

2006-2007 :: Facilities Management

1. Mission Statement:

The Mission of Facilities Management is to provide an environment conducive to the University's teaching, research and public service objectives. Facilities Management will provide a pleasant environment for the day-to-day activities of faculty, staff and students. This will be done in an efficient and cost effective manner in order to protect the assets of the citizens of Texas.

2. Objectives:

2.1 EMS: Improve Berkner & ECS buildings exhaust air quality: Air quality will be improved by replacing all four air handling units and installing new exhaust ducts in the labs. Air quality studies indicated that fumes from chemicals used in the building were not being dissipated properly. 35% of the contaminated air was returning into the building and 65% of the exhaust was being transferred to the surrounding building's air intakes. Engineering and Computer Sciences building was taking in the majority of the contamination.

2.1.1 Related Strategic Plan Item(s): IV-2 Energy and the Environment; V-2 Enhanced Quality of Life

2.1.2 Related Institutional Priority Item(s): COM-3 Sustain Progress toward Tier One Status in terms of programs, research and faculty quality

2.2 Callier: Replace Submersible Pumps: Replace submersible pumps with better quality "above" ground pumps.

2.3 Custodial: Cleaning High-Rise Windows:

Custodial: Goal was to begin cleaning the high-rise windows on some of the buildings at UTD.

2.4 Building Maint: Work Order Process:

Improve the efficiency of the work order process by providing training on the work order system to the foremen, standardizing the work order process, using problem codes consistently, organizing into trade shops, and increasing the skills/licenses of building maintenance staff.

2.5 Callier: Upgrade Building Lighting:

Callier Center lighting will be upgraded to improve visibility and lower energy costs via replacement of F-40 lamps and ballasts with T-8 lamps and electronic ballasts.

2.6 Business Office (FM Stores): Improve Purchasing: Reduce number of times that the Stores inventory is out-of-stock on regularly stocked items by evaluating inventory quantities and revising purchasing practices.

3. Measures & Findings:

3.1 Report on EMS to improve Berkner and ECS buildings exhaust air quality.: Exhaust system was relocated to the NW corner of Berkner and pipes raised to diffuse air away from ECS North air intakes.

3.1.1 Assessment Timeframe: August 07

3.1.2 Success Criteria:

Installed 5 new HVAC units and exhaust system on Berkner Bldg Hired outside contractor to balance and test lab areas throughout the building to insure air quality is established.

3.1.3 Related Objective(s): EMS: Improve Berkner & ECS buildings exhaust air quality

3.2 EMS: Improve Berkner & ECS North buildings exhaust air quality: Conduct Air Quality testing

3.2.1 Assessment Timeframe: August 07

3.2.2 Success Criteria: Bring air quality to within industry standards in both the Berkner and ECS buildings.

3.2.3 Related Objective(s): EMS: Improve Berkner & ECS buildings exhaust air quality

3.3 Report on Replace Submersible Pumps in Callier Center: New pumps out performing the old system. With the old system, the pumps were replaced twice in 18 months.

3.3.1 Assessment Timeframe: August 07

3.3.2 Success Criteria:

Replace submersible pumps with above ground pumps that can be maintained and repaired instead of replacing them.

3.3.3 Related Objective(s): Callier: Replace Submersible Pumps

3.3.4 Influencing Factors: Short of Personnel

3.3.5 Achievement Level: Not Met

3.3.6 Further Action: Yes

3.4 Custodial: Cleaning High-Rise Windows Survey: Window cleaning was requested for AD/MP, JO, FN, SU, MC, WSTC, NSERL There is a survey for the cleaning process.

3.4.1 Assessment Timeframe: Quarterly

3.4.2 Success Criteria:

The work was performed by professional window cleaning contractors. The majority of the windows looked 85% better in appearance.

3.4.3 Related Objective(s): Custodial: Cleaning High-Rise Windows

3.5 Building Maint: Work Order Process-Audit: Work order process follow-up audit by the Internal Audit Office

3.5.1 Assessment Timeframe: Once a year

3.5.2 Success Criteria: All previous audit recommendations addressed.

3.5.3 Related Objective(s): Building Maint: Work Order Process

3.6 Building Maint: Work Order Process-Customers: Tracking of customer complaints regarding work orders (tracked via a log or emails).

3.6.1 Assessment Timeframe: Quarterly

3.6.2 Success Criteria:

Reduction in customer complaints received by the maintenance superintendent, comparing the current quarter to previous quarters.

3.6.3 Related Objective(s): Building Maint: Work Order Process

3.7 Building Maint: Work Order Process-Software Report: Work Order Process-Software Report

3.7.1 Assessment Timeframe: August 2007

3.7.2 Success Criteria: Upgrading current work order system to Facility Max to include all modules available.

3.7.3 Related Objective(s): Building Maint: Work Order Process

3.8 Callier: Upgrade Building Lighting-Survey: Callier: Upgrade Building Lighting-Survey Use green leaf light meter.

3.8.1 Assessment Timeframe: yearly

3.8.2 Success Criteria:

Lighting levels within industry standards of at least 70 foot candles Lighting Survey 30% complete

3.8.3 Related Objective(s): Callier: Upgrade Building Lighting

3.8.4 Influencing Factors: Personnel Shortage

3.8.5 Achievement Level: Partially Met

3.8.6 Further Action: Yes

3.9 Callier: Upgrade Building Lighting-Inventory Costs: Evaluation of inventory costs for ballasts and lamps. Survey must be completed before the Inventory costs can be evaluated.

3.9.1 Assessment Timeframe: August 07

3.9.2 Success Criteria: Reduce cost as compared to the prior two years.

3.9.3 Related Objective(s): Callier: Upgrade Building Lighting

3.9.4 Influencing Factors: Personnel Shortage

3.9.5 Achievement Level: Not Met

3.9.6 Further Action: Yes

3.10 Callier: Upgrade Building Lighting-Personnel Time: Evaluation of personnel time on lamping work orders. Survey must be completed before the Inventory costs & personnel time can be evaluated.

3.10.1 Assessment Timeframe: August 07

3.10.2 Success Criteria:

Reduction in personnel time spent on lamping work orders as compared to the prior two years.

3.10.3 Related Objective(s): Callier: Upgrade Building Lighting

3.10.4 Influencing Factors: Personnel Shortage

3.10.5 Achievement Level: Not Met

3.10.6 Further Action: Yes

3.11 Business Office (FM Stores): Improve Purchasing: Track (via a log and visual) number stock item So, the stock is available when requested.

3.11.1 Assessment Timeframe: Monthly

3.11.2 Success Criteria: Keeping the stock item available

3.11.3 Related Objective(s): Business Office (FM Stores): Improve Purchasing

3.11.4 Results Related To Success Criteria: Delivery time for stock items was reduced from an average of 5 days to 2 or 3 days, sometimes even less, depending on the materials and vendor.

3.11.5 Influencing Factors: Reliable vendors

3.11.6 Achievement Level: Partially Met

3.11.7 Further Action: Yes

3.12 Training for Work Order Process-Software: Training done by the software company

3.12.1 Assessment Timeframe: August 07

3.12.2 Success Criteria: All of the facilities management staff trained

3.12.3 Related Objective(s): Building Maint: Work Order Process

5. Closing the Loop:

6. Analysis:

7. Report: