

# Louisiana State University

## Office of Facility Services

### Operating Instruction 6102

Revision: 1  
Effective Date: September 1, 2011

---

**SUBJECT: MANDATED REPORT SCHEDULE & PROCEDURES**

---

#### I. General Information

- A. Facility Services is required to complete several reports for federal, state, local, LSU, academic, facility maintenance, etc. organizations. This Operating Instruction lists the reports, brief description of the report, departmental responsibility, frequency, start date and completion date.
- B. All reports must be approved by the Executive Director prior to submittal.
- C. If Executive Director is required to sign report, a 3-5 day review period is required, depending on the complexity of the report.

#### II. Reports

##### Planning, Design & Construction (PDC) Department-Internal

Name: **Facility Design and Development Committee (FDDC)**

Description: In compliance with LSU Policy Statement 23, the Facility Design and Development Committee assembles to review campus development to ensure compatibility with the 2003 Campus Master Plan, as approved by the LSU Board of Supervisors. PDC staff receives requests and generates the list of agenda items and presentations to be reviewed by the FDDC.

Additionally, PDC staff attends the FDDC meetings as ad hoc members and leads the discussion/presentation to the overall committee through oversight and facilitation by the FDDC appointed chair. PDC staff maintains record files of committee presentations, as well as meeting minutes as distributed by the appointed chair. The OFS Communication Manager prepares all meeting minutes and sends them to the FDDC chair.

Frequency: Monthly (or as established by the FDDC chair)

Start Date: 1st Thursday of every month – agenda is set.

Completion Date: 2nd Thursday of every month – scheduled FDDC meeting date.

Executive Director: Signature not required

Review Time: N/A

---

Name: **Inventory Updating and Reporting**

Description: In compliance with Article VIII, Section 5 of the State Constitution, the Louisiana Board of Regents requires all state campuses to maintain an accurate, up-to-date, uniform data on campus physical facilities. To comply with this mandate, an annual inventory update request is sent via email to all departments on the main campus. Two reports generated help to update a Master List of contacts for each department. The report indicates to whom each department reports to in a hierarchical manner. An alert to confirm/update space inventory is sent out to each Dean, Director, Chair and contact for each department. Each department responds to the alert by reviewing their space inventory and entering any updates into the facility mainframe. An email is received by PDC where every request is reviewed for occupant load per room assignment for all classrooms & laboratories to ensure that spaces are not being overloaded, per Life Safety Codes. Requests for inventory updates may include the transfer of space between departments or a change in the use or funding of a space from one year to the next.

If all departments have not responded to the first request, a second request will be issued until a response has been received from all departments.

Frequency: Annual  
 Start Date: April 15 (PDC established deadline)  
 Completion Date: November 15 (BOR established deadline)  
 Executive Director: Signature not required  
 Review Time: N/A

Name: **LSU Board of Supervisors – Facility Requests**

Description: PDC staff prepares facility-related requests for submittal to the LSU System Office staff through LSU Finance and Administrative Services and the Office of the Chancellor for addition to the LSU BOS meeting agenda. These requests include, but are not limited to, Design Development submittals for capital projects, facility related lease agreements, Capital Outlay documentation (preliminary budgets, ECORTS docs, business plans, etc.) and others.

Frequency: Monthly (or as established by the LSU System Office)  
 Start Date: FAS established request deadline – 10 days prior to LSU System deadline  
 Chancellor established request deadline – 7 days prior to LSU System deadline  
 LSU System deadline – 1 month prior to scheduled BOS meeting  
 Completion Date: Monthly, as established by the LSU System staff  
 Executive Director: Signature required  
 Review Time: 3-5 business days

**Name:** PEER Review

**Description:** PDC staff collects and maintains PEER review data relating to space utilization for institutions identified by the LSU Office of Budget and Planning. This PEER data is utilized for the completion of various tasks such as planning reports, capital outlay development, etc. A “contact list” is maintained containing various phone numbers, websites, etc. from which the PEER review information was derived for future reference.

**Frequency:** Bi-annual

**Start Date:** January

**Completion Date:** April

**Executive Director:** Signature not required

**Review Time:** N/A

---

**Planning, Design & Construction (PDC) Department-External**

**Name:** Capital Outlay

**Description:** PDC staff prepares and/or assembles all documentation required by the LSU System Office for the University’s Capital Outlay requests, including the University established “5 Year Plan”, ECORTS documentation, business plan and pro-forma (SG projects only), equipment list, project justification, etc. In preparation for this submittal, PDC staff prepares preliminary programming information, in addition to the development of preliminary budget data. PDC staff prepares the University Capital Outlay presentation for the Board of Regent Staff visit when deemed necessary.

