

Chapter 9

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CHAPTER 9 - FACILITIES AND SERVICES

9.04 Office of Facilities and Services

The Office of Facilities and Services is funded by the state and university for the operation and maintenance of Instruction and General space. It exists to provide courteous, responsive, cost-effective campus service by providing a broad range of campus support services. Its core mission is the management, operation, repair, renovation, and construction of the fixed physical assets of the university. All construction activity on university-owned facilities is mandated by state law to be done in accordance with applicable building codes. Should the Office of Facilities and Services become aware of any activity or work which does not meet building codes, that activity or work will be removed and the responsible department will bear the cost of all required remedial actions. In order to coordinate these construction activities and to protect the interest of the university, no contractor will be allowed to work on university-owned facilities without the express permission of the Office of Facilities and Services. Only those entities licensed and acceptable to the Construction Industries Division shall be allowed to perform construction-related activities. Some construction projects may require approval of the Higher Education Department and the State Board of Finance.

9.05 Campus Planning (Master Plan)

The Office of the University Architect is charged with the responsibility for the development and maintenance of facility master plans for the main campus. In addition, the Office of the University Architect coordinates and assists the community campuses in the development of their master plans.

9.10 Capital Projects

The Office of Facilities and Services is charged by the Board of Regents with the responsibility to plan, manage, and oversee all capital outlay construction projects for all locations within the university system. In addition, the Office of Facilities and Services will be responsible for any work which is competitively bid for a construction activity. This is accomplished through the Office of the University Architect. All capital projects that fall under the following categories must be submitted to the Board for approval: (1) any purchase of real property; (2) any project which results in the addition of square footage, whether from the construction of a new facility or of building addition or of purchase or portable buildings; (3) any proposal to issue bonds; (4) any alteration or site improvement over \$300,000 for an institution with an FTE enrollment of over 1,500; and (5) any demolition of an existing building.

Capital Projects Construction Contract Award: The Board authorizes the senior vice president for Business, Finance and human resources (or designee) to award construction contracts to the lowest responsible bidder, on their behalf, so long as the total project budget is within the budget previously approved by the Board. Any increase in total project budget shall be submitted to the Board for approval prior to authorizing the expenditure of the additional funds.

Selection of Architects/Engineers: In order to assist the senior vice president for Planning, Physical Resources and university relations in the selection of an architect and/or engineer for a capital outlay project, a Review Committee (composed of the senior vice president for Planning, Physical Resources and university relations, the university architect, the dean of engineering, two representatives of the user group, and a representative selected by the president) will solicit inquiries and screen potential firms. A short list composed of five firms will be made public at the conclusion of this step in the process. The members of the Review Committee will send individual evaluation sheets to the senior vice president for Planning, Physical Resources and university relations for three most qualified firms. The senior vice president for Planning, Physical Resources and university relations will review the assessments of the Review Committee members and develop a final tabulation sheet, which will be

available for public review. The senior vice president for Planning, Physical Resources and university relations will select a firm to design the capital outlay project. The Board of Regents authorizes the university administration to advertise every 2 years for two architectural firms to design small capital projects on the campus. These firms will be selected through the same procedure detailed above. A sensitivity to the involvement of small and/or minority engineering and other consulting firms in the project team will be a criterion in awarding this contract. The Board of Regents authorizes the university administration to negotiate architect's and/or engineer's fees in all cases. The senior vice president for Planning, Physical Resources and university relations reserves the right to terminate any capital project contract for nonperformance of duties.

9.15 Funding and Costs

The Office of Facilities and Services is funded by the state and university for the operation and maintenance of Instruction and General Space. Some of the services are provided at no cost by the Office of Facilities and Services, while others are charged back to the customer. Services paid for by the customer are called billable services. Upon request, the Office of Facilities and Services will provide estimates for billable work. All services rendered in support of non-I&G buildings are billable. Services rendered in support of I&G buildings may or may not be billable depending on the type of service. Each year the State of New Mexico allocates funds to be used for the renovation, repair, and remodeling of I&G buildings and infrastructures at the university (BRR funds).

9.20 NMSU Real Estate [Adopted by Administrative Council 6/13/06; ratified by Board of Regents 9/8/06]

For the purposes of this policy, "NMSU real estate" is defined as all land owned or leased by NMSU. For purposes of this policy, a real estate "transaction", means any easement, lease, right-of-way, memorandum of understanding, letter agreement, use agreement, license agreement or other agreement that may increase NMSU's risk of liability or affect the use of, or interest in, NMSU real estate.

