



Serenity Pines Policy

Effective Date: March 17, 2014

Approval: March 17, 2014;

Maintenance of Policy: Vice
President of Facilities Management

PURPOSE: Serenity Pines is dedicated to the memory of all members of the university community who have died while a student or an active member of the faculty or staff.

SCOPE: The Department of Facility Management is responsible for ensuring the upkeep of the commemorative leaves, fountain and landscaping.

POLICY:

1. Approval of the commemorative leaves for faculty or staff must be made by the office of Human Resources.
2. Approval of the commemorative leaves for students must be made by the Student Development Office.
3. Commemorative Leaves will consist of first and last name only.
4. Upon approval, the Facilities Management Department will order and oversee installation of all leaves.

REFERENCE DOCUMENTS:

POLICY HISTORY:

Approved in original form
March 17, 2014