The Department of Facilities Planning and Management is now Facilities Management. As such, this manual title, formerly the *Department of Facilities Planning and Management Policies and Procedures Manual* (FAC), has changed to the *Facilities Management Policies and Procedures Manual* (FAC), and policies have been updated accordingly.

### Table of Contents

Note: When you click on a policy number, the policy will display in a new window. The Table of Contents window will remain “behind” the policy window, so you can return to the Table of Contents to view other policies. PC users may wish to resize their browser windows or use their “Task Bar” to toggle between windows.

<table>
<thead>
<tr>
<th>MRN</th>
<th>Manual Revision Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td>Introductory Material</td>
</tr>
<tr>
<td>100</td>
<td>General</td>
</tr>
<tr>
<td>200</td>
<td>Services</td>
</tr>
</tbody>
</table>

#### 000 Introductory Material - [Back to Top](#)

- 001 Introduction
- 002 Organizational Chart
- 003 Facilities Management Directory
- 004 Definitions

#### 100 General - [Back to Top](#)

- 101 Campus Maintenance Responsibility
- 102 Funding Responsibility
  - 103 University Buildings
    - 103-01 Moved to the *Capital Programs Management Policies and Procedures Manual*
    - 103-02 Moved to the *Capital Programs Management Policies and Procedures Manual*
- 104 Vandalism and Graffiti
- 105 Emergencies
  - 105-01 Emergencies—General
  - 105-02 Utility Failure
- 106 Campus Signage
- 107 Bulletin Boards in University Buildings
- 109 Africanized Bees
- 110 Equipment Cooling
- 111 Winter Shutdown
- 112 Gifts and Donations to The Arboretum at Arizona State University
- 114 Banners and Roof Painting
- 115 Moved to the *Capital Programs Management Policies and Procedures Manual*

#### 200 Services - [Back to Top](#)

- 201 General and Auxiliary Services
- 202 Services—Costs and Payments
  - 202-01 Billable Services
  - 202-02 Estimates
202–03 Blanket Orders
203 Facilities Management Service Center
   203–02 Requesting Services
   203–03 Requesting Information from the Service Center
204 Fleet Service/University Vehicle Policy
205 Lock Shop/University Key Policy

Facilities Management Web site
FAC manual contact