



<b>PHYSICAL PLANT</b> <b>POLICY &amp; PROCEDURES</b>
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**TITLE:**  
**OBJECTIVE AND PURPOSE:**

**Emergency Blue Light Station Maintenance**  
 This policy is to assure that all Blue Lights phone stations are functioning at all times for the safety and security of students, faculty and staff on the Boca Raton campus.

**RESPONSIBILITY:**

**ACTION**

**MAINTENANCE DEPARTMENT**

- ◆ Conduct two (2) monthly inspection tours of Blue Light stations, as listed on Attachment "A", checking the lights, alarm and telecom function of each station on campus grounds and in the parking Garages. Generate a report of the functionality of each station on the attached Blue Light Phone Report (**Attachment "A"**).
- ◆ Submit a copy of the Blue Light Phone Report to Physical Plant by the 15<sup>th</sup> and 30<sup>th</sup> of each month.
- ◆ Initiate a Tour Deficiency Work Order for the repair of lights and alarms identified in the inspection as not working.
- ◆ Should a phone be found inoperable, place a sign on the pole to indicate "Out of Service."

**ASSISTANT DIRECTOR, PHYSICAL PLANT FOR GROUNDS OR DESIGNEE**

- ◆ Send a copy of the Blue Light Phone Report to the following:
  - a. Telecommunication Services for their use in identifying those phones and lines reported as non-functional.
  - b. Police and/or Traffic and Parking
  - c. Physical Plant Director

**PHYSICAL PLANT DEPARTMENT OFFICE MANAGER**

- ◆ Maintain an inventory of extra telephone units and coordinate with the Telecommunication Services Department (TSD) to have non-functioning units (exclusive of the Garages) repaired. Traffic and Parking would have to make this arrangement with TSD for repairs in the parking garages.

**ASSISTANT DIRECTOR TRAFFIC AND PARKING TELECOMMUNICATION SERVICES DEPARTMENT**

- ◆ Maintain an inventory of extra telephone units and coordinate with the Telecommunication Services Department to have non-functioning units in the Garages repaired.
- ◆ Upon receipt of the Blue Light Phone Report, investigate those units shown as non-functioning for either a line or phone deficiency, and initiate repairs if the cause is a telephone line.
- ◆ If the problem is with the phone unit itself, for non-garage units, bring the non-functioning unit to Physical Plant and obtain a working unit for replacement in the field on a one-for-one basis. For units in the Garages, obtain a replacement phone from Traffic and Parking.
- ◆ Once the phone is made operable remove Out of Order sign.
- ◆ Within five (5) working days of receipt of each Blue Light Phone Report, complete the "Status" columns and return to the attention of the Assistant Director, Physical Plant for Grounds or Designee. This is necessary as this updated report is submitted to the University Safety Committee and other departments.

**REFERENCE:** Meridian Maintenance Contract

**ATTACHMENTS** *Blue Light Phone Report Form- Attachment "A"*

Issued By: Singer	Date Issued: 4/2007	Date Revised:	Effective Date: 4/2007
		N/A	
APPROVED:	Vice President	Associate V.P.	Director

**PHYSICAL PLANT  
BLUE LIGHT PHONE REPORT**

INSPECTOR'S NAME:

DATE:

