

BOLLARD PROCEDURES

NEW BOLLARD INSTALLATION

A request for bollards must be approved by Landscape Services, Facilities Planning and Facilities Management prior to installation. Bollard locations may need prior consent of the Facilities Planning Committee or Landscape Services if they are to be located in sensitive areas. Funding must be provided prior to installation.

Bollard installation is processed and directed through Landscape Services via SAP work order.

REMOVABLE BOLLARDS

Approved personnel from the Fire Department, Facilities Planning, Facilities Management, Landscape Services, University Police Department, and Athletic Department will be issued keys to remove bollards as deemed necessary.

All key requests will be approved and issued through Facilities Management.

Persons removing or returning bollards are responsible for the well-being of the bollards and lids and ensuring they are correctly secured.

Bollards and lids must be secured at all times.

When bollards are removed for access, they must be properly stored in nearby bollard sleeves. Under no circumstances will bollards be left on the ground to become a trip hazard.

Parking & Transportation are responsible for removing and returning bollards at the following locations: (1) Quad (Entrance at Paris Yates Chapel); (2) Galtney-Lott Plaza (Both entrances); and (3) Library Annex. Questions or concerns regarding these areas must be addressed by Parking & Transportation.