



9.2.2 Business Operations

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

I. Purpose

To establish the responsibilities of the Business Operations division of Facilities Management.

II. Scope

This policy applies institution-wide to all UT Health San Antonio departments/units requesting service from Facilities Management.

III. Policy

A. Responsibilities

The Business Operations division is composed of Accounting and Personnel, Information Systems, Work Control, and Stores & Warehouse. The Business Operations division provides assistance to Facilities Management in processing service requests along with other operational duties.

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

[Service Request System](#)

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

Effective Date	Action Taken	Approved By	Date Approved
6/2000	Policy Origination		
6/2017	Policy Revision		
7/2021	Policy Revision, discretionary edits		