**Notification of Scheduled Utility FSS/PPS No. 05.11 (05.04.02)**

**Interruptions Issue No. 7**

**Effective Date: 10/30/2019
Next Review Date: 11/01/2023 (E4Y)
Senior Reviewer: Associate Vice President for Facilities**

**01. POLICY STATEMENT**

01.01 The purpose of this document is to outline the procedure to be followed to ensure that all departments affected by a scheduled utility interruption or street closure receive timely notification.

**02. DEFINITION**

02.01 A planned utility interruption or campus street closure will affect any building or combination of buildings and could include prolonged shutoff of air-conditioning, electricity, natural gas, steam or water, closure of streets or lanes, or a combination of these.

**03. PROCEDURE**

03.01 The associate vice president (AVP) for Facilities will submit an email for the vice president for Finance and Support Services’ (VPFSS) approval to the appropriate email distribution list advising addressees of the time and buildings or streets affected by the utility or street interruption or closure.

a. The director of Facilities Operations will be responsible for interruptions or closures associated with routine building maintenance repairs and renovations.

b. The director of Facilities Planning, Design, and Construction will be responsible for interruptions or closures associated with new construction and renovation projects.

c. The director of Utilities Operations will be responsible for interruptions or closures associated with routine maintenance and repairs of the utilities infrastructure.

03.02 The email should ideally be submitted to the VPFSS as far in advance as possible, but in no case will a scheduled interruption or closure be permitted without seven days advance notice unless there are extenuating circumstances (e.g., risk to health, property, or life).

a. The director responsible for the interruption or closure will prepare the campus bulletin or email and forward to the AVP for Facilities for approval no less than 14 days prior to the scheduled date.

03.03 The AVP for Facilities will advise the VPFSS immediately of any change in the scheduled date.

**04. REVIEWER OF THIS PPS**

04.01 Reviewer of this PPS includes the following:

Position Date

Associate Vice President for Facilities November 1 E4Y

**05. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Finance and Support Services policy and procedure from the date of this document until superseded.

Associate Vice President for Facilities; senior reviewer of this PPS

Vice President for Finance and Support Services