

Important Physical Facilities Policies & Concepts

A complete list of all PF policies is available online at pf.byu.edu.

WOLFPACK

“Wolfpacking” is a collaborative communication method that involves everyone. Each employee is empowered to participate in decision-making processes that impact their work. Ask yourself, “What needs improvement?” Involve other employees in the brainstorming effort. We all lend added value when we communicate together. All PF employees should understand what WOLFPACK stands for.

CELL PHONE, RADIO & COMPUTER USE

To maintain a safe and professional work environment:

- Employees are expected to always use appropriate language and etiquette, especially when using phones and radios.
- Computer screens should be clearly visible to any passer-by, no exceptions.
- Drivers should use Bluetooth, voice-activated, or hands-free controls if driving while on the phone, or pull over to make the call.

DRESSING & GROOMING

In addition to the Physical Facilities Dress Code policy:

- Employees should wear their BYU ID or name tag when working on campus.
- If issued an HR-approved beard card, the beard should be well groomed and kept trimmed to no longer than 1/2” in length.

MAINTENANCE WORK

When entering a private residence (dorm, apartment, etc.) to do work, always:

- Knock and wait at least 3 times, allowing the tenant time to answer.
- As you enter, call out loudly, “*Maintenance!*”
- Clean up after yourself and lock the door when you leave.
- If the residents are not home, leave a note explaining what repairs were completed.
- Announce yourself loudly before entering restrooms of the opposite gender.
- Never enter a residence if minors are there without parents.
- Never enter a residence if a female is home alone, unless there are two PF employees present on the maintenance team.

SERVICE VEHICLE, GEM & GOLF CARTS POLICIES

University Vehicle Procedure (policy.byu.edu) must always be followed while operating a university vehicle.

Accident Prevention & Safety

PF is involved in approximately half of all campus accidents. The following guidelines are to be followed:

- Do not eat or use a cell phone while driving.
- Drivers must follow all state driving laws while operating a vehicle, and all occupants are required to wear a seat belt at all times.
- Spotters must guide the vehicle when backing, no exceptions, unless there is only one person in the vehicle.
- If only one person is in the vehicle, check around the entire vehicle for any obstructions before backing.
- Immediately report any accident whether caused by you, another individual, or an unknown source. Unreported vehicle damage can result in disciplinary action.

No Idling

As responsible citizens, BYU and other local municipalities have implemented a no-idling policy. All idling is to be kept to a 2-3 minute maximum. This applies to all times of the year, including winter-time vehicle warm-up.

Cleanliness & Care

Maintaining the PF vehicle fleet is everyone’s responsibility. Some basic guidelines are:

- When the gauge drops below 1/4 tank, utilize the BYU Service Station to fill the gas tank.
- Take time to clean and wash your assigned vehicle, or the communal one you have used, regularly.
- Managers, supervisors, or directors are to perform monthly inspections on each vehicle under their care. Maintain the same standard of cleanliness for all vehicles.

Campus Use

When driving on campus sidewalks:

- Do not drive over 3 mph! Drive slowly and cautiously at pedestrian walking speed.
- Never drive on sidewalks during class breaks. Stop and wait until the complete break is over.
- Driving across lawns or jumping curbs is not allowed.
- Do not use sidewalks to cut across campus.
- Always yield to pedestrians.

