Services	<b>Related Procedures:</b> Business Procedure Manual, 5C
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### Chapter 5C: Travel in BPM

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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.

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### Reason for Procedure

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

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## 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.
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- 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-016: Ethics in Vendor Relations

<p><b>Effective:</b> May 18, 2012</p> <p><b>Last Updated:</b> May 18, 2012</p> <p><b>Procedure Owner:</b> Facilities and Services Administration</p> <p><b>Procedure Contact/ Subject Matter Expert</b> Assistant VP for Facilities and Services</p>	<p><b>Related Policies &amp; Procedures:</b></p> <p><b>NMSU Business Practices Manual (BPM)</b> 4.00.15 Gifts and Gratuities</p>
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### 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.

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### Reason for Procedure

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

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## Procedures

### NMSU BUSINESS PRACTICE MANUAL (BPM)

This procedure is intended to elaborate on BPM section 4.00.15.

#### 4.00.15 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 a 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.

Facilities and Services



# New Mexico State University Facilities and Services

## **ADM-015: Travel Expenses and Reimbursement**

<b>Effective:</b> December 1, 2010 <b>Last Updated:</b> August 14, 2017 <b>Procedure Owner:</b> FS Administration <b>Procedure Contact/ Subject Matter Expert</b> Associate Vice President of Facilities and Services	<b>Related Procedures:</b> Business Procedure Manual, 5C
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### Chapter 5C: Travel in BPM

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.



# New Mexico State University Facilities Services

## BUS-001: Fuel Purchasing

<p><b>Effective:</b> July 1, 2008</p> <p><b>Last Updated:</b> July 1, 2008</p> <p><b>Procedure Owner:</b> FS Business Office</p> <p><b>Procedure Contact/ Subject Matter Expert</b> Executive Director for Administration</p>	<p><b>Related Policies &amp; Procedures:</b> Policy Manual 2.56</p> <p><b>BPM:</b> <a href="http://www.nmsu.edu/%7boffice/BPM">http://www.nmsu.edu/%7boffice/BPM</a></p> <p><b>Bid Purchase Procedure 4.05</b></p>
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### Procedure Statement

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

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### 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.

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### Procedures

Transportation Services Shop 27 submits a requisition to Facilities and Services accounting that includes the gross gallons. (Three quotes must be submitted) Please review vital documentation and communication notes below.

1. FS accounting reviews and approves the requisition.
2. The requisition must be "**Date Stamped**" upon approval.
3. FS accounting inputs the requisition data into the NMSU Banner INB system utilizing the FPAREQN form.
4. Upon completion of the Banner INB FPAREQN form, FS accounting department's approver is contacted to review and approve the requisition in the Banner INB.
5. FS accounting approver approves the requisition within a 5-10 minute time span.

6. Contact the next level approver (which is the fiscal monitor) to approve the fuel requisition.
7. Again wait about 5 to 10 minutes after the next level approver approves the requisition.
8. FS accounting must then send the three vendor quotes to the Central Purchasing office (CPO).
9. CPO will then create a purchase order and will forward it to FS accounting.
10. FS accounting will contact FS Transportation Services and forward the purchase order number.
11. Transportation Services transfers the delivery ticket to the FS accounting.
12. FS accounting utilizes the fuel delivery ticket to obtain the final net gallons delivered.
13. FS accounting then provides CPO with the delivery ticket data. (Total net gallons delivered).
14. CPO completes the final purchase order and forwards the copies to the vendor and to FS accounting.
15. FS accounting must **receive** the purchase order for fuel purchasing in the NMSU Banner INB using form (FPARCVD) if the purchase order is over \$1,000.
16. Upon receipt of the final purchase order FS accounting contacts the vendor to obtain a copy of the invoice. The invoice is then utilized by FS accounting to begin the payment process. A copy of the invoice is then sent to the accounts payable department.
- 19) FS accounting internally e-mails the FS accountant and supervisor the final amount of fuel delivered and final fuel rates.
- 20) FS accounting utilizes the final billing to calculate the fuel rate for resale.
- 21) The final fuel rate is reviewed for approval by the FS accounting, "Senior Business Manager". Upon approval, and e-mail is sent to the FS IT requesting to update the "Standard Rate" system. An email is also sent to "FStrans" to update the FS Fuel Trak data system.
- 22) The check number, date of check, and amount paid is then written on the purchase order.
- 23) FS accounting compiles a hard copy of all back up documentation of the entire process and files the purchase orders under the vendor's name.

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 the FS accounting. The requisition number must be reflected on the vendor quotes.



# New Mexico State University

## Facilities Services

### BUS-002: Overtime Reporting

<b>Effective:</b> July 1, 2008	<b>Related Policies &amp; Procedures:</b>  NMSU/AFSCME Local 2393 Bargaining Agreement <a href="http://www.dol.gov/compliance/laws/comp-flsa.htm">http://www.dol.gov/compliance/laws/comp-flsa.htm</a> <a href="http://www.nmsu.edu/manual/Chapter8.pdf">http://www.nmsu.edu/manual/Chapter8.pdf</a> <a href="http://hr.nmsu.edu/infodocs/LRAgreementAFSCME.pdf">http://hr.nmsu.edu/infodocs/LRAgreementAFSCME.pdf</a>
<b>Last Updated:</b> July 1, 2008	
<b>Procedure Owner:</b> Facilities and Services Business Office	
<b>Procedure Contact/ Subject Matter Expert</b> Executive Director of Administration	

### Procedure Statement

Overtime should be authorized only when absolutely necessary, and by exempt supervisors meeting the U.S. Department of Labor Fair Labor 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 the Facilities and Services Business Office. Information on overtime utilization, as well as the use of seasonal/temporary employees, multiple shifts, 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

## **Exclusions**

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

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## **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.

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## **Procedures**

### **Facilities and Services Shop Supervisors:**

- Recognize that overtime is required.
- Supervisor or assistant supervisor notifies (verbally) their respective director of the need for overtime and gets verbal approval.
- After the overtime is completed, the employee who performed the overtime records the overtime on their daily timesheet and signs the form.
- The employee submits the completed and signed timesheet to the supervisor for approval.
- Supervisor reviews and approves the employee's daily timesheet and submits to the Facilities and Services HR office.

### **Facilities and Services Directors:**

- Facilities and Services directors are notified by the shop supervisor or assistant supervisor of the need for overtime. (This is usually a verbal conversation.)
- The director approves the need for the overtime (verbally).
- After the overtime has taken place, the supervisor does the following: 1. Approves the overtime by signing the employee's daily timesheet. 2. E-mails the director for the director's approval of the overtime.
- The director states he approves the overtime on the E-mail and "Replies to all" which distributes the approved E-mail as follows: 1. The supervisor who originated the E-mail. 2. The director who approved the E-mail. 3. The overtime desk. 4. All directors.



- Once a month, Facilities and Services directors receive a list of all the overtime which occurred under his/her responsibility for the previous month.

### **Facilities and Services Business Office:**

- Daily timesheets are submitted to HR office no later than 10 am of the next work day.
- Timesheets are entered in the HPR database, however if there is time recorded with XB, HR employees check to see if there is an “overtime approval” attached to the timesheet. Overtime approval is an email that has been sent to [ot@ppd.nmsu.edu](mailto:ot@ppd.nmsu.edu).
- If the email is not attached, HR will review the “sent” emails. If the approval for overtime is not found, HR will not enter time in the database. The timesheet is then set aside in a pending folder.
- HR will send an email to [ot@ppd.nmsu.edu](mailto:ot@ppd.nmsu.edu), supervisor, and the director requesting approval for that particular person, day, work order, and time.
- Once an approval is established in writing, HR will then go back, attach to timesheet and enter the overtime in the HPR database.

### **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](http://www.ppd.nmsu.edu/pdf_forms/Facilities_and_Services_Overtime.pdf)



# New Mexico State University Facilities and Services

## BUS-003: Timecard Adjustments

<p><b>Effective:</b> June 2010</p> <p><b>Last Updated:</b> February 2014</p> <p><b>Procedure Owner:</b> Facilities and Services Business Office</p> <p><b>Procedure Contact/ Subject Matter Expert</b> Facilities and Services Executive Director, Administration</p>	<p><b>Related Procedures:</b> Facilities and Services Overtime Reporting Policy (BUS-002.A) NMSU/AFSCME Local 2393 Bargaining Agreement <a href="http://hr.nmsu.edu/laborrelations/">http://hr.nmsu.edu/laborrelations/</a> US Dept of Labor Website <a href="http://www.dol.gov/compliance/laws/comp-flsa.htm">http://www.dol.gov/compliance/laws/comp-flsa.htm</a> NMSU Policy Manual (Chapter 8 – Staff Policies) <a href="http://www.nmsu.edu/manual/documents/07-29-09-policy-manual-final51410.pdf">http://www.nmsu.edu/manual/documents/07-29-09-policy-manual-final51410.pdf</a></p>
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### 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 insure proper review, approval, and processing of timecard adjustments for all of 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 insure 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/>

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## 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 Facilities and Services accounting to insure 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



# New Mexico State University

## Facilities and Services

### OPS-001: Operations Afterhours Response

<b>Effective:</b> April 28,2015 <b>Last Updated:</b> May 21, 2015	<b>Related Policies &amp; Procedures:</b>
<b>Procedure Owner:</b> Facilities Operations	
<b>Procedure Contact/ Subject Matter Expert</b> Executive Director of Operations	

#### Procedure Statement

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

#### Reason for Procedure

This procedure was instituted to establish standards for documenting afterhours responses for services from the Operations shops.

#### Procedures

The Central Utility Plant serves as the afterhours 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.

1. 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.
2. 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.

3. 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.
4. When a technician responds to an afterhours 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.
5. 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 the 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.
6. 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.
7. 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.
8. This procedure is not intended to cover every situation that may occur as a result of an afterhours 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.

- 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](mailto: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.

### Paid Meal Break

<p><b>Effective:</b> October 10, 2007</p> <p><b>Last Updated:</b> January 29, 2009</p> <p><b>Procedure Owner:</b> OFS Building Services</p> <p><b>Procedure Contact/ Subject Matter Expert</b> Director Building Services</p>	<p><b>Related Policies &amp; Procedures:</b></p> <p>Ref: Article 17, Section 3, AFSCME Contract</p>
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### Procedure Statement

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

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### Reason for Procedure

This procedure was instituted to clarify paid meal breaks.

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### Procedures

1. Office of Facilities & Services employees receiving paid meal breaks must remain at their assigned work location for the meal break.
2. Empleados de la Oficina de Servicios y Instalaciones que reciben descanso para comer y les pagan durante las horas de servicio tienen que quedarse en el lugar/edificio donde están trabajando durante este tiempo.



# New Mexico State University

## Office of Facilities Services

### OFS Shop Time Reporting for OFS Billing Purposes

<p><b>Effective:</b> July 1, 2008</p> <p><b>Last Updated:</b> February 4, 2009</p> <p><b>Procedure Owner:</b> OFS Business Office</p> <p><b>Procedure Contact/ Subject Matter Expert</b> Executive Director of Operations</p>	<p><b>Related Policies &amp; Procedures:</b></p>
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#### 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 work day. 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.

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#### Reason for Procedure

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

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## 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.

<b>Activity</b>	<b>Typical Time Span</b>	<b>Frequency</b>	<b>Description</b>	<b>Applies to</b>
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

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## 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.



