

7.17 – CAMPUS PHYSICAL INFRASTRUCTURE, GROUNDS, FACILITIES, AND EQUIPMENT

Effective: May 15, 2024

Purpose: To establish guidelines and responsibilities for the development, maintenance, use, and enhancement of physical campus infrastructure and facilities at Emporia State University. The policy aims to ensure that the campus infrastructure and facilities meet the educational, research, and operational needs of the University while ensuring safety and compliance with applicable laws, regulations, and policies.

Scope: This policy applies to all campus physical infrastructure and facilities on the University's campus and other owned property. It applies to all University employees, students, contractors, visitors, and third-party service providers involved in the planning, development, maintenance, or use of University infrastructure or facilities.

Responsible Office: Campus and Facilities

Policy Statement: At the direction of the President and Executive Vice President of Operations and Economic Development, the Director of University Facilities bears ultimate responsibility and accountability, for all University physical infrastructure (buildings, tunnels, parking lots, sidewalks, etc.), including all owned auxiliary assets (student housing, recreational center, memorial union, athletics facilities, health and wellness center, etc.). Authority for day-to-day operations and management of auxiliary facility assets (including maintenance, custodial, etc.) may be delegated to those areas at the discretion of the Director of University Facilities.

Infrastructure Planning and Development

The University will engage in long-term facilities infrastructure planning to align with the University's strategic goals. This planning will be overseen by the University Facilities unit, in collaboration with University administration.

All new construction and renovations must comply with applicable state and federal laws and regulations as well as Kansas Board of Regents and University policies. All projects must receive the necessary approvals prior to commencement of the project.

The allocation of space within University facilities will be determined based on institutional priorities, including academic and administrative needs. The University Facilities Department will coordinate space utilization to maximize efficiency and ensure compliance with University policy.

Maintenance and Operations

The University Facilities Department will oversee the routine maintenance and upkeep of all campus infrastructure and facilities, ensuring that all spaces are safe, clean, and functional.

This includes maintaining HVAC systems, plumbing, electrical systems, and general building maintenance.

In the event of emergency situations (e.g. floods, electrical failures, or structural damage), the University Facilities Department will act promptly to address issues and ensure the safety of campus users in coordination with other auxiliary units.

University employees may submit maintenance requests through an established work order system. Students may submit maintenance requests by notifying the appropriate unit on campus of any issues. The University Facilities Department will prioritize requests based on urgency and impact.

Use of Campus Infrastructure

Facilities may not be used for activities that violate University policies, local ordinances, or state and federal laws or for events that pose a threat to health or safety.

Unauthorized alterations to University facilities are prohibited. Requests for alterations must be submitted to the Office of Facilities Management for approval.

Safety and Security

The University Facilities Department will conduct regular inspections of buildings and infrastructure to identify and mitigate potential hazards.

All facilities must comply with safety codes and regulations, including fire safety, electrical safety, and building accessibility standards. Leadership of individual units have a responsibility for ensuring that their units are in compliance with these standards and to notify the University Facilities Department of any issues.

Facilities will be equipped with appropriate safety features, such as fire alarms, emergency exits, and evacuation plans, in accordance with the University's Emergency Preparedness and Response Plan.

Definitions: All words and phrases shall be interpreted utilizing their plain meanings unless otherwise defined in another University or Board of Regents policy or by statute or regulation.

Capital Improvement Project – A project involving major construction, renovation, or enhancement of University infrastructure and facilities.

Facilities – Includes all buildings, grounds, parking lots, outdoor spaces, and any other physical structure located on University property.

Physical Infrastructure – Refers to the physical and organizational structures, including utilities (electricity, water, gas, telecommunications), roads, and transportation systems essential for the operation of the University but does not include Digital Infrastructure.

University Information Technology Department – The University unit responsible for the day-to-day maintenance, repair, and management of the University’s digital infrastructure.

University Facilities Department – The University unit responsible for the day-to-day maintenance, repair, and management of the University infrastructure or facilities.

Procedures: All procedures linked and related to the policies above shall have the full force and effect of policy if said procedures have first been properly approved by the University’s administrator in charge of Campus Safety and Facilities.

Related Policy Information: 7.05 – Campus Safety; 7.09 – Scheduling Facilities; 7.10 – Breidenthal University House; 7.11 – Use of Facilities After Closing Hours; 7.12 – Building Managers; 7.14 – Key Issuance

History: Adopted: 05/XX/2025 [Approved by President and included in UPM as Policy 7.17 – Campus Infrastructure and Facilities]