



# WILLIAM & MARY

CHARTERED 1693

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## **DIRECTIVE 802**

**TITLE:** eBuilder Access Approval Process

**EFFECTIVE DATE:** January 6, 2020

**REVISION OF:** First Edition

### **I. Scope:**

This policy applies to all personnel requiring access to eBuilder.

### **II. Purpose:**

To establish a procedure for granting access (full or limited) to eBuilder.

### **III. Policy:**

The Facilities Projects Procurement Manager (FPPM) position within Facilities Planning Design and Construction (FPDC) controls the allocation of eBuilder licenses on behalf of FPDC. This position shall re-assign licenses as necessary to support ongoing operations.

Requests for eBuilder access shall be submitted to the FPPM via telephone (757-221-2201) or email [jrodriguez01@wm.edu](mailto:jrodriguez01@wm.edu).

The FPPM shall recommend the level and extent of access associated with each request to the Director, FPDC.

The Director, FPDC shall review all requests and approve/disapprove as appropriate.

### **IV. Approval, amendment, and guidance:**

This policy was approved by the Associate Vice President of Facilities Management. The Director of FPDC interprets this policy and is directed to review this policy periodically to ensure continued effectiveness.

Van Dobson, P.E.  
Associate Vice President  
Facilities Management