# New Mexico State University

## Facilities and Services

### Building Entry/Access Procedure

<b>Effective:</b> October 10, 2007	<b>Related Policies &amp; Procedures:</b>  NMSU Policy Manual 9.50
<b>Last Updated:</b> June 12, 2012	
<b>Procedure Owner:</b> Facilities and Services Operations	
<b>Procedure Contact/ Subject Matter Expert</b> Executive Director of Operations	

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### 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.

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### 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.

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## 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:

1. University staff and faculty authorized to enter the buildings after hours must secure a key through the process established by the university.
2. Each staff and faculty member is responsible for that key and should not allow other employees access to it.
3. Police officers are not responsible for unlocking buildings or providing entry after hours.

### During Working Hours

1. Custodians are responsible for unlocking buildings. Custodians and Locksmiths are not responsible for providing entry to staff and faculty who lock themselves out.
2. 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.



# New Mexico State University

## Office of Facilities Services

### Operations Project Planning

<b>Effective:</b> July 15, 2009	<b>Related Policies &amp; Procedures:</b>
<b>Last Updated:</b> July 15, 2009	
<b>Procedure Owner:</b> Assistant VP for Facilities	
<b>Procedure Contact/ Subject Matter Expert</b> Executive Director of Operations	

### 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 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](\\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.

Facilities and Services



# New Mexico State University

## Office of Facilities Services

### On-Call Personal Vehicle Use Reimbursement

<p><b>Effective:</b> August 1, 2009</p> <p><b>Last Updated:</b> July 20, 2009</p> <p><b>Procedure Owner:</b> OFS Operations</p> <p><b>Procedure Contact/ Subject Matter Expert</b> Executive Director of Operations</p>	<p><b>Related Policies &amp; Procedures:</b> NMSU Vehicle Policy</p>
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### Procedure Statement

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

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### 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.

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## 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 staff's 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.



# New Mexico State University

## Office of Facilities Services

### OFS Access to Family and Residential Housing

<p><b>Effective:</b> August 26, 2009</p> <p><b>Last Updated:</b> August 26, 2009</p> <p><b>Procedure Owner:</b> OFS Business Office</p> <p><b>Procedure Contact/ Subject Matter Expert</b> Executive Director of Operations</p>	<p><b>Related Policies &amp; Procedures:</b></p>
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#### Procedure Statement

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

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#### Reason for Procedure

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

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#### Procedures

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# New Mexico State University

## Office of Facilities Services

### OFS Key Control

<b>Effective:</b> August 26, 2009	<b>Related Policies &amp; Procedures:</b>
<b>Last Updated:</b> August 26, 2009	
<b>Procedure Owner:</b> OFS Operations	
<b>Procedure Contact/ Subject Matter Expert</b> Executive Director of Operations	

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### Procedure Statement

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

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### 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.

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## Procedures

1. **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.
2. **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
3. **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



# New Mexico State University

## Facilities Services

### OPS-010: Guidelines for On Call Status

<b>Effective:</b> October 1, 2009	<b>Related Policies &amp; Procedures:</b> AFSCME Agreement Article 17, Section 9
<b>Last Updated:</b> May 21, 2015	
<b>Procedure Owner:</b> FS Operations	
<b>Procedure Contact/ Subject Matter Expert</b> Executive Director of Operations	
	<b>NMSU Policy</b>

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#### 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.

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#### Reason for Procedure

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

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

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# New Mexico State University

## Office of Facilities Services

### OPS-011 Overtime and Vehicle Use Reporting

<b>Effective:</b> October 30, 2009	<b>Related Policies &amp; Procedures:</b>
<b>Last Updated:</b> August 15, 2012	
<b>Procedure Owner:</b> Facilities Operations	
<b>Procedure Contact/ Subject Matter Expert</b> Executive Director of Operations	

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#### Procedure Statement

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

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#### 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.

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#### 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

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## Procedures

1. 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 the overtime.
2. Each employee will fill in the following data in the FS Overtime Request:
  - a. Employee Name
  - b. Shop
  - c. Work Order, If called in enter Pending then fill in when the work order is received.
  - d. Called in By: Name of person who called in the employee.
  - e. Date
  - f. Time Called, check AM or PM: Time employee received call from Central Plant.
  - g. Time Arrived, check AM or PM: Time employee checked in with the Central Plant
  - h. Time Finished, check AM or PM: Time employee checked out with Central Plant.
  - i. Check the Type of overtime, Scheduled or Call-Out
  - j. 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.
  - k. Nature of Work: Describe the work performed during the overtime.
  - l. Location: Specific location where the work was performed. This should include the Building and Room Numbers.
  - m. Remarks: Enter any pertinent comments for the overtime worked.
3. Each employee will sign their overtime request and submit it to the Shop Supervisor for review and processing.
4. 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.

5. 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.
  6. 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 work day after the overtime was worked.
  7. The Director/Manager will review and approve all of the completed FS Overtime Requests.
  8. 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 work day after the pay period ends.
  9. The Director or Manager will maintain a file of all overtime worked for a period of 12 months.
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# New Mexico State University

## Office of Facilities Services

### OFS Hardship Differential

<b>Effective:</b> October 15, 2009	<b>Related Procedures:</b>  NMSU Policy 8.16 Hardship Differential Pay
<b>Last Updated:</b> October 16, 2009	
<b>Procedure Owner:</b> OFS Administration	
<b>Procedure Contact/ Subject Matter Expert</b> OFS Executive Directors	

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### Procedure Statement

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

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### 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.

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## 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.



# New Mexico State University

## Office of Facilities Services

### OFS Operations Budget Management

<b>Effective:</b> October 15, 2009	<b>Related Procedures:</b>
<b>Last Updated:</b> October 16, 2009	NMSU Policy 8.16 Hardship Differential Pay
<b>Procedure Owner:</b> OFS Administration	
<b>Procedure Contact/ Subject Matter Expert</b> OFS Executive Directors	

### Procedure Statement

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

### Reason for Procedure

The purpose of this procedure is to provide a consistent method of budget management for all of the shops within OFS Operations. This procedure will create a standardized set of cost performance graphs that will be presented in the monthly operation reviews to OFS Senior Management.

### Forms

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

### Definitions

1. **OFS 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, Director of Building Services, Grounds Manager, Director of Maintenance, Director of Utilities, and the Shop Supervisors.

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

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## 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 over spent 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.



# New Mexico State University

## Facilities and Services

### Facility Operations Temporary Assignments

<b>Effective:</b> March 1, 2011	<b>Related Policies and Procedures:</b> NMSU Policy Manual, Section 8.15 AFSCME CBA with NMSU
<b>Last Updated:</b> June 12, 2012	
<b>Procedure Owner:</b> Facilities and Services Operations	
<b>Procedure Contact/ Subject Matter Expert</b> Executive Director of Operations	

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### Procedure Statement

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

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### 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 (1) calendar year.*

#### *1. Higher Position*

*An employee who is temporarily assigned to a higher position for a period in excess of one (1) 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.*

#### *2. Lower or Lateral Position: The employee will not receive any adjustment in pay.*

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## Procedures

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

1. Shop Supervisor will review the job and determine if a need for a temporary assignment exists.
2. 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.
3. 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.
4. If there are no qualified employees, then the work will be reassigned to other employees.
5. The Supervisor will generate a temporary assignment letter that clearly defines:
  - a. The higher position for the assignment
  - b. Expected duration
  - c. That all compensation will be determined and approved by the NMSU central HRS office.
6. The Director or Manager will review the letter and provide approval to the Supervisor to make the assignment.
7. 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 employees personnel file.
8. Facilities and Services HR Office will process a PAF for compensation in accordance with Article 14, Section 2, Paragraph B1 of the CBA.
9. The completed PAF will be sent to central HRS Office for review, determination of compensation, and approval.

10. 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.
11. 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.
12. Facilities and Services HR Office will process a PAF to return the employee to their original classification and compensation.
13. The completed PAF will be sent to central HRS Office for final processing.

Facilities and Services



# New Mexico State University Facilities Services

## OPS-015: Utility Service Outages

<b>Effective:</b> July 1, 2008 <b>Last Updated:</b> May 14, 2014 <b>Procedure Owner:</b> FS Operations <b>Procedure Contact/ Subject Matter Expert</b> Executive Director of Operations	<b>Related Policies &amp; Procedures:</b>
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### Procedure Statement

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

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### 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.

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### Procedures

The detailed procedures follow:

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Facilities and Services



## **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.

<b>Electricity</b>	<ul style="list-style-type: none"><li>▪ Energy source for power and lights in all campus buildings</li><li>▪ High, medium &amp; low voltages</li></ul>
<b>Natural Gas</b>	<ul style="list-style-type: none"><li>▪ Energy source for building space heating at some perimeter campus locations</li><li>▪ Energy source for electricity and steam generation at Central Utility Plant</li></ul>
<b>Steam</b>	<ul style="list-style-type: none"><li>▪ Energy source for space &amp; domestic water heating at most campus buildings</li><li>▪ Energy source for cooking, sterilization, etc. at certain campus locations</li></ul>
<b>Chilled Water</b>	<ul style="list-style-type: none"><li>▪ Energy sink for space cooling of most campus buildings</li></ul>
<b>Domestic Water</b>	<ul style="list-style-type: none"><li>▪ Potable water service to all campus buildings</li></ul>
<b>Sanitary Sewer</b>	<ul style="list-style-type: none"><li>▪ Sanitary waste elimination service from all campus buildings</li></ul>
<b>High-Pressure Air</b>	<ul style="list-style-type: none"><li>▪ Energy source used to power equipment at certain campus locations</li><li>▪ Pressurized air service for various purposes at certain campus locations</li></ul>
<b>Life Safety Systems</b>	<ul style="list-style-type: none"><li>▪ Fire detection and alarm systems</li><li>▪ Fire Suppression systems</li></ul>

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:

		<b>Emergency</b>	<b>Planned</b>
<b>Campus</b>	<b>Complete</b>	Emergency Complete Campus Utility Service Outage	Planned Complete Campus Utility Service Outage
	<b>Partial</b>	Emergency Partial Campus Utility Service Outage	Planned Partial Campus Utility Service Outage
<b>Building</b>	<b>Complete</b>	Emergency Complete Building Utility Service Outage	Planned Complete Building Utility Service Outage
	<b>Partial</b>	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 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 initiating the required Utility Service Outage Request process. For Utility Service Outages that are scheduled by FS to perform routine maintenance or to make system improvements, the Outage Manager is most appropriately the FS Shop Supervisor in charge of the work crew. Utility Service Outages that are scheduled as part of new construction projects shall managed by FS PD&E Project Manager.

### **Outage Coordinator**

The Outage Coordinator is the FS employee responsible for ensuring that all aspects of this procedure are followed. For Utility Service Outages that are scheduled by FS to perform routine maintenance or to make system improvements, the Outage Coordinator is normally the FS Shop Supervisor in charge of the work crew or the FS PD&E Project Manager. For Utility Service Outages that are scheduled as part of new construction projects managed by FS PD&E group, an Outage Coordinator will normally be the FS PD&E Project Manager.

### **FS Director of MEP**

The Director of MEP will work with FS Shops, PD&E, University Engineer, and Contractors, 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 of MEP 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. 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 will 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.

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 of MEP, 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.