A. Board of Regents' Authority

1. Titleholder: Legal title to all NMSU real estate (land, buildings, air rights, water rights and mineral rights) is vested in the Board of Regents, without regard to the academic or administrative entity that is assigned, occupies, or otherwise uses the real estate.
2. Authority to Convey Property: The title to all property belonging to the University is vested in the Board of Regents as a corporate body. NMSA 1978, § 21-3-4. Pursuant to NMSA 1978, § 21-1-20, the Board of Regents is authorized to buy, sell, lease, or mortgage realty and take such other action, in the best interests of the University.
3. Retention of Authority: The Board of Regents reserves authority to review and approve all transactions affecting NMSU real estate.

B. General Policy Regarding NMSU Real Estate

1. Collaboration between NMSU Offices: The Office of Real Estate shall serve as coordinator for the academic and administrative units for all real estate transactions. Contacts from non-university entities regarding real estate shall be directed to the Office of Real Estate.
 - a. Each proposed real estate transaction of any type or nature shall be initiated by consultation with the director of the Office of Real Estate. Such consultation shall occur as early as possible in the planning process, in order to maximize the University's bargaining position, and in order for the Office of Real Estate to better provide the

academic or administrative unit with guidance regarding the nature of the transaction and estimated time and cost needed for completion.

- b. After the initial consultation with the Office of Real Estate, the academic and administrative units may make general inquiries and conduct general discussions with third parties; however, all negotiations with property owners, developers, landlords, realtors, brokers and other third parties shall be conducted on behalf of the University by the Office of Real Estate.
2. Philosophy: NMSU is expected to preserve, enhance and maximize the productivity of its real estate assets. It is the policy of the University to preserve adequate land area for all foreseeable academic and support needs and to utilize to the best possible advantage to the University all land areas surplus to the academic and support needs.
 3. Purpose: NMSU real estate, consisting of land, buildings, air rights, water rights and mineral rights, shall be used for activities that support the University's mission.
 - a. NMSU property shall not be made available for individual use or gain.
 - b. Acquisitions and gifts of interests in real estate shall not create excess risk of liability or financial exposure, shall support the University's mission, and are subject to acceptance by the Board of Regents.
 - c. NMSU real estate may only be sold or otherwise disposed of after determination that it is in the best interest of the University, approval from the Board of Regents, and compliance with other state requirements.
 4. Oversight of Physical Property: Academic and administrative units are responsible for ensuring that the real estate and/or space occupied by, or assigned to, them is being used in accordance with this policy.
 5. Minimization of Risk of Liability: The risk of loss to the University shall be minimized with each real estate transaction. Each real estate transaction shall therefore be conducted in accordance with procedures established by the Office of Real Estate, and consistent with finance, purchasing, and other state law requirements.
 6. Deposit and Use of Proceeds: Proceeds derived from the sale, lease or consideration for NMSU real estate interests are restricted and will be used for nonrecurring capital outlay items which are typically not funded from traditional sources. Specific proposals will be presented to the Board of Regents for approval before any commitments are made against these funds.
 7. Effect on Title: Easements, leases, rights-of-way and other real estate transactions that may encumber NMSU's real estate shall:
 - a. Be limited to the specific purpose requested, and
 - b. Be limited to the minimum amount of land necessary for the proposed operation, and
 - c. Be limited to the shortest term that will accommodate the proposed operation.
 8. Periodic Needs Assessments: The Office of Facilities Planning and Construction, Office of Facilities Space Management and Office of Real Estate shall coordinate to conduct periodic reviews of real estate with the College and Library Deans, Vice Presidents, Vice and

Associate Provosts and directors to ensure their real estate needs are being met, and to identify any changes that may need to be made.

C. Responsibilities of NMSU Office of Real Estate

1. The University's Representative for Real Estate Transactions: NMSU entities shall collaborate regarding, and the Office of Real Estate shall oversee, real estate transactions on behalf of the University. Such transactions include, but are not limited to:
 - a. Leases of real estate (regardless of ownership),
 - b. Acquisition and disposal of real estate or interests therein,
 - c. Enhancement and development of NMSU real estate,
 - d. Easements (regardless of ownership),
 - e. Rights-of-Way (regardless of ownership),
 - f. Memorandums of Understanding (relating to real estate),
 - g. Temporary Use Agreements, and
 - h. Access Agreements.
2. Coordination with Other University Departments: The Office of Real Estate shall ensure that each transaction is reviewed by the head of the affected academic or administrative unit; Business and Finance Office, including Purchasing and Risk Management; and University General Counsel prior to presenting for review to the university President or designee and approval by the Board of Regents. The Office of Real Estate may develop and require routing forms and checklists for this purpose.
3. Lead Negotiator and Preparer of Documents: Consistent with the legal opinion of University General Counsel, and in coordination with the head of the affected academic or administrative unit, the director of the Office of Real Estate shall negotiate and prepare all real estate transactions for approval and signature by the Board of Regents.
4. Repository of Original Documents: The Office of Real Estate shall be responsible for the proper retention and safe storage of original real estate documents.

