

Facilities & Services Policies, Procedures, and Guidelines

**Purpose:** Because of the limited number of parking spaces around PPSB for F&S service vehicles and visitors, the use of these parking spaces must be restricted. This policy explains who may park in the lots surrounding PPSB.

**Owner:** Building Maintenance & Grounds

**Policy:** Employees may not park personal vehicles in designated shop parking spaces or within the PPSB compound without the appropriate parking permit. Employees should not use designated visitor parking spaces on the south side of PPSB. These are for guests to the facility.

**Exceptions:**

1. Since there is a lag time between hire dates and the ability for new employees to obtain a permanent parking permit, a temporary permit allowing the use of a lot space can be issued. The supervisor of the new employee should contact the Building Maintenance business office, 217-265-6566, to arrange for a permit. During times of greater need, temporary permit holders may be asked to park in another location.

**Violations and Responsibility:** Management personnel are expected to inform and remind employees of their responsibilities in complying with this policy. Employees who violate this policy may have their vehicle towed, and are subject to disciplinary actions, up to and including discharge.

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