## **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 Management no less than three weeks (21 days) prior to the proposed outage date.** This will afford FS 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:

- 2.1.1. 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.
- 2.1.2. 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.
- 2.1.3. 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 impacts on users

2.1.4. 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.

2.1.5. 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.

2.1.6. 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:

- 3.1.1. 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.
- 3.1.2. 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.
- 3.1.3. 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.
- 3.1.4. 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. Confirmation 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:

- 4.1.1. 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.
- 4.1.2. 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.
- 4.1.3. 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.
- 4.1.4. 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 of 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.

- 5.1.1. 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.
- 5.1.2. 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.

- 5.1.3. 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.
- 5.1.4. 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.

- 6.1.1. 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 to inform them that the outage work is complete.
- 6.1.2. 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.

### FS UTILITIES CONTACTS

Outage Type	Contact	Phone	Fax/Email
Building Outages	Alfonso Flores	575-646-5782	floresal@nmsu.edu
Campus Outages	John Shen	575-646-5109	johnshen@nmsu.edu
	Tim Dobson	575-646-8026	tdobson@nmsu.edu
After Hours Outages	Central Utility Plant	575-646-7114	



# Facilities and Services Planned Utility Service Outage Request

Work Order #: \_\_\_\_\_

Request Date: \_\_\_\_\_

Outage Manager: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Type:

- Partial Building Utility Service Outage
- Complete Building Utility Service Outage
- Partial Campus Utility Service Outage
- Complete Campus Utility Service Outage

Utility:

- Electric
- Natural Gas
- Steam
- Chilled Water
- Fire Detection/Alarm
- Fire Suppression/Sprinkler
- Domestic Water
- Sanitary Sewer
- Service Air

Location: \_\_\_\_\_

Start Date: \_\_\_\_\_ Day: \_\_\_\_\_ Start Time: \_\_\_\_\_

End Date: \_\_\_\_\_ Day: \_\_\_\_\_ End Time: \_\_\_\_\_

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

- Not Required
- Required & Attached

What is the purpose of the outage? What work is to be done? Why is a utility service outage necessary? What will the work accomplish?

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

What impact will this outage have on the systems/users?

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

FS Management Disposition:  Approved  Denied  Delayed (until) \_\_\_\_\_

\_\_\_\_\_  
Director, MEP Approval Date

\_\_\_\_\_  
FS Executive Director Approval Date

\_\_\_\_\_  
Outage Coordinator Schedule Approval Date

Comments:

# Planned Utility Service Outage Request

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

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

Facilities and Services



# New Mexico State University

## Office of Facilities Services

### FS Guidelines for Unrestricted (voluntary) Status

<b>Effective:</b> August 1, 2011	<b>Related Policies &amp; Procedures:</b> AFSCME Agreement
<b>Last Updated:</b> August 1, 2011	NMSU Policy
<b>Procedure Owner:</b> FS Operations	OFS Procedure OPS- 010 On Call Status
<b>Procedure Contact/ Subject Matter Expert</b> Executive Director of Operations	

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#### Procedure Statement

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

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#### 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 call back 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.

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## 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.”*





# New Mexico State University

## Office of Facilities Services

### FS Athletic Event Support

<p><b>Effective:</b> October 5, 2011</p> <p><b>Last Updated:</b> October 5, 2011</p> <p><b>Procedure Owner:</b> FS Operations</p> <p><b>Procedure Contact/ Subject Matter Expert</b> Executive Director of Operations</p>	<p><b>Related Policies &amp; Procedures:</b></p>
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### Procedure Statement

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

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### 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.

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### Procedures

The following steps will be followed by the Grounds Manager when coordinating support for scheduled athletic events.

1. Attend the scheduled game management meeting and document the support requirements for Facilities and Services.
2. Create a checklist of support requirements noting the required shop and any special instructions.
3. Verify that the appropriate work orders have been opened to support the scheduled event.

4. 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.
5. Confirm with each shop supervisor that all of their support action items have been completed.
6. Update the checklist using the confirmation information from the shop supervisors.
7. Sign and scan the completed checklist. Save the original form in the office files.
8. Send the scanned version of the completed checklist to Special Events Facility Management at [facops@nmsu.edu](mailto:facops@nmsu.edu).
9. Send the scanned version of the completed checklist to the Director of Facilities and Services.
10. 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.
11. 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.



# New Mexico State University

## Facilities and Services

### OPS-019: Property Disposal

<b>Effective:</b> March 26, 2014	<b>Related Procedures:</b> Administration and Finance Business Procedures Manual
<b>Last Updated:</b> March 26, 2014	
<b>Procedure Owner:</b> Facilities Operations	
<b>Procedure Contact/ Subject Matter Expert</b> Executive Director of Operations	

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### 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.

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### 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.

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### Forms

ICR – Internal Control Record

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## Procedures

1. 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.
2. 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.
3. 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.
4. 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.



# New Mexico State University Facilities and Services

## OPS 020: Fire Detection and Suppression System Impairment Procedure

<b>Effective:</b> 9/2/2014	<b>Related Procedures:</b> OPS-015 Utility Service Outages
<b>Last Updated:</b> 9/2/2014	
<b>Procedure Owner:</b> Facilities Operations	
<b>Procedure Contact/ Subject Matter Expert</b> Executive Director of Operations	

### Procedure Statement

The New Mexico State University (NMSU) has developed a Fire Detection and Suppression System Impairment Procedure in accordance with the National Fire Protection Associations (NFPA) and the International Fire Code (IFC). Specific codes referenced during the development of this policy are NFPA 25 for the impairment of fire suppression systems and NFPA 72 for the impairment of the fire detection systems.

### Reason for Procedure

NMSU has a duty to its employees, students and visitors to provide a safe environment and workplace. There are times that NMSU's fire alarm and protection systems must be disabled either through scheduled shutdowns or emergency situations. NMSU is dedicated to performing this work in a safe manner; these shutdowns at NMSU can potentially affect the safety of NMSU employees, students, visitors and property. This procedure is intended to provide safety instructions to personnel who remove fire detection and suppression systems from service at NMSU in support of modifications, repairs, and new installations including all work performed by contractors.

This procedure covers all NMSU employees, contractors and associated subcontractors working on all fire alarm and protection systems in NMSU owned, leased or subsidiary facilities.

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## Forms

Facilities and Services Planned Utility Service Outage Request

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## Definitions

**AHJ** – Authority having jurisdiction. At NMSU this is the Fire Chief or the Deputy Fire Chief in his absence.

**Authorized Person** — A person who by the nature of their job, implicit training and skills requirements, has been authorized to initiate an impairment and work on a fire protection system. For NMSU, these are limited to Facilities Operations Mechanical and Electrical shop personnel or contractors that are working under the oversight of the shops.

**Impairment** — Any condition in a fire detection or suppression system which degrades or is likely to degrade its intended functionality.

**Impaired Equipment** — Impaired equipment shall include but shall not be limited to: sprinkler systems, standpipe systems, fire hose systems, underground fire service mains, fire pumps, water storage tanks, water spray fixed systems, foam-water systems, fire service control valves, smoke detectors and any component of the fire alarm system.

**Emergency Impairment** — An emergency impairment occurs when an unforeseen incident reduces the effectiveness of the system(s). Emergency impairments include: but are not limited to system leaks, interruption of water supply, frozen or ruptured piping and equipment failure.

**Planned Impairment** — This occurs when foreseen actions result in the effectiveness of a fire protection system being reduced, such as shutting down a sprinkler system to add more sprinklers.

## Procedures

### 1. Roles and Responsibilities

The following individuals have these responsibilities with regard to this impairment program.

### 1.1 Executive Director of Operations

- Serves as the Program Administrator and has overall responsibility for facility department staff and contractor compliance with the Fire Alarm and Protection Impairment Policy.
- Notify the Facilities and Services Associate Vice President of all system impairments.

### 1.2 New Mexico State University Fire Chief

The AHJ, for NMSU will:

- Support and assist the Director of Facilities Maintenance on the full implementation of this safety program.
- Update the program as necessary to protect employee and student safety.
- Ensure compliance with applicable fire impairment codes.
- Authorizes the shutdown of the fire alarm and protection systems.
- Ensures that the impairment procedures are being followed and completed.
- Conduct an annual evaluation of the program.

### 1.3 Director of Facilities Maintenance

The *International Fire Code* 901.7.1 requires the assignment of an Impairment Coordinator by the property owner. The Impairment Coordinator for NMSU shall be the Director of Facilities Maintenance. The Director will:

- Authorize all NMSU impairments of the NMSU Fire suppression and alarms systems in accordance with this procedure and serve as the Impairment Coordinator.
- Ensure all fire suppression and alarm system impairments are documented using the Facilities and Services Planned Utility Service Outage Request form.
- Verify that the Executive Director of Operations and AHJ know of the fire system impairment.
- Maintain oversight of the NMSU's fire detection and suppression system contract and work with contractor to assure all University policy and procedures are being followed.
- Assure that a Fire Watch is available for all work where a fire protection system is out of service for more than 4- hours in a 24-hour period.

### 1.4 New Mexico State University Police Department

- Notify the Facilities and Services Work Order desk of all fire system impairments encountered.

### **1.5 Associate Vice President of Facilities and Services**

- Upon receiving notification of impairment by the Executive Director of Operations, the Associate Vice President will notify the NMSU Risk Management representative.

### **1.6 Contractors**

- Adhere to all NMSU policies and procedures.

## **2. Impairment Process**

- a) The outage manager obtains approval for the impairment by processing the Utility Service Outage Request form in accordance with FS Procedure OPS-015 Utility Service Outages.
- b) The Outage Manager will obtain a work order for the Facilities Operations shop to take the system out of service for the necessary modifications or repairs.
- c) The Facilities Operations Electrical Shop Supervisor will coordinate the work with the Outage Manager, fill out an Impairment Tag, and obtain authorization from the NMSU Fire Chief or his Designee.
- d) The Facilities Operations Electric shop personnel will hang the impairment tag on the main fire alarm panel and take the system out of service.
- e) The requisite shop or contractor will perform the required work. Upon completion of the work, they will contact the Facilities Operations Electrical Shop Supervisor and request to have the system returned to service.
- f) Facilities Operations Electric Shop personnel will return the system to service and verify proper operation.
- g) Facilities Operations Electric Shop personnel will remove the impairment tag and return it to the NMSU Fire Department.
- h) The Facilities Operations Electric Shop Supervisor will notify the Outage Manager and Director of Facilities Maintenance that the work has been completed and the system is back in service.
- i) The Director of Facilities Maintenance will notify the Executive Director of Operations that all work has been completed and the system is back in service.





# New Mexico State University Facilities and Services

## OPS-021: Road Closure

<b>Effective:</b> June 25, 2014 <b>Last Updated:</b> May 28, 2014 <b>Procedure Owner:</b> FS Department <b>Procedure Contact/ Subject Matter Expert</b> Glen Haubold, Assoc. Vice President	<b>Related Procedures:</b>
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### Procedure Statement

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

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### 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 ([NMSU Policy Manual 2.95.4](#)). 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.

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## 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.

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## 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.