9.25 Maintenance and Repair of Branch and Off-Campus Sites

The Office of Facilities and Services provides maintenance and minor modification support, on a reimbursable basis, to any branch campus community college or off-campus site. Due to distances involved, most of that support is limited to the Las Cruces area.

9.30 Miscellaneous

Energy Conservation: Every building, both new construction and remodeled facilities will be designed to be energy efficient, using a minimum of electric power, steam, chilled water, and natural gas, and still provide the necessary interior environment to function successfully.

Landscaping: In the planning of new campus construction, consideration will be given to preserving trees and shrubs growing on the construction site.

Performance Bond Requirements for Contracts on Jobs Under \$20,000: For all building projects where the total expenditure will be less than \$20,000, no surety bonds shall be required of the contractor. In lieu thereof, should the contractor not desire to provide a performance bond, the contractor shall provide the Central Purchasing Office with the following:

1. A Guaranty of the performance of work executed by all principals, partners, owners, and shareholders of the contractor. The Guaranty shall be on a form approved from time to time by the Central Purchasing Office.
2. At least one of the following in an amount not less than half of the total contract price:
 - \$ A certified check from a bank or savings and loan doing business in New Mexico payable to the Board of Regents. This check shall either be held by or cashed by the university without interest due the contractor.
 - \$ An irrevocable Letter of Credit from a bank or savings and loan doing business in New Mexico in favor of the Board of Regents.

In all such contracts where bonds are provided as set forth in this policy, at least 50 percent of the monies due the contractor shall not be paid by the university until after completion satisfactory to the university.

Plaque Information: The names of regents and governors for inclusion on plaques are those serving at the time of the construction contract signing. In order to affix any plaque, particularly one of historical significance, to a university building, the approval of the central administration is required.

9.34 Fleet Asset Management Program *[Adopted by Administrative Council 9/13/05; ratified by Board of Regents 9/8/06]*

Purpose, Scope and Applicability

This document outlines procedures and practices to be used in the operation of a responsive fleet management program, designed to support the mission of New Mexico State University. Emphasis is placed on providing professional, responsive customer service, cost effective solutions to transportation and maintenance issues, and the efficient use and utilization of university vehicles.

For the purposes of the Fleet Management Program, “vehicles” are defined as any motorized conveyance which is licensed or can be licensed by the State of New Mexico for over-the-road use.

This program is applicable to all departments and/or branch campuses that utilize funding through New Mexico State University for the acquisition, maintenance, and/or operation of vehicle(s) registered to New Mexico State University and licensed by the State of New Mexico.

Policies

The director of Transportation Services, as the department head for Transportation Services, will serve as a central communications and control point for all fleet management responsibilities.

The director of Transportation Services recognizes its responsibility to the New Mexico State University Board of Regents, and the taxpayers of the State of New Mexico. In this recognition, the director of Transportation Services strives to manage the university’s fleet of vehicles in the most cost

effective, advantageous manner possible, consistent with the university's mission, and university policies and procedures.

The fleet size for New Mexico State University will be evaluated by the director of Transportation Services, on a regular basis and, in concurrence with the major head of the respective administrative unit, be adjusted accordingly. The director of Transportation Services will evaluate the motor vehicle needs of the university and assist department heads in determining the needs of individual departments.

Related Procedures

New Mexico State University "Vehicle Use Procedures" – As governed by the NMSU Transportation Council, establishes directives, responsibilities and accountability for use of university vehicles. See www.ppd.nmsu.edu/vehicles/index.html.

New Mexico State University, "Business Policies and Procedures, Central Purchasing" – establishes purchasing procedures and guidelines for university vehicles. See www.nmsu.edu/%7eboffice/bpm/.

