

Buildings and Grounds Regulations

Policy 507.9

1 Purpose

This policy serves to dictate University building and ground regulations.

2 Scope

This policy applies to all University faculty, staff, students, and visitors.

3 Definitions

4 Policy and Procedure Statements

4.1 Occupant Responsibilities

Departments occupying buildings are responsible for turning off lights, closing windows, locking doors, turning off window and package air conditioning units, and securing the buildings in general at the end of the working day.

4.2 Posting Regulations in Academic Areas

The general posting of notices, signs, office schedules, grades, etc., in academic buildings and areas must be confined to bulletin boards or other areas designated for posting. Bulletin boards may be obtained by sending a work order, with a description of the item needed, to Facilities Operations. Notices, schedules, etc., should not be posted on painted surfaces, doors, windows, etc. Postings in violation of these guidelines are subject to removal.

4.3 Bicycles

4.3.1 Parking or storage of bicycles inside buildings, including porches, entrance ways, or exits, is prohibited.

4.3.2 Abandoned bicycles are impounded by the University Police. Contact the University Police Department if your bicycle is missing.

4.4 Pets

4.4.1 Only tropical fish may be kept in University residence halls.

4.4.2 Animals serving as pets are not permitted on campus unless they are on leash and under the control of the owner. Even when on leash, animals serving as pets are not permitted in University buildings. Owners must clean up after their pets by bagging and depositing pet waste in outdoor trash receptacles.

4.4.3 The owner of an animal on campus is held responsible for any actions of the animal.

4.4.4 Stray animals found on campus are turned over to the animal shelter.

4.5 Roofs

4.5.1 No one is allowed on the roof of any academic or administrative building without prior authorization from the Physical Plant. No one is allowed on the roof of residence hall building without prior authorization from Residence Facilities. Uncontrolled roof traffic may cause roof damage resulting in damage to the building and contents caused by leaks.

4.5.2 Motion picture cameras, television cameras, television or radio antenna, or other equipment supported by tripods or stands may not be placed on any roof without prior coordination with the Physical Plant.

4.5.3 Alterations and/or additions to roofs are not permitted without prior approval of the Physical Plant.

4.6 Fire and Building Codes

4.6.1 All work performed by Facilities Operations is subject to State and/or local fire and building codes.

4.6.2 Space Heaters create fire hazards and are not allowed except by formal approval. Areas must first be investigated by Facilities Operations before contacting the Office of Disability Resources to request exemption consideration. Unauthorized personal space heaters will be removed.

4.7 Web Cams

All webcams whether for broadcast or security recording must be registered with the University Police Department. Webcams that broadcast to the public also must be approved by University Communications.

5 Additional References

6 Authority

7 Contact Information

Facilities Operations | 828-262-3190 | Facilities Operations

8 Original Effective Date

9 Revision Dates

January 24, 2022