

|  |  |  |                |
|--|--|--|----------------|
| <b>SUBJECT:</b><br>Facilities & Safety Department Websites | <b>Effective Date:</b><br>5/5/17   | <b>Procedure Number:</b><br>FS 2017 FS0023 |                |
|  | <b>Supersedes:</b><br>FS 2012 FS0001   | <b>Page</b><br>1                           | <b>Of</b><br>3 |
|  | <b>Responsible Authority:</b><br>Associate Vice President for Administration and Finance (Facilities & Safety) |  |                |

**APPLICABILITY/ACCOUNTABILITY:**

This procedure applies to all departments within Facilities & Safety. Department directors are accountable to the Associate Vice President for Administration and Finance (Facilities & Safety) for the maintenance of their websites.

**PROCEDURE STATEMENT:**

Each Facilities & Safety department will maintain a website, including, at a minimum, the following information:

- a. Department name
- b. Department mission in support of F&S mission
- c. Departmental responsibilities
- d. Department goals or link to F&S goals
- e. Department address, including directions
- f. Links to Standards, Policies, Plans, Standard Operating Procedures and forms (login required for non-public information)
- g. Service guides, listing basic services, linked as appropriate (CMMS, Project Tracker, etc.)
- h. Links to all F&S department websites

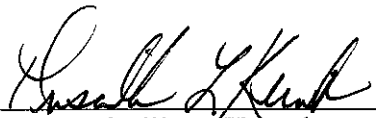
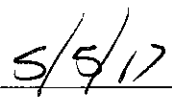
Any new F&S department website must adhere to F&S IT platform and hosting requirements.

**PROCEDURES:**

1. Website Administration
  - a. F&S IT will manage all website administration, which includes permission management, software content platform, and hosting.
  - b. F&S IT will establish F&S standards for building the website, including selection of the software hosting tool.
  
2. Website Content Management
 

Each department will designate a primary and secondary Content Manager, who will be responsible for maintenance of content. F&S IT will serve as the tertiary Content Manager.
  
3. Department Website Content
  - a. Departments will ensure current, factual content, updating employee information within 30 days.

- b. Departments will include a link to a departmental email address for users to contact if website information needs to be updated.
  - c. Departments will include a link to the original website when using information from another site or department.
  - d. Departments will include all units and responsibilities under one website.
  - e. Departments will require secure login for non-public information.
  - f. Departments will include the title and number of policies, procedures, forms and similar documents in the link.
  - g. Departments will display only active policies, procedures, forms, or similar documents. Exception: previous versions that may stay active concurrently or require accessibility for reference, such as the UCF Design, Construction and Renovation Standards.
4. Professional Standards  
Information must be presented using the highest professional standards (spelling, presentation, style, etc.).
5. Layout
- a. All departments will use the same website template, unless exceptions are approved by the F&S AVP.
  - b. New sites will conform to UCF marketing and branding standards.
6. Assistance  
Website support can be obtained from the F&S IT unit by submitting an IT request via the UCF Facilities and Safety Helpdesk.
7. Updates  
Annually, each department's Content Manager will review the department site for accuracy.
8. Approval  
All websites must be approved by the F&S AVP.

|   |  |
|---|--|
| Approved By:  | Date Approved:   |
| <br><hr/> Priscilla L. Kernek<br>Associate Vice President<br>Administration and Finance<br>Facilities and Safety | <br><hr/> 5/5/17 |

| <b><u>Revision</u></b> | <b><u>Change Description</u></b>                            | <b><u>Date</u></b> |
|------------------------|---|--------------------|
| 2012                   | Prior version   | 8/3/2012           |
| B                      | Updated roles and responsibilities and website requirements | 5/2017             |