

## College Operating Procedures (COP)



**Procedure Title:** Request for Information Log  
**Procedure Number:** 07-0717  
**Originating Department:** Facilities Planning & Management

**Specific Authority:**

Board Policy 6Hx6:1.02  
Florida Statute 1001.65  
Florida Administrative Code 6A-14.0261, State Requirement for Educational Facility (SREF)

**Procedure Actions:** Adopted: 06/09/09; 07/01/09

**Purpose Statement:** Florida SouthWestern State College will monitor and log Requests for Information in accordance with State Requirements for Educational Facilities

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**Guidelines:**

The College will monitor and log Requests for Information in accordance with State Requirements for Educational Facilities.

**Procedures:**

- I. The Department Business Manager will file all RFI's in a separate folder or binder in numerical order, as designated on the RFI.
- II. The RFI log will be maintained in the front of the folder/binder.
- III. The RFI documentation and log will be maintained together with the project files.