



### I. 9.2.1 Organization and Responsibilities

Chapter 9 - Facilities	Original Effective Date: June 2000
Section: 9.2 Facilities Management	Date Last Reviewed: July 2021
Responsible Entity: AVP for Facilities, Safety and Risk Management	Date Last Revised: July 2021

### II. Purpose

To provide an overview of Facilities Management's responsibilities and operational divisions.

### III. Scope

This policy applies to all UT Health San Antonio departments/units requesting services on UT Health controlled facilities and campuses.

### IV. Policy

#### A. Responsibility

1. Facilities Management (FM) is a service organization with operations and maintenance responsibility for the buildings, grounds, and utility systems of the campus.
2. FM is the primary contact for all new service requests and coordinates UT Health San Antonio requirements to ensure they are incorporated into the design and engineering schematic for new projects.
3. FM, on a charge back basis, maintains University vehicles, provides repairs and maintenance to a limited amount of departmental equipment, and performs space remodeling.
4. FM also provides engraved plastic name tags, keys, signs, office plant material, and a moving service.

#### B. Organization

The FM department is composed of the following divisions:

1. Design and Project Management
2. Construction

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3. Maintenance and Operations
4. Clinical Maintenance and Operations
5. Business Operations
6. Custodial Services
7. Utilities
8. Plant
9. Grounds Maintenance
10. Vehicle Maintenance

### V. Definitions

*There are no defined terms used in this Policy.*

### VI. Related References

[Service Request Systems](#)

### VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
06/2000	Policy Origination		
06/2017	Policy Revision		
07/2021	Policy Revision, discretionary edits		