**Frequency:** Annual

Start Date: March – Departmental request through FAS and Provost Office for inclusion to 5 year plan.  
 June – Preliminary submittal as determined by LSU System office.  
 July – Final adoption by LSU Board of Supervisors.  
 August – Board of Regents visit (upon request).  
 November – Final adoption by Board of Regents

Completion Date: June (following year) - HB2 passed by Louisiana legislature during regular legislative session.  
 July (following year) – Governor signs HB2.

\*Note – As deemed necessary, PDC staff prepares related requests for “emergency” and “late submittal” requests at various times throughout the year

Executive Director: Signature required

Review Time: 7-10 business days

Name: **Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)**

Description: As coordinated through the LSU Office of Academic Affairs, PDC staff provides information relating to facilities, space (inventory and utilization), and other infrastructure related data for completion of the SACS reporting document required for institutional accreditation. PDC staff compiles information for the “Comprehensive Standard 3.11.3”.

Frequency: 5 Year – Fifth-Year Interim Report  
 10 Year – Full Accreditation (2019)

Start Date: August

Completion Date: March

Executive Director: Signature not required

Review Time: N/A

---

Name: **National Science Foundation, National Institutes of Health Survey**

Description: A request is received through the Chancellor's Office by the National science Foundation (NSF) for the University to complete a comprehensive survey regarding space utilization and technology related infrastructure for use in comparing this data across national peer institutions of higher education. This survey compares LSU its peers relative to how much research space is on campus among the many different disciplines of research. It tracks the condition and suitability of the research space on campus as well as any new spaces that may be on the Capital Outlay agenda for years to come.

Frequency: Bi-annual

Start Date: November

Completion Date: December 15

Executive Director: Signature not required

Review Time: N/A

---

Name: **Utilization Report**

Description: In compliance with Article VIII, Section 5 of the State Constitution, the Louisiana Board of Regents requires all state campuses to maintain accurate, up-to-date, uniform data on campus physical facilities. To comply with this mandate, LSU staff generates a report that is run to show where all classes are scheduled on and off the main campus. This report is delivered to the University Registrar after the fourteenth day of class. It is then sent to departments to confirm that classes are being held in each room per scheduled time allotments.

Once departments have confirmed that rooms are being utilized for particular time allotments, it is sent back to the University Registrar where alterations may be input into the mainframe. A copy of alterations is sent back to PDC.

Frequency: Annual

Start Date: After completion of the 14<sup>th</sup> day of class of the fall semester

Completion Date: November 15

Executive Director: Signature not required

Review Time: N/A

---

**Facility & Utility Operations Department (External)**

Name: **Air Permit Number 0840-00128-V2 (Main Campus)**

Description: Campus air permit required by DEQ

Frequency: Every 5 years; must renew no later than 6 months prior to expiration date

Start Date: December 15, 2013

Completion Date: June 15, 2014

Executive Director: Signature required.

Review Time: 14 business days

---

Name: **Criteria & Toxic Air Pollutant Emissions Certification Statement**

Description: Report that lists quantity of air emissions on campus

Frequency: Annual

Start Date: February 15  
Completion Date: March 15  
Executive Director: Signature not required. Approved by Associate Executive Director  
Review Time: N/A

---

Name: **Gas Consumption Report**  
Description: Tracks gas consumption of major emissions equipment on campus  
Frequency: Semi-annual (September 30 & March 31)  
Start Date: September 1 & February 15  
Completion Date: September 15 & March 15  
Executive Director: Signature not required.  
Review Time: N/A

---

Name: **Greenhouse Gas Emissions Report**  
Description: Tracks greenhouse emissions  
Frequency: Annual  
Start Date: February 15  
Completion Date: March 15  
Executive Director: Signature not required. Approved by Director-Energy Services  
Review Time: N/A

---



Name: **Municipal Separate Storm Sewer System (MS4)**

Description: Describes the status of compliance with permit conditions and measurable goals; provides a progress report implementing storm water programs and reducing pollutants to the Maximum Extent Practicable (MEP); and describes planned activities and proposed changes for any of the program elements during the specific period. Each permit holder shall contribute to the preparation of an annual system wide Annual Report.

The report shall cover the previous year from October 1 to September 30 (items 1, 2, 3, 5, 6, and 7), and November 1 to October 31 (item 4) and include an overview for the entire Municipal Separate Storm Sewer System and subsections for each permit holder.