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## 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](mailto: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**

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## **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  
<http://mutcd.fhwa.dot.gov/index.htm>

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## **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  
PO Box 30001  
Las Cruces, NM 88003-3545

#### **Police Department**

(575) 646-3311  
MSC 3187  
New Mexico State University  
PO Box 30001  
Las Cruces, NM 88003-3187

**Director of Transport/Parking Services**

(575) 646-7111  
MSC 3 PAR  
New Mexico State University  
PO Box 30001  
Las Cruces, NM 88003

**Assistant VP, Auxiliary Services**

(575) 646-4212  
MSC 3AUX  
New Mexico State University  
PO Box 30001  
Las Cruces, NM 88003

**Associate VP for Facilities & Services**

(575) 646-2101  
MSC 3545  
New Mexico State University  
PO Box 30001  
Las Cruces, NM 88003-3545

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**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**

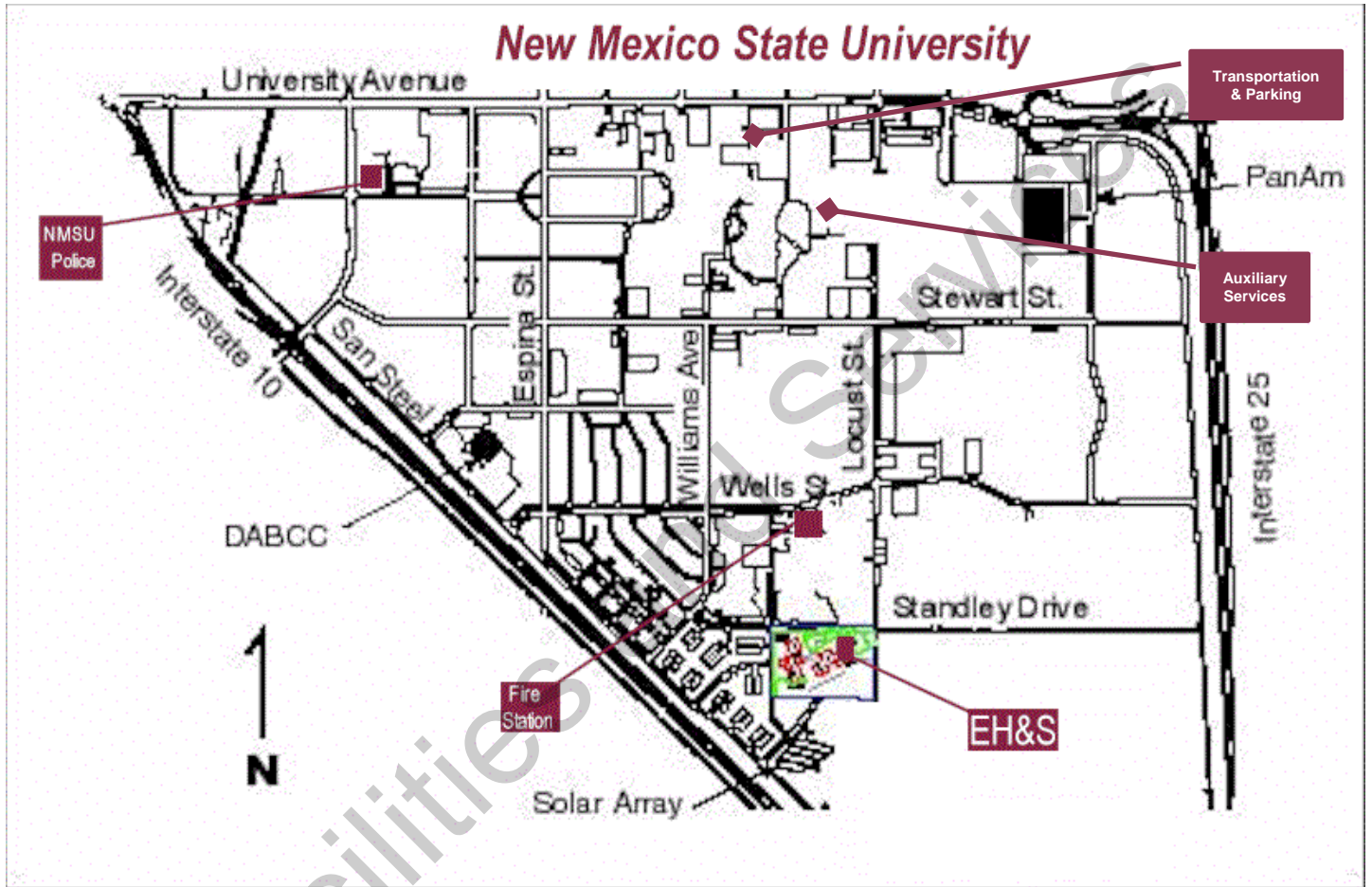
1501 E. Hadley  
Building - I  
Las Cruces, NM 88001  
Phone: (575) 541-2595  
Fax: (575) 541-2653

**Doña Ana County Transportation Office**

2025 East Griggs  
Las Cruces, New Mexico 88001  
Phone: (575) 647-7106 (Voice)  
Fax: (575) 525-8347

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## NMSU Campus Map





# Facilities and Services Road Closure Approval

This is a preliminary Road Closure survey to determine the feasibility and challenges associated with a road closure. Listed below are the roads or area affected, proposed start and end date(s) and time(s), along with any anticipated affects the loss of roads may have on your environment. Please review this request carefully and provide your approval/rejection, any concern or other information you feel is important, and actions required by this office to protect sensitive operations. Procedure is outlined at [OPS-021](#).

An **immediate response is requested**. Upon receipt of your approval, the formal road closure confirmation will be provided to all effected departments, and/or listed individuals, by email.

(Although we strive to contact the proper and impacted user; some may unknown or have changed. If you are aware of individuals beyond those listed that may be affected, please provide their contact information or comments.)

Request Date: \_\_\_\_\_ Requestor: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Street(s) to be interrupted: \_\_\_\_\_  
 Start Date: \_\_\_\_\_ Day: \_\_\_\_\_ Start Time: \_\_\_\_\_  
 End Date: \_\_\_\_\_ Day: \_\_\_\_\_ End Time: \_\_\_\_\_

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?

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

The Contractor's Traffic Control Plan:

FS Management Disposition:  Approved  Denied  Delayed (until) \_\_\_\_\_

\_\_\_\_\_  
FS Management Approval Date

\_\_\_\_\_  
Associate VP Final Approval Date

\_\_\_\_\_  
Executive Director Approval Date

Comments:





# New Mexico State University Facilities and Services

## OPS-022: Natural Gas Leak Response SOG

<p><b>Effective:</b> May 15, 2015</p> <p><b>Last Updated:</b> May 15, 2015</p> <p><b>Procedure Owner:</b> FS Utilities</p> <p><b>Procedure Contact/ Subject Matter Expert</b> Utilities Shop Supervisor</p>	<p><b>Related Documents:</b> NMSU-FD Natural Gas Incidents SOG. FS Gas O&amp;M Plan. NFPA 54 National Fuel Gas Code. FS Utility Locate Request Procedure. FS Utility Locate Checklist. New Mexico Excavation Law.</p>
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### 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**.

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## 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, O<sub>2</sub>, 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.

- **192.225 WELDING PROCEDURES**

(a) Welding must be performed by a qualified welder in accordance with welding procedures qualified under Section 5 of API 1104. The quality of the test welds used to qualify welding procedures shall 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.**
  - a) Except as provided in paragraph (b) of this section, each welder must be qualified in accordance with section 6 of API 1104 (incorporated by reference, see § 192.7) or section IX of the ASME Boiler and Pressure Vessel Code (incorporated by reference, see § 192.7). However, a welder qualified under an earlier edition than listed in § 192.7 of this part may weld but may not re-qualify 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 also first perform an acceptable test weld under section II of Appendix C of this part as a requirement of the qualifying test.
  
- **192.283 QUALIFYING JOINING PROCEDURES:** Installation of plastic pipe will be done using pipe manufacturer's procedures or other approved and qualified joining procedures, and the procedures will be kept in file.  
 Plastic pipe will be installed in a manner that ensures protection against damage to the pipe during installation. Soil will be free of rock or debris that could damage the pipe.  
 Plastic pipe piping must have an electrically conductive tracer wire or other approved means of locating the pipe. To facilitate location of buried plastic pipe, where plastic pipe is installed or replaced the following location methods shall be used.  
 A tracer wire shall be installed adjacent to the piping. Tracer wire may not be wrapped around the pipe and must not contact the pipe. Tracer wire or other metallic elements installed for pipe locating purposes must be resistant to corrosion damage, either by use of coated copper wire or by other means.  
 Continuous gas pipeline warning tape shall be placed above piping installed by open trenching, and separated from the piping by a minimum of 12 inches.
  
- **192.285 QUALIFYING PERSONS:** The person(s) joining plastic pipe must be qualified under the applicable joining procedure for the pipe used. If a person has not joined pipe in a specific procedure for 12 months, the person will re-qualify in that procedure prior to joining.
  
- **192.459 EXAMINATION OF BURIED PIPELINE:** Whenever any portion of a buried pipeline is exposed, the exposed portion will be examined for evidence of external corrosion if the pipe is bare, or if the coating is deteriorated. If external corrosion requiring remedial action under 192.483 through 192.489 is found, investigate circumferentially and longitudinally beyond

the exposed portion (by visual examination, indirect method, or both) to determine whether additional corrosion requiring remedial action exists in the vicinity of the exposed portion. A record will be kept and maintained on the condition of the pipe and/or coating that was examined.

- **192.475 INTERNAL EXAMINATION:** Whenever any pipe is cut out, it will be examined for internal corrosion and the conditions found will be documented. If internal corrosion is found-
  - (1) The adjacent pipe must be investigated to determine the extent of internal corrosion:
  - (2) Replacement must be made to the extent required by the applicable paragraphs of 192.485, 192.487, or 192,489; and,
  - (3) Steps must be taken to minimize the internal corrosion.
- **192.483 REMEDIAL MEASURES:** (a) Each segment of metallic pipe that replaces pipe removed from a buried pipeline because of external corrosion must have a properly prepared surface and must be provided with an external protective coating that meets the requirements of Sec. 192.461.  
(b) Each segment of metallic pipe that replaces pipe removed from a buried pipeline because of external corrosion must be cathodically protected in accordance with this subpart.
- **192.487 REMEDIAL MEASURES:** If below ground corrosion or pitting is found, the pipe segment will be evaluated for replacement. Determination of remaining pipe wall and continued service of the pipe will be made on the basis of system MAOP. If the pipe remains in service and is coated pipe, the metal surface will be properly cleaned, primed and wrapped with pipe tape.

**192.605 PROCEDURAL MANUAL FOR OPERATIONS, MAINTENANCE, AND EMERGENCIES:**

- **192.605(a) MANUAL REVIEW:** This procedural manual will be reviewed by at least once each calendar year, at intervals not exceeding 15 months, to ensure that the manual is kept up to date. Employees will receive training annually on all existing procedures and on any revisions made to the procedures. Appropriate parts of the manual must be kept at locations where operations and maintenance activities are conducted. Records of annual reviews and of employee training will be prepared and retained in file.
- **192.605(b)(3)** - It is necessary that maintenance personnel become familiar with the gas system and related procedures as described in this document, and to know the location of the buried gas pipelines as depicted on system maps.

System map(s), records on system operating history including operating pressure, leak history, leak repairs, and any available construction records will be kept accessible for operating personnel at the CUP Utilities Department. The above records will be made available to persons requiring such information in the performance of job functions in the operation, maintenance or emergency response involving the gas system.