Fleet Management and Structure

The director of Transportation Services has overall responsibility for planning, coordinating, implementing, and enforcing the Fleet Management Plan. Specifically the director of Transportation Services responsibilities include, but are not limited to:

1. Serving as the central point of contact for New Mexico State University, reporting vehicle data, responding to inquiries about vehicles, processing addition/replacement requests, and ensuring compliance with Federal, State and university policies and procedures, as they relate to the vehicles operated by the university;
2. Coordinating fleet management decisions regarding acquisition and replacement, maintenance and repair, utilization, and vehicle disposal;
3. Reviewing reported inappropriate use of university vehicles;
4. Reviewing departmental vehicles surrendered for either, interdepartmental transfer or disposal by the NMSU Property Office;
5. Keeping informed regarding manufacturer recall notices, safety issues, industry "best practices" and working with the NMSU Transportation Council to adopt or amend existing procedures as required.

Acquisition and Use

To comply with the State of New Mexico purchasing guidelines and facilitate the university's mission, there are four possible methods to obtain vehicles. The desired method depends upon the most advantageous, cost effective solution.

1. Leased Vehicles
 - a. Some departments, due to budgetary considerations, may find long-term leases a more beneficial means for acquiring vehicles. Long-term leases should be arranged through Transportation Services. Depending upon the type of usage and the funding source, the vehicle may be a university-owned vehicle or leased from an outside vendor.

2. Vehicle Purchases

- a. All new or used vehicle acquisitions will be made by the New Mexico State University Central Purchasing Office. A department, shop, or university organization wishing to purchase or acquire a new vehicle will prepare and submit an appropriate request to the director of Transportation Services, giving as a minimum justification, the following:
 - Unit or department to where the vehicle will be assigned;
 - How the vehicle is expected to be used;
 - The type of vehicle required;
 - Vehicle to be traded in, if applicable;
 - Anticipated geographical area where vehicle is to be placed into service.
- b. The director of Transportation Services will review the total unit fleet and make recommendation to the head of the major administrative unit, concerning suggested vehicle trade-ins and new vehicle acquisitions.

3. Surplus/Excess Vehicles

- a. Surplus vehicles may be acquired through the State Surplus Office or directly from other state agencies.
- b. Vehicles acquired through Federal Excess Property programs remain the property of the federal government and are on loan to the college or unit authorized to acquire federal excess property. This property is governed by federal regulation and the sole responsibility of the college or unit to which it is assigned. All costs for the vehicle acquisitions, to include screening, transportation costs, and associated maintenance costs, will be borne by the department or shop where the vehicle is assigned.

4. Vehicle Renting

- a. To satisfy the university's short-term vehicle requirements, Transportation Services will operate a rental fleet of vehicles which originate in Doña Ana County. No vehicles may be rented by departments or shops, in Doña Ana County, from a local rental agency, without prior written authorization by the director of Transportation Services.

The director of Transportation Services will be responsible for evaluating all newly acquired vehicles, to assess their condition, road worthiness, and safety, making appropriate recommendations, as may be necessary, for repairs and/or to ensure the vehicles comply with university standards.

Interdepartmental Transfers

All interdepartmental transfers of university-owned vehicles, will be approved by the director of Transportation Services, to verify the equipment is in a safe operating condition, and in the university's best interest. Departments wishing to transfer a vehicle to another department or wanting to acquire a vehicle from another department must complete an Inventory Change Form and forward it to the NMSU Property Office. The Property Office will forward the form to the director of Transportation Services, who will arrange for the inspection of the vehicle, and subsequent considerations.

Vehicle Utilization and Replacement Criteria

1. Utilization

- a. University vehicles, should be utilized to achieve their maximum benefit, ensuring the most

advantageous, cost effective use of university property. The director of Transportation Services will coordinate with department heads to ensure all vehicles are utilized to achieve their maximum benefit to the university, and develop related criteria conducive with sound fleet management principals and practices.

- b. The director will identify opportunities for reduction or consolidation, when logical and applicable.

2. Replacement Criteria

- a. The director of Transportation Services will review and establish replacement criteria for university vehicles covered by this Program. The replacement criteria will be established using best industry practices, including Life-Cycle Cost Analysis to develop the most cost effective, optimal time for replacement of vehicles.
- b. Replacement criteria will include, but not be limited to:
 - Review of the type of vehicle and usage,
 - Age of vehicle,
 - Vehicle make,
 - Accumulated miles or hours,
 - Depreciation,
 - Cost benefit to the university.

