

## **PHYSICAL PLANT**

### **OPERATING POLICY AND PROCEDURE**

#### **PP/OP 01.02: Issuance of Department Operating Policy and Procedure**

**DATE:** November 13, 2008

#### **PURPOSE**

This Physical Plant Operating Policy and Procedure (PP/OP) defines the general steps in the issuance of either a divisional or departmental PP/OP.

#### **REVIEW**

This PP/OP will be reviewed in November of every fourth year by the Administrative Assistant to the Managing Director for Physical Plant and recommendations forwarded to the Managing Director for Physical Plant.

#### **POLICY AND PROCEDURE**

1. A PP/OP will be prepared in accordance with instructions provided in PP/OP 01.01, Departmental Operating Policy and Procedure Manual. The following guidelines are provided for preparation of a PP/OP for issuance:
  - a. The draft should not be dated.
  - b. The PP/OP category number and numeric sequence will be placed in the lower right-hand corner of each page (i.e., PP/OP 02.XX).
  - c. The draft will be reviewed by any manager having significant involvement with the PP/OP subject before forwarding to the Managing Director for Physical Plant.
2. The draft, hard copy and electronic form, will be directed through administrative channels to the Managing Director for Physical Plant for approval. To facilitate this process, please use the attached routing memorandum. The director or associate director of the department initiating the PP/OP will sign the forwarding memorandum before transmitting to the Managing Director for Physical Plant.

The Managing Director for Physical Plant will review the draft PP/OP and, if there are no revisions, will note approval on the routing memorandum and forward to the Administrative Assistant to Managing Director for Physical Plant for finalization. If revisions are declared, the draft will be returned to the appropriate director or associate director for further drafting before resubmission to the Managing Director for Physical Plant.

3. Upon the Managing Director for Physical Plant's approval of the final draft and forwarding to the Administrative Assistant to Managing Director for Physical Plant, the PP/OP will be finalized as follows:
  - a. Final editing authority will be exercised by the Administrative Assistant to Managing Director for Physical Plant. The PP/OP will be typed in final form, dated, paginated, and forwarded to the reviewer for signature. The date must be placed on each page in the upper left-hand corner. Attachments, if any, will be noted on the last page of the OP in the lower left-hand corner.
  - b. The Administrative Assistant to Managing Director for Physical Plant will keep a log of PP/OP numbers by category.
  - c. After the reviewer signs a PP/OP, it will be directed to the Managing Director for Physical Plant for final signature.
  - d. Upon final Managing Director for Physical Plant signature. A PP/OP will be forwarded to the Administrative Assistant to Managing Director for Physical Plant for issuance.
4. Any PP/OP revision should follow the approval steps stated above. Instructions in PP/OP 01.01, Section 3, provide further detail. Prepare revisions in memorandum format.

### **RESPONSIBILITIES**

#### POSITION

Administrative Assistant to Managing  
Director for Physical Plant

#### SECTION

Review

#### MONTH

November

Approved: \_\_\_\_\_  
Reviewer

Approved: \_\_\_\_\_  
Managing Director for Physical Plant

Attachment