4. Restoration of Natural Gas Service.

- Upon completion of the appropriate gas system repairs, pressure test, leak test and final inspection by qualified parties, the gas utility may be returned to service for the intended use.
- If it is determined that repairs requiring excavation cannot be covered immediately following a repair or if the Utilities Department requires a post inspection after major repairs, proper barricades and fencing shall be arranged to protect personnel from the repair site.
- Notify the NMSU FD and customers that all repairs are complete and that the gas system has been returned to service.

## Appendix-A

### Emergency Support Contacts

#### **Ralph Lucero-Utilities Supervisor**

Work: 575-646-6821

Cell: 575-649-1854

#### **David Avalos-Utilities Lead**

Work: 575-646-3130

Cell: 575-805-5068

#### **Fernando Ortega-Mechanical Supervisor**

Work: 575-646-4604

Cell: 575-202-8719

#### **Alex Montoya-Mechanical Lead**

Work: 575-646-3128

Cell: 575-640-1489

#### **Michael Munoz- Mechanical Lead**

Work: 575-646-2812

#### **Andres Bencomo-Utilities Locator**

Work: 575-646-4575

Cell: 575-640-2315

Facilities and Services



# New Mexico State University

## Office of Facilities Services

### NMSU Facilities Project Initiation

<b>Effective:</b> May 27, 2008	<b>Related Policies &amp; Procedures:</b>
<b>Last Updated:</b> January 29, 2009	NMSU Policy Manual 9.04
<b>Procedure Owner:</b> OFS Projects and FPC Offices	NMSU BR&R Management Procedure
<b>Procedure Contact/ Subject Matter Expert</b> Director OFS Projects	NMSU BR&R Budget Development Procedure
	Facilities Project Development Procedure

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### Procedure Statement

The core responsibility of NMSU Facilities management (OFS) is the stewardship and management of NMSU facilities assets. All facilities projects NMSU projects are to be managed by a “Project Manager” who is trained to lead facilities projects through the project development process and managing the resources of NMSU, staff and our outside contract partners. At NMSU, the project management staff resides in two departments, Office of Facilities & Services (OFS) and Facilities Planning & Construction (FPC). An OFS project may be requested by the OFS leadership - Assistant VP, Executive Director for Project Management & Engineering, or Directors for Projects.

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### Reason for Procedure

This procedure outlines client – required information, defines project categories, and describes the project manager assignment process relative to NMSU facilities support in initiating a project.

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## Procedures

**Funding:** OFS and FPC knowledge of the funding source is required to begin the project initiation process. If it is Building Renewal and Repair (BR&R), refer to OFS procedure– *NMSU BR&R Budget Development Procedure*.

### Client preparation:

When processing a project request, ensure the customer has provided the following:

- Program
- Primary Client
- representative with decision making authority
- Project description
- scope of work
- Budget expectations (range of costs and funding sources)
- Schedule expectations (critical deadlines and desired completion dates)

### Projects 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 for management is split between OFS or FPC based on the whether the project is a Capital Improvement or Major Maintenance, the size of the project, and, at the discretion of OFS and FPC, the OFS & FPC project manager workload.

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

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

***Initial point of contact:***

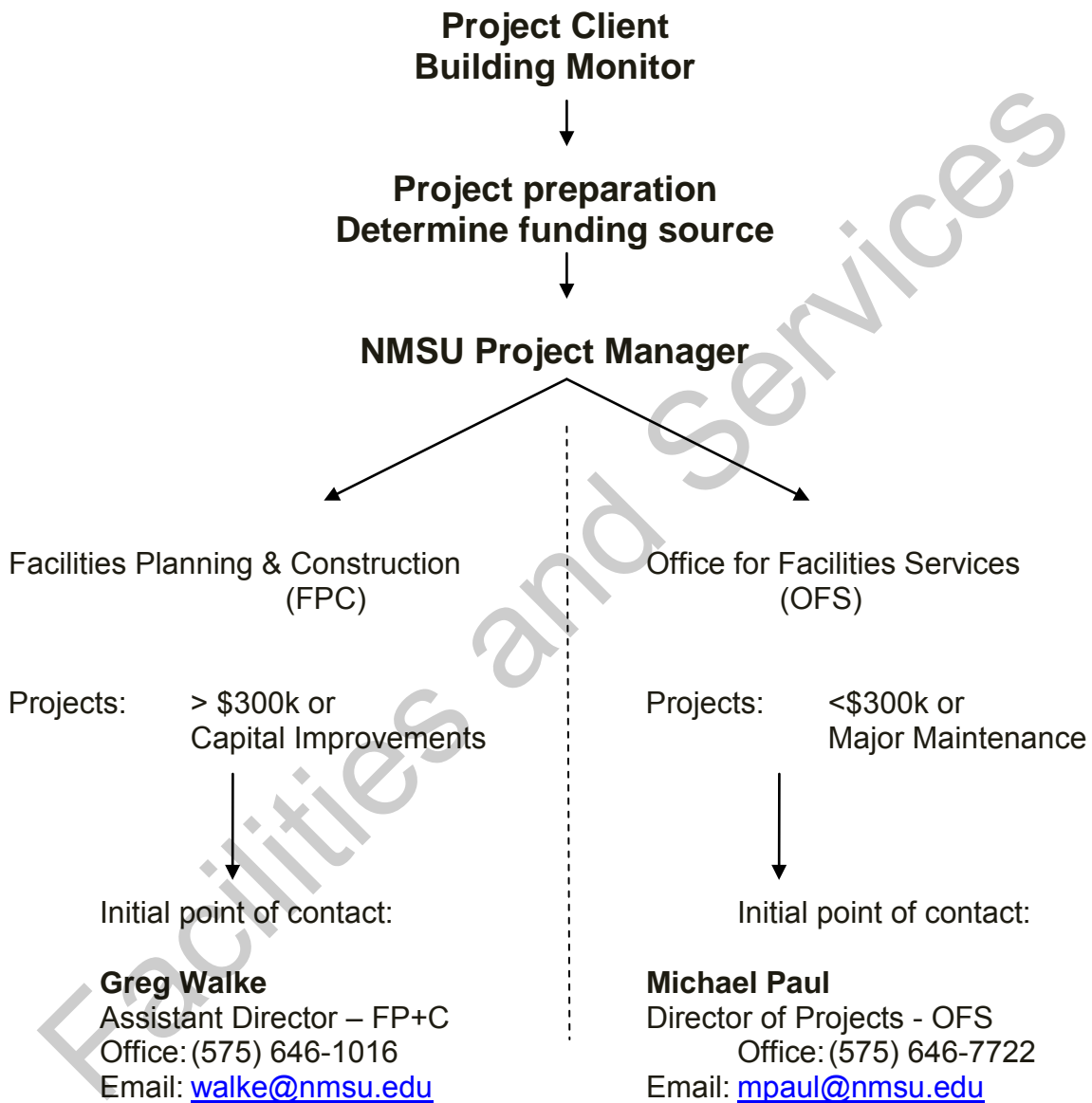
To request the initial development of a project, you are directed to contact either Greg Walke in FPC or Michael Paul in OFS using the general guidelines above for project assignment. Project assignments will occasionally shift between departments depending upon workload. Regardless of which team ends up with the project, you will be taken care of in shepherding the project through NMSU facilities.

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Facilities and Services

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## Simplified Process Flow Chart





# New Mexico State University

## Office of Facilities Services

### BR&R Management

<b>Effective:</b> 31 July , 2008	<b>Related Policies &amp; Procedures:</b>
<b>Last Updated:</b> January 29, 2009	NMSU Policy Manual 9.15
<b>Procedure Owner:</b> Associate VP for Facilities	NMSU Facilities Project Initiation Procedure
<b>Procedure Contact/ Subject Matter Expert</b> Director OFS Projects	NMSU BR&R Budget Development Procedure
	Facilities Project Development Procedure

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### 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:

- I&G certified Facilities spaces (excludes auxiliary enterprises, research, and remote sites or branches) identified at [www.osm.nmsu.edu/](http://www.osm.nmsu.edu/)
- 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 Office of Facilities & Services (OFS) and Facilities Planning & Construction (FPC), and others assigned by the AVP for OFS.

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## 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.

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## 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 OFS. There are project funds assigned to project managers outside of OFS and FPC, 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
- OFS Director for Maintenance
- OFS Director for Building Services
- OFS Senior Business Manager, either (depending upon project management assignment the OFS Director for Projects or the Assistant Director for Facilities Planning & Construction (FPC)
- Final approval by the AVP for Facilities

### **Annual Budget Stewardship:**

Monthly BR&R meetings are the primary means for stewardship of the overall annual budget and projects.

*Attendees of the monthly BR&R meetings:*

Invitees are officials and representatives from OFS, FPC, Budget Office, ICT, Fire Dept, Environmental Health & Safety (EH&S), and led by the OFS AVP for Facilities. Others requesting attendance may inquire in the OFS AVP office.

*Purpose and objectives of the monthly BR&R meeting:*

- Provide information to update project status and major changes
- Track overall contingency
- Review and first approval for project changes and supplemental use of contingency (final approval by Budget Office Director)
- Identify problems, coordination opportunities and assignments for follow-up
- Update accounting and identify additional resources from project under runs

## Simplified Chart of Related Project Procedures

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



# New Mexico State University

## Office of Facilities Services

### Construction RFP Selection

<p><b>Effective:</b> October 22, 2011</p> <p><b>Last Updated:</b> October 27, 2011</p> <p><b>Procedure Owner:</b> Facilities and Services, Project Development</p> <p><b>Procedure Contact/ Subject Matter Expert</b> Executive Director, Project Development and Engineering</p>	<p><b>Related Policies &amp; Procedures:</b></p> <p>NMSU Policy Manual 9.10 Capital Projects</p>
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### 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

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### Reason for Procedure

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

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## Procedures

The applicable sections of the NMSU Policy manual are repeated here:

**9.10 Capital Projects** *[Amendment recommended by Administrative Council 07.27.11; approved by Board of Regents 08.22.11]*

- A. 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).
  
- D. Selection of Architects, engineers, landscape architects and surveyors: In order to assist the senior vice president for 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 assistant vice president for facilities and services for the three most qualified firms. The assistant vice president for facilities and services will review the assessments of the Review Committee members and develop a final tabulation sheet, which will be available for public review. The assistant vice president for facilities and services will then select a firm to design the capital outlay project with approval from the senior vice president for 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 & risk management 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 purchasing and the assistant 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 senior vice president for administration and finance, in coordination with the assistant 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.

<b>Voting Members:</b>
Assistant Director, Facilities and Services (Construction)
up to 4 members of the user group
Executive Director of Project Development
Executive Director of Facilities Operations
Facilities and Services Engineering
Environmental Health and Safety
<b>Non-Voting Members:</b>
University Architect and Campus Planning Officer
Director of Purchasing
Project Architect
Assistant Director, Facilities and Services (Design)
Construction Phase Project Manager



# New Mexico State University

## Office of Facilities Services

### Architect and Engineer Selection

<p><b>Effective:</b> October 22, 2011</p> <p><b>Last Updated:</b> October 27, 2011</p> <p><b>Procedure Owner:</b> Facilities and Services, Project Development</p> <p><b>Procedure Contact/ Subject Matter Expert</b> Executive Director, Project Development and Engineering</p>	<p><b>Related Policies &amp; Procedures:</b></p> <p>NMSU Policy Manual 9.10 Capital Projects</p>
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### Procedure Statement

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

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### Reason for Procedure

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

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## Procedures

The applicable sections of the NMSU Policy manual are repeated here:

**9.10 Capital Projects** *[Amendment recommended by Administrative Council 07.27.11; approved by Board of Regents 08.22.11]*

- A. 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).
  