Frequency: Annual

Start Date: January

Completion Date: April

Executive Director: Signature required (Authorized Designee of Chancellor)

Review Time: 7-10 business days

---

Name: **Natural Gas Master Meter Reports**

Description: As an operator of a master meter natural gas system that's primary activity is NOT the distribution of natural gas, LSU shall comply with Louisiana Administrative Code Title 43 Natural Resources, PART XIII Office of Conservation – Pipeline Safety, Subpart 3. Transportation of Natural Gas or Other Gas by Pipeline: Minimum Safety Standards.

Frequency: Required records and frequency of surveys are:

|                            |           |
|----------------------------|-----------|
| Cathodic Protection Survey | Quarterly |
| Rectifier Survey           | Quarterly |
| Vegetation Survey          | Quarterly |
| Odorant Report             | Quarterly |
| Leak Survey                | Annual    |
| Key Valves                 | Annual    |
| Building Survey            | Annual    |
| External Corrosion         | Annual    |

Start Date: See chart above

Completion Date: See chart above

Executive Director: Signature not required. Approved by Associate Director-Utilities

---

Name: **Title V Compliance Certification**

Description: Tracks and verifies emissions compliance

Frequency: Semi-annual

Start Date: September 1 & February 15

Completion Date: September 15 & March 15

Executive Director: Signature not required. Approved by Director of Energy Services

Review Time: N/A

---

Name: **Waste Water Permit (Sewer)**

Description: Permits are required to discharge industrial waste water (sewer) into the City of Baton Rouge/East Baton Rouge Parish Sewer System in compliance with the City/Parish Ordinance Number 9195, Title 2, Chapter 5, Sections 2 :250-2:263

Frequency:

| Location            | Permit No. | Sampling Frequency |
|---------------------|------------|--------------------|
| Fraternity Row      | 02-02120   | Quarterly          |
| Lakeshore           | 02-02121   | Quarterly          |
| Veterinary Medicine | 02-02122   | Every 2 Months     |
| Graphic Services    | 02-02123   | Annual             |
| Northwest Campus    | 02-02124   | Every 2 Months     |
| Main Lift Station   | 02-02125   | Monthly            |
| Agricultural Area   | 02-02234   | Annual             |
| Veterinary Annex    | 02-02256   | Twice a Year       |
| So. Campus          | 02-02713   | Annual             |

Start Date: See chart above

Completion Date: See chart above

Executive Director: Signature not required. Approved by Associate Director-Utilities

Review Time: N/A

**III. Reports (Auxiliary Departments)**

**University Stores (Internal)**

Name: **Budget vs. Actual Report**

Description: Report that tracks unit’s financial performance by comparing budget to actual spending

Frequency: Weekly

Start Date: N/A

Completion Date: N/A

Executive Director: Signature not required; Director of Resources reviews

Review Time: 7-10 business days

---

Name: **Cylinder Gas Billing Report**

Description: Billing report is sent to campus cylinder gas purchasers

Frequency: Monthly

Start Date: N/A

Completion Date: N/A

Executive Director: Signature not required; Reviewed by customers

Review Time: N/A

---

Name: **Financial Statement**

Description: Report that tracks revenue and expenditures for unit

Frequency: Monthly

Start Date: 30<sup>th</sup> of each month

Completion Date: 15<sup>th</sup> of each month

Executive Director: Signature not required; Director of Resources reviews

Review Time: N/A

---

Name: **Fuel Trac Billing Report**

Description: Billing report sent to campus Fuel Trac customers

Frequency: Monthly

Start Date: 1<sup>st</sup> of month  
 Completion Date: 5<sup>th</sup> of month  
 Executive Director: Signature not required; Fuel Trac customers review bills  
 Review Time: N/A

---

Name: **State Contract Usage Report**

Description: LSU Purchasing is required to report the annual usage of state contracts by the university to the Office of State Purchasing. This information is used by the State during solicitation and negotiation of these contracts. This is normally handled by requiring that state contract purchases be entered into the PRO system. To meet this requirement, all University Stores purchases on state contracts are captured in the in-house GLS system utilized by the OFS Finance & Accounting office. This information is reported to LSU Purchasing at their request.

Frequency: Upon Request  
 Start Date: N/A  
 Completion Date: N/A  
 Executive Director: Signature not required  
 Review Time: N/A

---

Name: **Strategic Planning, FAS Annual Report**

Description: Facility Services must provide strategic plan updates and information on annual performance by departments and staff members. This includes updates on goals and objectives on the strategic plan, as well as departmental and staff awards and training received each year.

Frequency: Annual

Start Date: N/A

Completion Date: N/A

Executive Director: Signature not required

Review Time: N/A