


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>Personnel</b>	<b>Procedure Number:</b>	<b>PE-10</b>
<b>Subject:</b>	<b>Building Operators Carrying Radios</b>	<b>Effective Date:</b>	<b>December 1992</b>
		<b>Revised Date:</b>	<b>November 2016</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>December 2019</b>

**Standard Operating Procedure**

All Building Operators will carry radios while on duty.

**Purpose**

To ensure that there is adequate communication between the Building Operators and the Engineers and the Campus Police office.

**Procedure**

1. All Building Operators will pick up a radio at their designated station at the beginning of each shift.
2. Each Building Operator will do an operational test of their radio at the beginning of each shift.
3. If the radio is malfunctioning, then it will be the Building Operator's responsibility to replace the radio and/or establish an alternate method of communication via telephone-pagers, etc.