- D. Selection of Architects, engineers, landscape architects and surveyors: In order to assist the senior vice president for 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 assistant vice president for facilities and services for the three most qualified firms. The assistant vice president for facilities and services will review the assessments of the Review Committee members and develop a final tabulation sheet, which will be available for public review. The assistant vice president for facilities and services will then select a firm to design the capital outlay project with approval from the senior vice president for 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 & risk management 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 purchasing and the assistant 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 senior vice president for administration and finance, in coordination with the assistant 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.

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



# New Mexico State University

## Office of Facilities Services

### Project Management Delegation

<p><b>Effective:</b> November 21, 2011</p> <p><b>Last Updated:</b> January 19, 2012</p> <p><b>Procedure Owner:</b> Facilities and Services, Project Development</p> <p><b>Procedure Contact/ Subject Matter Expert</b> Executive Director, Project Development and Engineering</p>	<p><b>Related Policies &amp; Procedures:</b></p>
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### 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.

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### Reason for Procedure

The purpose of routing all projects through the NMSU Facilities and Services Project Development 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 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) for Project Design, 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 (F&S) involvement and oversight.

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## Procedures

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

YES	NO	DELEGATION ASSESSMENT CRITERIA
		Is the estimated project value equal to or greater than \$50,000?
		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?
		If requested from within Facilities and Services, does the construction require resources/contractors outside of Facilities Shops?
		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 for Design 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 for Design determines the project *shall* be delegated back to the requesting entity, the process varies depending on whether the requestor is *internal* (F&S), or *external* (non-F&S):

### INTERNAL (F&S) 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. The lead shop supervisor is responsible for providing biweekly updates to the PM; the PM will report back to the requestor per the established communication requirements, track the budget/expenditures, and close the project upon completion.

### EXTERNAL (NON-F&S) DELEGATED PROJECTS

A F&S 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 from the Delegated Project Manager;
- 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 F&S Design Standards; and,
- Close the project in AiM upon completion.

A flowchart of this process is provided as Attachment 2.



# Facilities and Services

ATTACHMENT 1



Facilities and Services
MEMORANDUM OF PROJECT MANAGEMENT DELEGATION

To (Requestor):

Department/Campus:

Project Name:

Facilities & Services Project Manager:

Date:

Building Number & Name/Location:

Project Budget:

SCOPE OF WORK:

Based upon a review of project scope, management of this project is being delegated to the requestor by NMSU Facilities and Services (F&S). While comprehensive execution of this activity is the responsibility of the delegated party, the F&S Project Manager (named above) is available to assist in an advisory capacity in order to deliver the finished product. Requirements include:

- Twice per month email communications to the F&S Project Manager providing a current status update
As-built drawings

F&S Assistant Director for Design:
(sign/print)

Date:

Table with 2 columns: YES, NO and 1 row: DELEGATION ASSESSMENT QUESTIONS. Rows include questions about project value, design sheets, permits, resources, committee review, and ADA compliance.

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

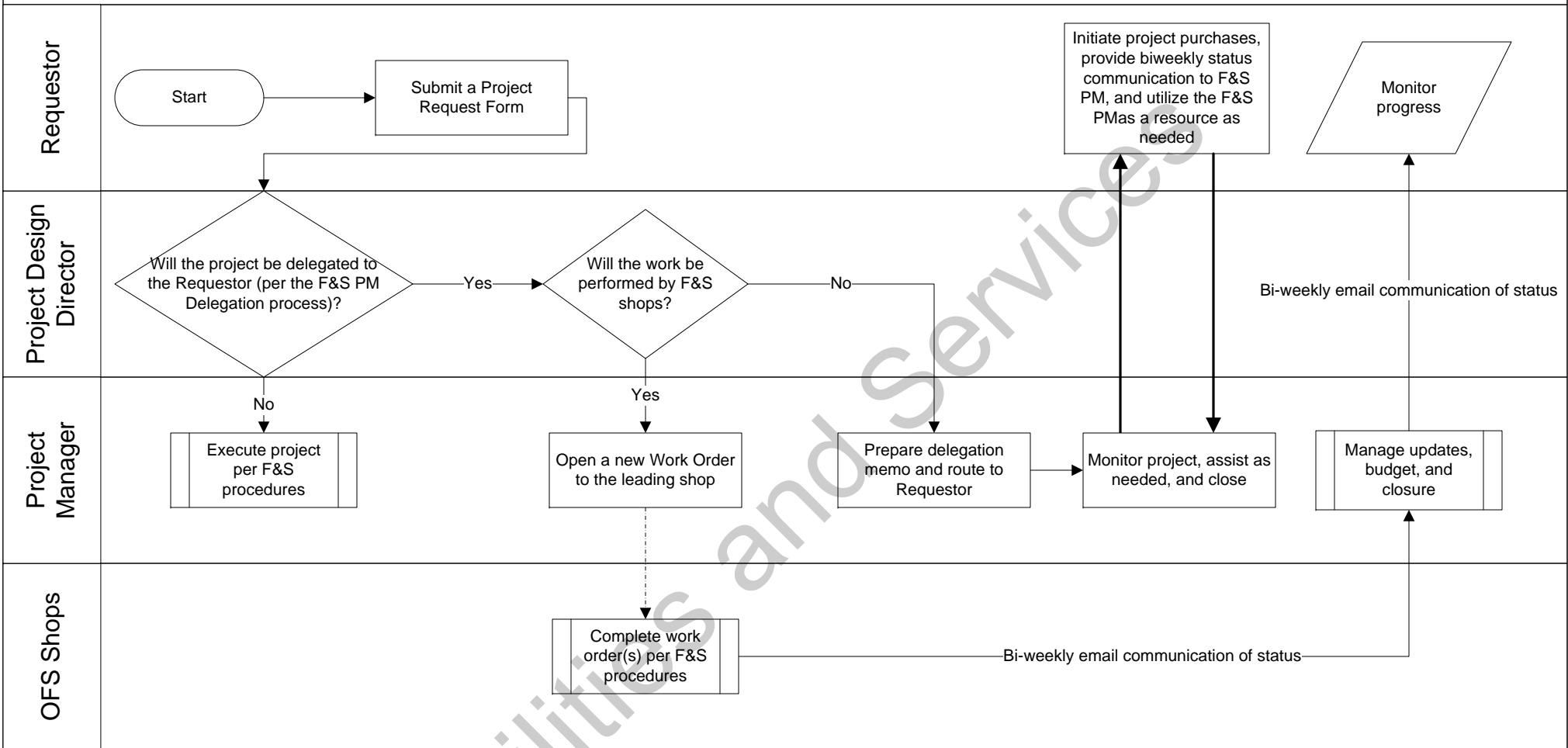
F&S Executive Director, Project Development:
(sign/print)

Date:

Facilities and Services

ATTACHMENT 2

# Facilities and Services Project Delegation Process (January, 2012)



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 purchasing and the assistant 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 senior vice president for administration and finance, in coordination with the assistant 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.

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



# New Mexico State University

## Office of Facilities Services

### Project Design and Specification Review

<p><b>Effective:</b> November 28, 2011</p> <p><b>Last Updated:</b> December 6, 2011</p> <p><b>Procedure Owner:</b> Facilities and Services, Project Development</p> <p><b>Procedure Contact/ Subject Matter Expert</b> Executive Director, Project Development and Engineering</p>	<p><b>Related Policies &amp; Procedures:</b></p> <p>NMSU Policy Manual 9.10 Capital Projects</p>
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### Procedure Statement

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

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### Reason for Procedure

The primary intent of this procedure is to insure 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.

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## 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:

- Conceptual Design (this may be a scope statement, as drawings and specifications are typically not developed at the conceptual stage)
- 100% SD (Schematic Design)
- 100% DD (Design Development)
- 95% CD (Construction Documents)

The Project Manager shall place a full-size set (hard copy) of the construction plans and specifications, and an adequate number of review comment forms, on a plan review table in the Facilities and Services Engineering office area. Additionally, a link to the pdf version of the plans and specifications will also be provided on the Facilities and Services web page (multiple paper review copies will not be printed).

An email shall be sent to the User group (e.g., your customer group), and [planreviewgroup@nmsu.edu](mailto:planreviewgroup@nmsu.edu), a mailman 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 Director for Construction
- Facilities and Services, Information Management Group
- Facilities and Services, Assistant Director(s) for Design

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 for review.

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.







# New Mexico State University

## Office of Facilities Services

### CADD Support

<p><b>Effective:</b> November 14, 2011</p> <p><b>Last Updated:</b> November 14, 2011</p> <p><b>Procedure Owner:</b> Facilities and Services, Project Development</p> <p><b>Procedure Contact/ Subject Matter Expert</b> Executive Director, Project Development and Engineering</p>	<p><b>Related Policies &amp; Procedures:</b></p> <p>NMSU Policy Manual 9.10 Capital Projects</p>
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### 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.

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### Reason for Procedure

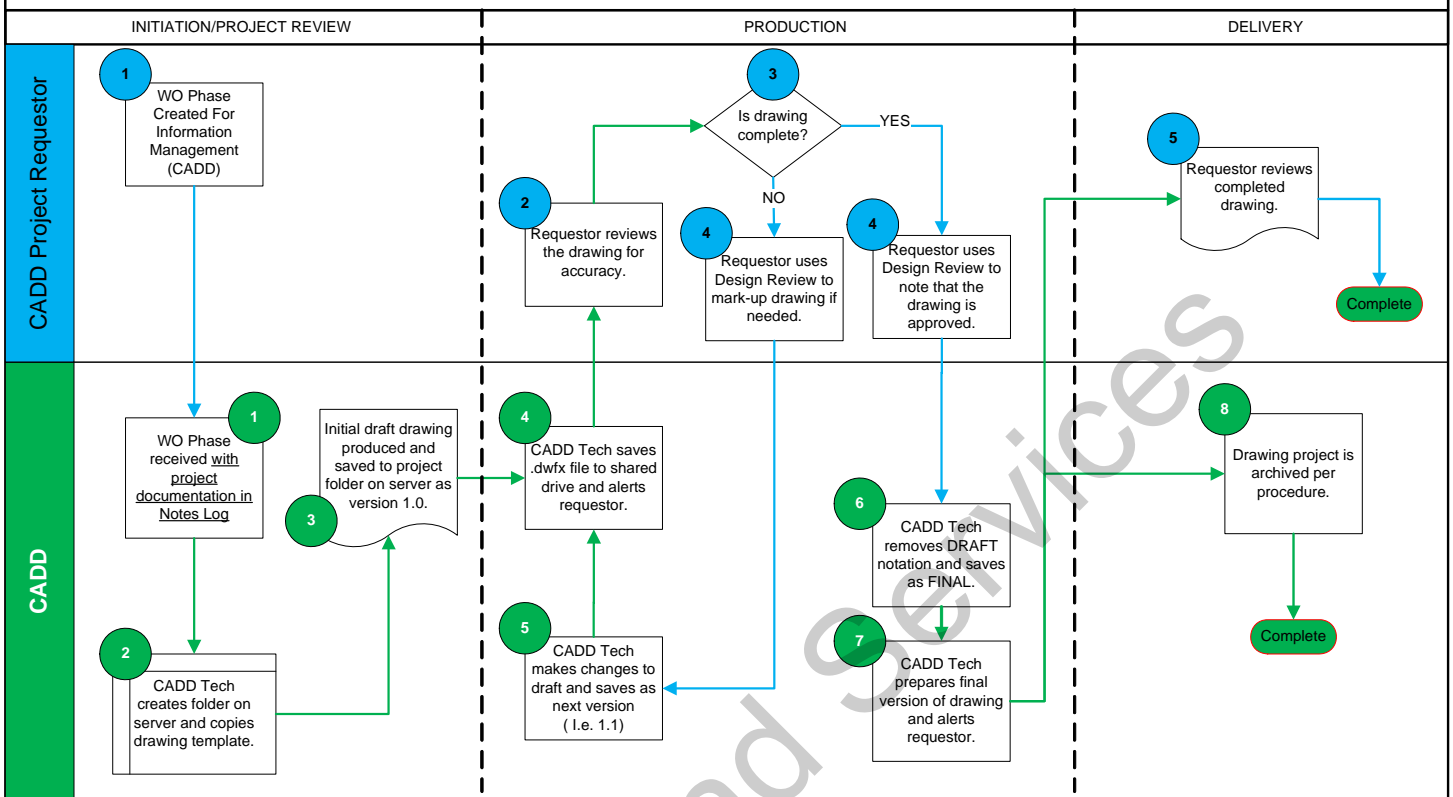
This procedure is needed to ensure that ALL drawings are produced using the adopted US National CADD Standard, that all record drawings are safely archived and can be located for future use and that all communications or transmittal of information related to the project is maintained in an electronic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

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### 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.