NEW NO.	OLD NO.	PHONE EXTENSION	CODE BLUE LOCATION	LIGHT CONDITION	PHONE CONDITION	STATUS
L11-1	1	6255	LOT #11 TRACK & FIELD WEST END			
L11-2	18	6256	LOT #11 NE CORNER			
L15-1	2	6253	LOT #15 EAST OF FIELD HOUSE			
L16-1	3	6477	LOT #16 UNIV. CENTER SOUTH END			
L20-1	4	6473	LOT #20 WEST OF OCEAN ENGIN. BLDG. 36			
B70-1	5	6257	NW CORNER OF IRT BLDG. 70			
L22-1	6	6258	LOT 22 SOUTH END			
B9-1	7	6471	BREVARD CT. NW OF HUMANITIES BLDG. 9			
L23-1	8	6472	LOT #23 SOUTH END			
L5-1	14	6250	LOT #5 NORTH END			
L5-2	13	6251	LOT #5 SOUTH END			
B26-1	15	6474	HENDERSON BLDG. 26 SOCCER FIELD			
BT8-1	16	6475	T-8 SW CORNER			
L7-1	17	6249	LOT #7 ACROSS FROM FLEMING HALL SOUTH			
L1-1	22	6317	LOT #1 EAST SIDE			
B56-1	56	6909	VILLAGE APTS. BLDG. #56 EAST SIDE			
B58-1	23	6318	VILLAGE APTS BLDG. 58 WEST SIDE			
B58-2	58	6910	VILLAGE APTS. BLDG. #58 EAST SIDE			
B59-1	59	6913	VILLAGE APTS. BLDG. #59 EAST SIDE			
B60-1	60	6916	VILLAGE APTS. BLDG. #60 EAST SIDE			
B60-2	21	6316	VILLAGE APTS. BLDG. 60 NW CORNER			
B61-1	61	6917	WEST SIDE OF VILLAGE APTS BLDG. 61 ELEV			
BBALL		6006	OUTDOOR BASKETBALL COURT NW CORNER			
B53-1	53	597	VISUAL ARTS BLDG. 53 WEST SIDE			
B81-1		4458	BLDG. 81 PARKING GAR. #1 SE LEVEL 1			
B81-2		4453	BLDG. 81 PARKING GAR. #1 NW LEVEL 1			
B81-3		4459	BLDG. 81 PARKING GAR. #1 SE LEVEL 2			
B81-4		4454	BLDG. 81 PARKING GAR. #1 NW LEVEL 2			
B81-5		4460	BLDG. 81 PARKING GAR. #1 SE LEVEL 3			
B81-6		4455	BLDG. 81 PARKING GAR. #1 NW LEVEL 3			
B81-7		4461	BLDG. 81 PARKING GAR. #1 SE LEVEL 4			
B81-8		4456	BLDG. 81 PARKING GAR. #1 NW LEVEL 4			
B81-9		4462	BLDG. 81 PARKING GAR. #1 SE LEVEL 5			
B81-10		4457	BLDG. 81 PARKING GAR. #1 NW LEVEL 5			
B81-11		4463	BLDG. 81 SOUTH PG #1 BREEZEWAY TO UC			
B71-1		2111	BUILDING 71 NORTH			
B89-1		8041	BLDG. 89 (HPT) NORTH			
B89-2		8042	BLDG. 89 (HPT) SOUTH			
B84-1		6976	BLDG. 84 (NURSING) EAST			
B84-2		6977	BLDG. 84 (NURSING) WEST			
B88-1		1229	BLDG. 88 PARKING GAR. #2 SE LEVEL 1			
B88-2		1224	BLDG. 88 PARKING GAR. #2 NW LEVEL 1			
B88-3		1230	BLDG. 88 PARKING GAR. #2 SE LEVEL 2			
B88-4		1225	BLDG. 88 PARKING GAR. #2 NW LEVEL 2			
B88-5		1231	BLDG. 88 PARKING GAR. #2 SE LEVEL 3			
B88-6		1226	BLDG. 88 PARKING GAR. #2 NW LEVEL 3			
B88-7		1232	BLDG. 88 PARKING GAR. #2 SE LEVEL 4			
B88-8		1227	BLDG. 88 PARKING GAR. #2 NW LEVEL 4			
B88-9		1233	BLDG. 88 PARKING GAR. #2 SE LEVEL 5			
B88-10		1228	BLDG. 88 PARKING GAR. #2 NW LEVEL 5			
B88-11		1238	BLDG. 88 PARKING GAR. #2 SW			
B10-1			BLDG. 10 SW CORNER***			

NEW NO.	OLD NO.	PHONE EXTENSION	CODE BLUE LOCATION	LIGHT CONDITION	PHONE CONDITION	STATUS
L23-2			LOT 23 NORTH			
B53-2			SOUTH OF BLDG 53 BETWEEN LAKES			

**ADDITIONAL NOTES:**

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