Facilities Management

Information Technology Standard Practices

1. The Facilities Management Information Technology Manager is to be informed of and consulted on all new information technology projects or projects which will require information technology hardware or software.

2. All computer, computer software, and computer related purchases will be requested through the Facilities Management Information Technology division. All computer or computer related purchases require the FIMA approval of the Facilities Management Information Technology Manager.

3. A request is to be made to the Facilities Management Information Technology division for any modifications to or UITS requests related to the Facilities Management data network.

4. Facilities Management Information Technology is responsible for the configuration, installation, maintenance, security, and monitoring of all computers and devices on the Facilities Management data network. The Facilities Management Information Technology division is responsible for connecting new devices to the Facilities Management data network and for installing new software.