Facilities Management Procedure
Weber State University
Procedure Number: S05
Issue Date: February 29, 2012
Last Revision Date: February 29, 2012

Event Procedures for Facilities Management Shops

Description:
This document provides a concise outline of basic duties performed by Facilities Management shops when providing support and/or equipment for University events. Customer responsibilities are outlined in this document.

References:
PPM 5-37 Rental of University Facilities
PPM 4-8 Conferences and Special Programs
Facilities Management Equipment Rental Agreement

Definitions:
Computerized maintenance management system (CMMS): Database that Facilities Management uses as a work management system.

Event Coordinator: The customer overseeing the event for which equipment support was requested.

High Profile Event: Any University event with an estimated attendance exceeding 200 people.

Low Profile Event: Any University event with an estimated attendance not exceeding 200 people.

University Event: Any event held on Weber State University campus, funded or requested by a University department.
**Responsible Party:**
Director of Facilities Business Services or designee

**Procedure:**
Facilities Management (FM) shops will provide support and/or equipment for events requested by Weber State University departments. All requests for event support/equipment from FM will have a work request submitted and entered into CMMS before work is begun. Shop rates, safety procedures, scheduling and proper handling of equipment will be followed when providing support for events held at the University.

The Facilities Management Business office personnel will create work requests for events with a phase for every shop. This work request format will inform all shops of events occurring on campus. Shops will notify the customer and FM Business Office of any conflicts or issues involving their phase of work that may occur. Shops will decline their phase on the work request if their support is not required.

**A. Customer Responsibility:**

FM does not schedule campus facilities. Scheduling of campus facilities will be done through the proper University scheduling agent (e.g. customer may contact the Conferences Services and Outside Area Scheduling office to schedule the event before a work request is placed with Facilities Management).

FM provides support, equipment and services for campus events. All requests for event equipment and/or support will be submitted in the form of a work request to the FM Business Office at least two (2) weeks in advance, and four (4) weeks for high profile events to ensure that event support and equipment is available. If customers have any issues with a work request for an event, they may contact the Facilities Management Business office to address issues (801) 626-6331.

The following procedure will facilitate executing events held on campus:

1. The customer will schedule the event with the proper campus scheduling agent. If the nature of the event requires, schedule the event with the Conferences Services and Outside Area Scheduling office (801) 626-8732.
2. Once the event is scheduled, the customer will submit a work request to the Facilities Management Business office at least two (2) weeks (more time in advance is preferred) prior to the event and four (4) weeks for high profile events. Include the following information in the work request:
   - Event Name
   - Event Coordinator contact information
   - Event date and time
   - Number of expected attendees
Equipment needed (tables, chairs, sound system etc.)
Support/equipment needed from shops (i.e. on hand custodian, sound technician etc.)
Set up and clean up times desired (including drop off/pick up times of equipment)
Any special requests or provisions required (i.e. camera truck arrival, extra speakers etc.)

3. Customers will adhere to PPM 5-44 Lock and Key Policy when considering access to University space(s) for their event. Customers will arrange for building access through their department.

4. Customers will be advised that some areas of campus cannot feasibly be connected to power sources due to inadequate capabilities or distance. If power is required in the following areas, the customers must provide extension cords or make other provisions for their event:
   - W5 Parking Lot
   - Pay Parking Lot
   - Practice field – North of the Alumni Center
   - Lower Quad – West of the Social Science Building (limited amp available)

5. Customers are responsible for informing FM of any special provisions and/or changes concerning the event. Any changes to the work request must be called in to the FM Business Office immediately. Major alterations to the work request may not be met if the changes are not called in at least 48 hours before the event takes place (i.e. sound systems, additional chairs, tables etc.). The FM Business Office Customer Service Representative will update the work request and immediately inform the responsible shop of the change.

Note: Customers are advised to evaluate systems (scoreboards, lights etc.) employed for high-profile, seasonal events at least one month before they take place (i.e. football season, basketball season, commencement etc.). This may be done by submitting a work request to have systems checked.

B. ES&R Responsibility:
1. Examine the work request requirements and/or agenda and ask for special needs.
2. Accept and assign phase for ES&R if shop support/equipment is required.
3. Contact Event Coordinator for event, or contact the requesting customer. For athletic and other large events contact the department events coordinator.
4. Reserve and provide requested equipment according to the Facilities Management Equipment Rental Agreement.
5. Set up equipment according to the request of customer (arrival time, set up time etc.).
6. Coordinate any Telecommunication requests on the work request.
7. Provide radios for high profile events as requested by the department (for monitoring police and usher channels at University games etc.).
8. A Facilities Management ES&R technician is to remain for the duration of high-profile events unless otherwise noted.
9. Check, take down, secure and store all equipment. Close phase on work request phase after all time and materials are posted.

Note: Shop will check out all systems at least one month before high profile, seasonal events (i.e. football season, basketball season, commencement etc.).

C. Electrical Shop Responsibility:
   1. Examine the work request requirements and/or agenda and ask for special needs.
   2. Accept and assign Electrical phase if shop support/equipment is required.
   3. Contact Events Coordinator if one exists, or contact the requesting customer to confirm event requirements. For athletic and other large events contact the department events coordinator.
   4. Ensure power runs to designated areas (power to scoreboard, sound system, vendors etc.).
   5. Ensure requested special needs are met to the best capabilities.
   6. For high profile seasonal events electricians will check out radios from ES&R upon arrival (for monitoring police and usher channels at University games etc.).
   7. Ensure that lighting is pre-programmed or has a manual schedule to be run by contracted personnel or Facilities Management electricians.
   8. For high profile events set out electrical board for vendors if required.
   9. Facilities Management electrician is to remain for the duration of event unless otherwise noted.
  10. After the event is complete, disconnect power to outside users (disconnect concessions, turn off scoreboard, turn off breaker to outside heater panel etc.).
  11. Check, take down, secure and store all equipment. Close phase on work request phase after all time and materials are posted.

D. Moving Crew Responsibility:
   1. Review and evaluate work request.
   2. Accept and assign Warehouse phase on work request if shop support/equipment is required.
   3. Schedule equipment to be delivered at the requested time.
   4. Deliver/pick up equipment at appointed time.
   5. Close phase on work request phase after all time and materials are posted.

E. Custodial Responsibility:
   1. Review and evaluate the work request.
   2. Accept and assign Custodial phase on work request if shop support/equipment is required.
   3. Provide custodial support/equipment for event.
   4. If access to University areas is requested, adhere to PPM 5-44 when providing access for customers.
   5. Time will be entered into the CMMS according to hours of operation for custodial staff members (flat rate, compensatory time, overtime etc.). Close phase on work request phase after all time and materials are posted.
F. Landscape Responsibility:
   1. Review and evaluate work request.
   2. Accept and assign Landscape phase on work request if shop support/equipment is required.
   3. Provide landscape support/equipment for event (field marking/painting, outside garbage containers and servicing, timer adjustment on sprinklers, snow removal etc.).
   4. Close phase on work request phase after all time and materials are posted.

G. Other FM Shop Responsibilities:
   1. Review and evaluate work request.
   2. Accept and assign shop phase if shop support/equipment is required.
   3. Provide services/support/equipment for event.
   4. Close phase on work request phase after all time and materials are posted.