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**Topic**
Physical Facilities [1]

**Policy Number**
600-22

**Reviewed Date**
November 16, 2017

**Responsible Office**
- Office of the Senior Vice Chancellor, Finance and Administration [2]

**Purpose**
Building mechanical rooms, electrical vaults, and manholes are critical control points for the various systems that regulate power and other utilities for the campus. This policy delineates authorization for access to these areas.

**Policy**

A. Only Facilities Services senior management may authorize access to building mechanical rooms, electrical vaults, and manholes.

B. Any work performed on building systems (electrical, plumbing and ventilation, etc.) by contractors requires advance approval from senior management in Facilities Services.

C. Storage is not permitted in these areas.

**Responsibilities**
Contact Responsible Office (see above) with any questions.

**Related Policies**
- 600-10 - Architectural and Engineering Services [3]
- 600-11 - Construction Contracts [4]
- 600-23 - Utilities [5]

**References**
- UCSF CLS Facilities Services Website [6]

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