Alternative Fuel Program

The State of New Mexico, as defined by state statute Section 13-1B-3(A), mandates that seventy-five percent (75%) of all vehicles purchased or leased by state agencies or institutions of higher education, be capable of using an alternative fuel or are a hybrid (gas/electric) type of vehicle. Vehicles are considered “alternative fuel” vehicles if they are flex-fueled, bi-fueled or dedicated. It is the responsibility of the director of Transportation Services to make every effort to comply with the state and federal requirements, wherever possible, without jeopardizing the university’s functionality or ability to perform its mission.

Fuel Efficiency

The director of Transportation Services will review departmental and shop vehicle requirements, looking at operational money, and state rules and regulations to create a cost effective, fuel efficient fleet; selecting the most cost effective, fuel efficient vehicles available, to accomplish that vehicles function for the university.

Maintenance

It is imperative that there be uniformity and consistency in the record keeping functions as they relate to vehicles and the potential liability exposure which is inherent to their operation. The director of Transportation Services will be responsible for ensuring vehicles receive preventative maintenance at pre-established regular intervals.

A proper, pro-active preventative maintenance program is paramount to protecting the university’s investment and ensuring the university’s vehicles are managed in a safe, cost-effective manner. The director of Transportation Services is entrusted to ensure the development of schedules and processes to ensure that all vehicles receive preventative maintenance on a regular basis as defined by the manufacturer and/or in accordance with industry accepted practices.

The director will coordinate with department heads in determining the means, procedures, and methodologies necessary to facilitate both preventative and repair maintenance of the university fleet, in the most efficient, cost effective manner available.

9.35 Transportation Services-Rental/Lease [Ratified by Board of Regents 9/8/06]

Rental and long-term lease vehicles are available through Transportation Services. These vehicles are provided for university-related business, and are to be driven only by university employees, students, agents of the university, or volunteers, in the performance of their duties. All operators shall have in their possession an appropriate, current class license to operate a motor vehicle in the State of New Mexico, and an NMSU Driving Permit as issued by New Mexico State University Environmental Health and Safety Office.

Authorized drivers are those who have met the requirements as set forth in Section III of the University Vehicle Use Procedures. Passengers are limited to university employees, students participating in authorized trips, and invited guests engaged in university related activities. Students who are not university employees, that drive a university vehicle, must be affiliated with a university chartered organization and involved in a university-related event.

Responsibility for the safe and appropriate use of state vehicles is delegated by Transportation Services to the driver who signs for the vehicle on the rental agreement. This includes ensuring that any additional drivers are in compliance with Section III of the Vehicle Use Procedures and familiar with the rental policies.

Insurance: State employees are covered by workers compensation as drivers or passengers. It is important to note that all non-employee drivers or passengers, to include "volunteers" have no insurance coverage to include medical payments while in a state owned vehicle. Persons desiring such coverage need to make appropriate arrangements if their personal insurance policies do not provide it. All authorized drivers are protected by state liability coverage.

Mexico Trips: Any trip into Mexico MUST be fully insured by a Mexican Insurance Company prior to ANY travel across the border, including Juarez. Mexican insurance must be obtained and a copy presented to Transportation Services.

For additional information concerning rental fees, operations and policies reference the Transportation Services web site at www.ppd.nmsu.edu/vehicles/index.html.

For more information on vehicle operations and policies, reference the Vehicle Use Procedures found at <http://www.ppd.nmsu.edu/vehicles/index.html>.

9.40 Naming of Buildings and Space (See Chapter 2 Miscellaneous Operating Policies - Naming.)

9.50 Use of Facilities & Space Management

Classrooms and other academic space at the university will be used primarily for academic purposes for the benefit of an academic program. Under limited circumstances, academic areas may be used for non-academic purposes. The goals of the organization wishing to use the facilities must be consistent with the mission and goals of the university. Large-scale events or those with liability concerns might require the presence of an organizational advisor and/or liability insurance. Building use fees may be charged as follows: (1) recognized university organizations will not be charged a fee; (2) not-for-profit organizations may be charged a minimal fee; and (3) for-profit ventures will be charged a fee.

university facilities may not be used to teach students for private gain or in programs which compete directly with university-supported programs.

Keys and Locks: Employees of the Office of Facilities and Services are instructed not to open locked doors for any individual. The Locksmith Shop will respond and open doors upon confirming the identification of the requestor and securing permission from the department head. Any new keys will be delivered to the department head for issuance.

Use of Community College Facilities: The community college campus executive officers are responsible for assigning space in the following priorities: academic instruction, continuing community education sponsored by the branch, student organizations, and community organizations. The campus executive officers are authorized to refuse use of the facilities on a case-by-case basis and charge a user fee as deemed necessary.