## Facilities Information Systems – CADD Work Flow Diagram



### 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.

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### **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 Y/N \_\_\_\_\_ (Notes log or Related Documents) attached?

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:



# New Mexico State University Facilities and Services

## PRJ-008 - Invoice Review

<p><b>Effective:</b> September 2012</p> <p><b>Last Updated:</b> November 2014</p> <p><b>Procedure Owner:</b> Facilities and Services Business Office</p> <p><b>Procedure Contact/ Subject Matter Expert:</b> Facilities and Services Executive Director, Administration</p>	<p><b>Related Procedures:</b></p>
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### 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 located: \_FS\_Administration, Accounting, Common, ACCT, Project Development & Engineering, Invoice Review Form

## 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 \_FS\_Administration, Accounting, Common, ACCT, Project Development & Engineering, PD&E Invoice Log; attach an Invoice Review Form sheet; and route the invoice to PM.
3. 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 and the Senior Assistant Director for review and signatures on both the IRF and actual invoice.
4. Route approved/reviewed invoices including Invoice Review Form and supporting documentation to FS Accounting, after all approvals have been obtained.
5. 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.

### Invoice Review Form (IRF) Processing & Distribution

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

6. Project Manager completes distribution of invoice copies per Invoice Review Form Processing and Distribution chart above.
7. 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)-Two documents of invoices are received with original signatures and notary stamp/seal.
- Professional Service Contracts (PSC)-One 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).
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 second '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.





# New Mexico State University Facilities and Services

## PRJ-009: Confidential-Budget Summary Policy

<p><b>Effective:</b> January 6, 2014</p> <p><b>Last Updated:</b> January 6, 2014</p> <p><b>Procedure Owner:</b> Project Development and Engineering</p> <p><b>Procedure Contact/ Subject Matter Expert</b> Sr. Assistant Director, Project Development and Engineering</p>	<p><b>Related Policies &amp; Procedures:</b></p> <p>NMSU Policy Manual 9.0 Capital Projects</p>
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### Procedure Statement

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

### Reason for Procedure

To document the policies regarding confidentiality and proprietary rights for budgetary information and delineate who this information may be shared with and what information may be released. In accordance with New Mexico State University Policy Manual, Policy 3.19.20, Section C. – Principles of Ethical Conduct:

***C. Individuals with access to confidential, proprietary or private information must never use or disclose such information except where authorized or legally obligated to do so.***

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## 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 representative. The PD&E representative 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 representative 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. Upon request, detail sheets itemizing the project budget, costs, and encumbrances incurred to date, will be available to the customer.

The PD&E representative will finalize approval and funding with the customer when services are purchased, and open the project in AiM. At this time, the PD&E representative develops the initial **Confidential-Budget Summary Report**.

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

The Confidential-Budget Summary Report is confidential and is not to be released to customers, consultants or architects. The Maximum Allowable Construction Cost (MACC) may be provided to the architect but all other information on the Confidential-Budget Summary Report is proprietary and is not to be shared.

The following members may have access to the Confidential-Budget Summary Report:

- Associate Vice President, Facilities and Services
- Senior Assistant Directors, Facilities and Services
- Assistant Directors, Facilities and Services
- Executive Directors, Facilities and Services
- University Architect and Campus Planning Officer
- Facilities and Services Engineering
- Environmental Health and Safety
- Project Managers
- Assistant Project Managers

Distribution of the Confidential-Budget Summary Report outside of the individuals listed above violates the proprietary rights linked to the Project Summary Budget. In accordance with New Mexico State University Policy Manual, Policy 3.19.20, Section C. – Principles of Ethical Conduct:

***C. Individuals with access to confidential, proprietary or private information must never use or disclose such information except where authorized or legally obligated to do so.***

Facilities and Services



# New Mexico State University

## Facilities Services

### **PRJ-010: Building Dedication Plaque Guidelines**

<p><b>Effective:</b> July 1, 2016</p> <p><b>Last Updated:</b> July 1, 2016</p> <p><b>Procedure Owner:</b> Facilities and Services, Project Development and Engineering</p> <p><b>Procedure Contact/ Subject Matter Expert:</b> Executive Director, Project Development and Engineering</p>	<p><b>Related Procedures:</b></p> <p>NMSU Policy Manual 9.30 (D) Plaque Information</p>
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### **Procedure Statement**

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

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### **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.

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## Procedures

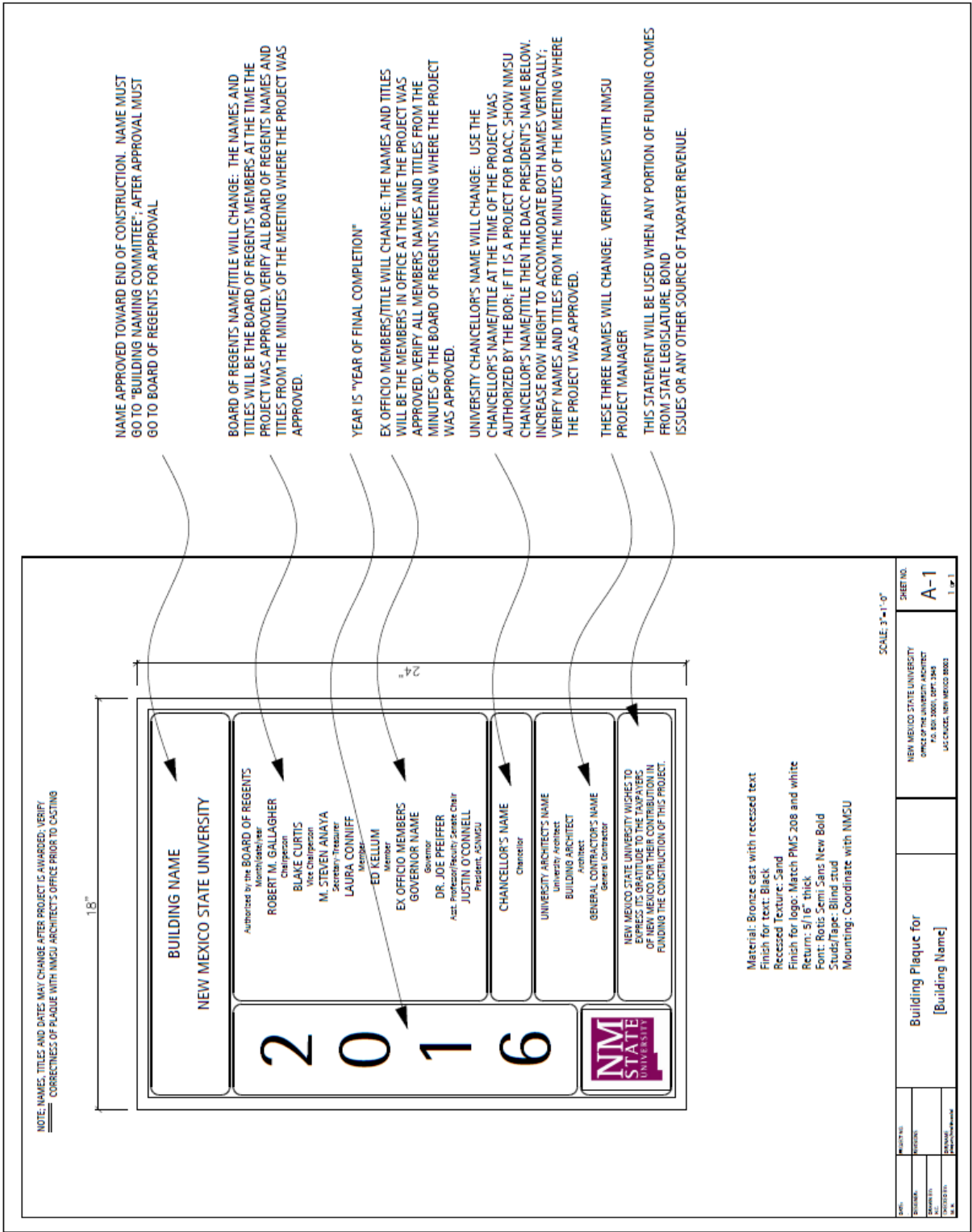
1. Consider the differences for the Main Campus, Branch Campus or DACC Campus.
2. Confirm Board of Regents approval for the naming.
3. Use the language and format on the attached guideline: “Authorized by the BOARD OF REGENTS” followed by month/date/year.
4. The Project Manager shall verify the correct 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





# New Mexico State University Facilities and Services

## EHS-001: Hot Works Permit

<p><b>Effective:</b> September 9, 2014</p> <p><b>Last Updated:</b> September 9, 2014</p> <p><b>Procedure Owner:</b> FS Environmental Health &amp; Safety</p> <p><b>Procedure Contact/ Subject Matter Expert</b> Assistant Director, Environmental Health &amp; Safety</p>	<p><b>Related Procedures:</b></p> <p>Environmental Health &amp; Safety - NMSU Policy Manual 2.60</p> <p>Fire Safety, Prevention and Emergency Services - NMSU Policy Manual 2.30</p> <p>NMSU Fire Prevention Guidelines &amp; Practices</p> <p>OPS-020 Fire Detection and Suppression System Impairment Procedure</p>
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### Procedure Statement

This procedure and permit establishes requirements for prevention of fires caused by welding, cutting, or open flame and spark producing operations performed outside the designated shop areas at NMSU campus.

### Reason for Procedure

This procedure is established to promote fire safety and to comply with regulatory requirements and NMSU policy.

### Procedure

- A. Hot Work permit shall be completed before starting any open flame soldering, welding, cutting, open flame, spark producing, or any other hot work operation (including grinding) performed outside the designated shop areas at NMSU.

