

4. Emergency Services
 - a) Burglar Alarm System: A burglar alarm system shall be installed and maintained under the direction of the Chief Safety and Compliance Officer, in consultation with the University's Police Services.
 - b) Fire Alarm System: The residence will have a fire alarm system installed and maintained under the direction of the University Fire Marshal.
 5. Telephone, Network and Cable Services
 - a) Telephone and network services at the residence will be provided by and through the University's Enterprise Technology Services. The President will be furnished one line for University business and one line for personal business. The charges associated with the latter will be paid by the President.
 - b) The President may obtain cable television and high-speed internet services at the President's own expense.
 6. The University will provide routine housekeeping services for the residence at the University's expense.
 7. Annual accounting: The Chief Internal Auditor shall annually provide a report to the Audit Committee of the Board of Trustees addressing all expenses incurred by the University related to the general maintenance and operations of the residence.
- B. Insurance on building and contents: University Risk Management is responsible for maintaining commercially reasonable insurance coverage on the residence and University-owned contents. University property may include china, silver, silverware, utensils, linens, moveable kitchen equipment, and fixtures. University-purchased coverage will also be maintained with respect to any University-owned or leased art collection temporarily displayed in the residence. The Office of the President is responsible for maintaining a physical inventory of University-

Training/Education

Training will be provided on an as-needed basis as determined by the Approval Authority or the Responsible Official.

About This Procedure

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| Responsible Official: | Vice President for Finance and Administration | Approval Authority: | Vice President for Finance and Administration |
| Affiliated Policy Number(s): | None | Effective Date: | November 18, 2013 |

Revision History:

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