Space Management: It shall be the policy of the Office of Facility Space Management to provide the data and analysis to ensure that all space owned by the Board of Regents of New Mexico State University is being used to its full potential and allocated fairly. Any proposed or requested change in how space is allocated between colleges and/or any other major administrative unit, must be forwarded to the Office of Facility Space Management for analysis and recommendation as part of the approval process.

9.50.10 Use of Facilities - Pan American Center/Corbett Center (Special Events and University Activities)

The director of special events is responsible for management, operation and supervision of events conducted in the Pan American Center and also serves as the advisor to, and manager of, the ASNMSU concert and cultural programs. The Pan American Center is designed to accommodate athletic events, concert and theatrical presentations, public assemblies, commercial events, conventions and other special events. Use of the facility may involve rental or service fees, and requests for space should be directed to the Special Events Office. As a matter of policy, Pan American Center does not lend or provide its furnishings and equipment to others for outside use except in those cases where specific equipment is intended for use on a rental basis. All entertainment held on campus by the ASNMSU, other student organizations, or the university itself, with contractual agreements in excess of \$2,000, shall be negotiated and coordinated through the director of special events or the advisors of ASNMSU, in cooperation with the organization advisor and officers. Such agreements of \$2,000 or less may be coordinated and negotiated by the organization advisor in cooperation with the director of campus activities. In all cases, contractual agreements for live entertainment shall be processed through the appropriate staff member noted above to the associate provost for student affairs and community colleges who is the only designated authority to sign such contracts on behalf of the university. Legal review necessary to any contract shall be initiated by the vice president. The university Police Department shall evaluate and approve/disapprove requests for special activities to be held on property under the control of the Board. All requests, exceptions, and interpretations of this policy will be managed by the chief of police (or designee), including determinations of staffing, traffic patterns, and special precautions. All costs incurred because of the event shall be charged back to the sponsor of the event. The decision of the chief of police may be appealed to the human resources director. The decision of the human resources director in these matters will be final.

9.55 Utilities

The Office of Facilities and Services oversees the acquisition, production, distribution, and management of most campus utility systems. These include domestic water, sanitary sewer, electric power, chilled water, steam, geothermal water, natural gas, and emergency power. The utility use for Instructional and General purpose space is funded by the State of New Mexico under the I&G

appropriation. All other facilities and utility consumers are expected to reimburse the university for the cost of providing the utilities used.

Utility Connections: Utility systems are integral to the well being of the campus. No modification or connection to a utility distribution system is authorized unless approved by the director for operations and utilities and either accomplished by the Office of Facilities and Services or under its direct supervision.

Utility Locates: In accordance with the New Mexico legislation (SFL/SB 415), anyone excavating or preparing plans for excavation on the university's main campus shall request a utility locate a minimum of 2 working days prior to commencing excavation.

NOTE: The "2 working days" time limit is needed to ensure all locators are informed of the locate request with sufficient time allowed to make their locates. Therefore, the time limit does not commence until both parties listed above are notified. Anyone excavating or preparing plans for excavation are required to provide information regarding the commencement, extent, and duration of the excavation work.

The locate shall be considered valid for 5 days. If excavation has not commenced within that time, a request for a relocate shall be made in accordance with the above. A minimum of 18 inches must be maintained between any marked utilities and the cutting edge or point of any mechanical excavating equipment. Existing utilities must be protected during the excavation. The owners of any utilities damaged or dislocated during the excavation work must be notified, prior to backfilling. The owners must be notified of any tracing tape or tracing wire damaged or dislocated during the excavation work, prior to backfilling.

Utility Outages: The Office of Facilities and Services will normally provide 2 weeks notice for all planned utility outages which affect campus facilities. Any activity that will require an outage must be requested in writing to the director for operations and utilities. On some occasions, emergency situations force an unplanned utility outage. The Office of Facilities and Services will then respond with all available means to repair the situation and restore utility service as soon as is possible.

Utility Tunnels: The university has an extensive network of utility tunnels which exist for the sole purpose of providing a means to carry utility systems to and from campus facilities. Access to those tunnels is not authorized unless specifically approved by the director of operations and utilities (or designee) at (575) 646-2101. The tunnels are potentially dangerous spaces and proper regulations are to be followed by any that enter these areas. No one is authorized to install any additional equipment or devices in the university utility tunnel system unless first receiving approval of the director for operations and utilities.