- B. The job site shall be physically inspected and the hot work permit signed (approved) by a Fire & Emergency Services representative prior to beginning the operation.
- C. The individual responsible (technician, project leader, etc.) for hot work shall:
  - a. Initiate this permitting procedure prior to the hot work by contacting Fire & Emergency Services at least 24 hours in advance of activity.
  - b. Notify Fire & Emergency Services and coordinate any changes to fire detection and suppression in accordance with FS OPS-020 Fire Detection and Suppression System Impairment Procedure.
  - c. Ensure authorized personnel cover and/or deactivate detectors at the beginning of the operation (See Fire Protection System Impairment Procedure)
  - d. Notify Fire & Emergency Services when the permitted hot work begins.
  - e. Notify Fire & Emergency Services when the permitted hot work ends.
  - f. If requested assist in uncovering and reactivating detectors in accordance with FS OPS-020 Fire Detection and Suppression System Impairment Procedure at the end of the hot works operation.
- D. The hot work permit shall be completed and authorized by Fire & Emergency Services. The permit is to be posted at the job site and a copy retained at the NMSU Fire station until the hot work is completed.
- E. All contractors working on NMSU campus or property shall comply with the requirements of this instruction. The NMSU contracting representative shall inform and remind the contractor.
- F. No welding, flame cutting, grinding, or other hot work shall be performed on drums, tanks, or vessels unless it is determined that the internal and external environments are below the lower flammability limits/lower explosive limit, or the environments are made inert to ensure no possibility of ignition.
- G. Welders, cutters, and their supervisors shall be trained in the safe operations of their equipment, to include fire prevention and protection requirements in 29 CFR 1910.252(a).
- H. The Hot Work permit shall contain the following information (use AIG/Global Property Work Permit Form 615, from Fire Service. Attachment B is scanned copy)



- a. Date authorized for hot work to be performed.
- b. Description or identity of object on which hot work is to be performed.
- c. Identification of openings, cracks, and holes through which sparks may drop or fly into combustible materials.
- d. The type of fire extinguisher required to handle any related emergency.
- e. Assignment of fire watchers when welding is performed in locations where other than a minor fire might develop.
- f. Precautions when welding on components (e.g., steel members, pipes) that could transmit heat by radiation or conduction to unobserved combustibles.
- g. Special precautions to be observed when welding, cutting, or brazing around critical equipment or hardware.
- h. Signature of employee responsible for cutting and welding operations or the supervisor in charge of the project.
- i. Signature of a Fire & Emergency Services representative.

## **Designated Hot Works Shop Areas**

Designated Shop Areas shall:

- a. Be suitably separated from adjacent areas
- b. Be of fire resistive or noncombustible construction
- c. Be free of flammable and combustible contents.

Designated Shop Areas shall undergo semi-annual inspection by Fire & Emergency Services to ensure:

- a. All hot work equipment is well maintained
- b. Adherence to the shop requirements (as stated above).

As part of the designation, structural changes made to Designated Shop Areas must be approved by the Fire Department prior to implementation.

Hot work operational changes at a Designated Shop Area must be approved by the Fire Department prior to operations.

**Attachment A:**

**NMSU Designated Hot Works Shop Areas (subject to FD inspection)**

<b>Location</b>	<b>Hot Work Approval</b>
FS Grounds Quonset, FS Grounds FS Construction Building, Welding shop, FS Structure Maintenance FS Custodial Quonset, Mechanical shop FS Garage, Vehicle Maintenance	Welding, Cutting, Grinding, Soldering Welding, Cutting, Grinding, Soldering  Welding, Cutting, Grinding, Soldering Cutting, Grinding, Soldering
Engineering Complex I, Room 152 (MTEC) Hernandez Hall, Room 131(MTEC)	Welding, Cutting, Grinding, Soldering Welding, Cutting, Grinding, Soldering
Jett Annex Shop, Room 2 (Mechanical Engineering)	Welding, Cutting, Grinding, Soldering
Jett Hall, room: Baja Cart Shop, Mechanical Engineering Jett Hall, basement, shop, Chemical Engineering	Welding, Cutting, Grinding, Soldering Welding, Cutting, Grinding, Soldering
Dan Williams, Sculpture rooms, Art	Welding, Cutting, Grinding, Soldering
DACC, Welding Shop DACC, Automotive Shop DACC, Maintenance Shop	Welding, Cutting, Grinding, Soldering Welding, Cutting, Grinding, Soldering Welding, Cutting, Grinding, Soldering
Wells Hall, Cosmic Ray Lab, Electric Engineering	Cutting, Grinding
Animal Science Building, Shop, Animal Range Science	Welding, Cutting
Physical Science Lab, Fab Shop	Welding, Cutting, Grinding, Soldering
Gardiner Hall, Shop	Cutting, Grinding

# Forms

Attachment B1

## Global Property - Loss Prevention Engineering HOT WORK PERMIT



### Part 1

Hot Work Being Conducted by:

Employee  
 Contractor: \_\_\_\_\_

Issue Date: \_\_\_\_\_

Job, Task or PO #: \_\_\_\_\_

Location/Bldg & Floor: \_\_\_\_\_

Nature of Task:

<input type="checkbox"/> Cutting	<input type="checkbox"/> Welding	<input type="checkbox"/> Brazing
<input type="checkbox"/> Grinding	<input type="checkbox"/> Soldering	
<input type="checkbox"/> Thawing Pipe	<input type="checkbox"/> Torch Applied	
	Roofing	

**The location where this work is to be done has been examined, necessary precautions taken. Permission is hereby granted for this work.**

Name of Person Issuing Permit: \_\_\_\_\_  
Signed: \_\_\_\_\_

Permit Expires  
Date \_\_\_\_\_ Time \_\_\_\_\_  AM  PM

#### Extend Fire Watch

Extended Fire Watch Required  Yes  No  
Extended Fire Watch Duration \_\_\_\_\_ hours

Permit Number: **0000001**

**Can the work be completed using a different method or at a less hazardous location, such as at the maintenance shop, which would not require the use of a hot work permit?**

### INSTRUCTIONS

1. **Verify all applicable precautions have been implemented and site is safe for hot work.**
2. **Complete Part 1 (first page) and retained for records**
3. **Issue Part 2 to individual(s) conducting the hot work and see additional instructions on Part 2**

### REQUIRED PRECAUTIONS CHECKLIST

- Review of the operations / task has been conducted and temporary Management of Change issued as necessary.
- Work permit or line cutting permit has been reviewed and issued as necessary
- Sprinkler protection, hose streams, fire extinguishers in service and operational.
- Hot work equipment in good repair & secured as necessary

#### Within 35 ft (10 m) of task area(s)

- Floors Swept clean of combustibles
- Flammable liquids, combustible liquids, combustible dust, lint and oil deposits removed.
- Combustible floors wet down, covered with damp sand, metal or other noncombustible shields.
- Combustible materials removed or protected with fire resistive tarpaulins or metal shields.
- All wall and floor openings covered.
- Fire resistive tarpaulins suspended beneath work to collect sparks.

#### Work on Walls or Ceilings

- Construction is noncombustible and without combustible coverings or insulation.
- Combustibles removed away from opposite side of wall.

#### Work on Enclosed Equipment

- Equipment cleaned of all combustibles
- Containers purged of flammable, combustible liquids, vapors or gases.
- Pressurized vessels, piping removed from service, isolated and vented (LOCK OUT TAG OUT).
- Equipment having stored energy or electrical energy removed from service and isolated (LOCK OUT TAG OUT).

#### Fire Watch

- Fire watch will be provided during and for a minimum 60 minutes (minimum) after the task is completed or for the extend fire watch duration.
- Fire watch is trained in the use of and provided with portable fire extinguishers or charged, small hose line(s).
- Fire watch is posted on lower floors if opening existing that allow sparks or embers to drop down.
- Fire watch is trained on how to properly report a fire alarm via the plant fire alarm procedures or fire alarm system.
- Monitor Hot Work area for 2-hours after the job is finished.

Form 615 (2/2012)

This permit does not purport to set forth all hazards nor to indicate that other hazard don not exist. By provided this permit, neither AIG Global Property nor any of its employees make any warranty, express or implied, concerning the use of this permit. Furthermore, neither the Company nor any of its employees shall be liable in any manner (other than liability that may be expressed in any policy of insurance that may be issued by the Company) for personal injury or property damage or loss of any kind arising from or connected with this permit.



## Regulatory References

1. 29 CFR 1910.252, Subpart Q, "Welding, Cutting, and Brazing"
2. 29 CFR 1910.119, "Process Safety Management of Highly Hazardous Chemicals"
3. NFPA 51B, "Standard for Fire Prevention in Use of Cutting and Welding Processes"
4. NMSU Fire Preventions Program, 2009
5. Attachment A, "NMSU Designated Hot Works Shop Areas"
6. Attachment B "Hot Work Permit"

## Definitions

**Hot Work** - Work involving electric or gas welding, cutting, brazing, or similar flame or spark-producing operations. (Note: Cutting as used here means any spark-producing cutting, not the use of a hacksaw.)

**Designated Hot Work Shop Areas** – Campus areas that are set aside for the specific purpose of conducting hot work. These areas include locations on site that have been inspected for fire hazards and approved by the NMSU Fire Department [Designated as Authority Having Jurisdiction (AHJ)]. These locations shall be listed in Attachment A.



# New Mexico State University Facilities and Services

## SPCMGT-001: As Built

<b>Effective:</b> 06-08-15 <b>Last Updated:</b> 06-08-15 <b>Procedure Owner:</b> FS Department <b>Procedure Contact/ Subject Matter Expert</b> Glen Haubold, Assoc. Vice President	<b>Related Procedures:</b>
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### 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

### Procedure

#### 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.
- Space Planning - 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.).

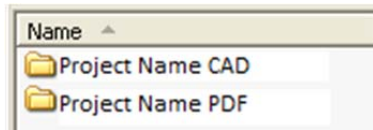


Figure 1.

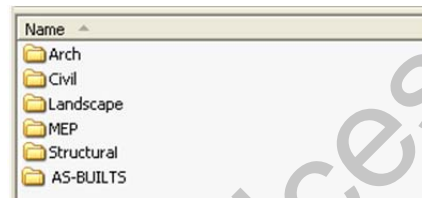


Figure 2.

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.

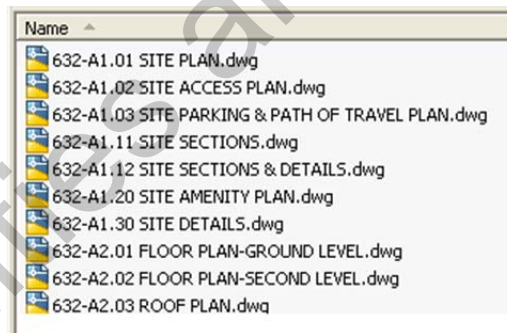


Figure 3.

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).

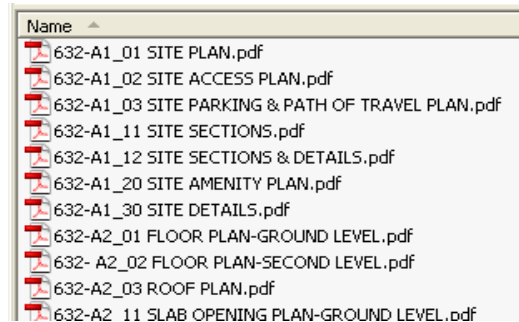


Figure 4.

#### 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.