

2005-2006 :: 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 building exhaust air quality: EMS: Improve Berkner building 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 Student Related Objective: Yes - This is a student related objective.

2.2 Callier: Replace Submergible Pumps: Replace submergible 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 Air Quality Test: Conduct Air Quality testing

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

3.1.2 Related Objective(s): EMS: Improve Berkner building exhaust air quality

3.1.3 Results Related To Success Criteria:

Moved exhaust to the northwest corner of Berkner. Installed a new exhaust system, along with raising the stacks.

3.1.4 Achievement Level: Met

3.1.5 Further Action: No

3.2 Callier: Replace Submergible Pumps:

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

3.2.1 Success Criteria:

New pumps out performing the old system. With the old system, the pumps were replaced twice in 18 months.

3.2.2 Related Objective(s): Callier: Replace Submergible Pumps

3.2.3 Results Related To Success Criteria: At this time unknown.

3.2.4 Achievement Level: Partially Met

3.2.5 Further Action: Yes

3.3 Custodial: Cleaning High-Rise Windows: Window cleaning was requested for AD/MP, JO, FN, SU, MC and WSTC.

3.3.1 Success Criteria:

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

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

3.3.3 Results Related To Success Criteria:

Our findings were that all the 3rd and 4th floor windows were in terrible shape.

3.3.4 Achievement Level: Partially Met

3.3.5 Further Action: Yes

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

3.4.1 Success Criteria: All previous audit recommendations addressed.

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

3.4.3 Results Related To Success Criteria: We need to move to an updated system which we have purchased. We need much better training at all levels and routine refresher courses.

3.4.4 Achievement Level: Partially Met

3.4.5 Further Action: Yes

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

3.5.1 Success Criteria:

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

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

3.5.3 Results Related To Success Criteria:

We have received less complaints by immediately responding to a customer with a work order number and decreasing our response time.

3.5.4 Achievement Level: Partially Met

3.5.5 Further Action: Yes

3.6 Callier: Upgrade Building Lighting-Survey: Lighting Survey

3.6.1 Success Criteria: Lighting levels within industry standards of at least 70 foot candles

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

3.6.3 Results Related To Success Criteria:

Average of 75 foot candles on T-8 lighting. More foot candles with same number of fixtures.

3.6.4 Achievement Level: Partially Met

3.6.5 Further Action: Yes

3.7 Callier: Upgrade Building Lighting-Inventory Costs: Evaluation of inventory costs for ballasts and lamps

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

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

3.7.3 Results Related To Success Criteria: Pending

3.7.4 Achievement Level: Partially Met

3.7.5 Further Action: Yes

3.8 Callier: Upgrade Building Lighting-Personnel Time: Evaluation of personnel time on lamping work orders.

3.8.1 Success Criteria:

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

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

3.8.3 Results Related To Success Criteria: 1/2 the time on T-8 lamps compared to F-40 lamps.

3.8.4 Achievement Level: Partially Met

3.8.5 Further Action: Yes

3.9 Business Office (FM Stores): Improve Purchasing: Track (via a log) number of times a stock item is not available when requested, therefore causing a delay in completing a work order.

3.9.1 Success Criteria: Overall reduction in number of times a stock item is not available when requested.

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

3.9.3 Results Related To Success Criteria:

We reduce the amount of materials not available in stock at request 80%, increasing min/max qty. and cycle counts

parts,before ordering (Inventory Controls).

3.9.4 Achievement Level: Partially Met

3.9.5 Further Action: Yes

5. Closing the Loop:

5.1 Air Quality Testing:

Upon completion of the Berkner project, conduct air quality testing both interior and exterior in both the Berkner and ECS Buildings.

5.1.1 Related Objective(s): EMS: Improve Berkner building exhaust air quality

5.1.2 Related Measure(s): Air Quality Test

5.1.3 Responsible Person: EH&S

5.1.4 Target Date: 1ST quarter FY07

5.1.5 Priority: Low Priority

5.2 Check New Pump System Monthly:

After completion of project, check new system monthly for two years and compare to old system.

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

5.2.2 Related Measure(s): Callier: Replace Submersible Pumps

5.2.3 Responsible Person: Callier Maintenance

5.2.4 Target Date: Project completion projected for 3/1/07.

5.2.5 Priority: High Priority

5.3 Cleaning High-Rise Windows: We need to develop a window cleaning budget for all the windows at UTD.

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

5.3.2 Related Measure(s): Custodial: Cleaning High-Rise Windows

5.3.3 Responsible Person: Custodial

5.3.4 Target Date: Cleaning began on 9/5/06 and will continue in FY07

5.3.5 Priority: Medium Priority

5.4 Building Maint: Work Order Process-Audit: Install new work order system.

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

5.4.2 Related Measure(s): Building Maint: Work Order Process-Audit

5.4.3 Responsible Person: Monnie Cates

5.4.4 Target Date: August 2007

5.4.5 Priority: Medium Priority

5.5 Building Maint: Work Order Process-Customers: Document training received, document number of complaints received and review complaints regularly.

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

5.5.2 Related Measure(s): Building Maint: Work Order Process-Customers

5.5.3 Responsible Person: Monnie Cates

5.5.4 Target Date: Ongoing

5.5.5 Priority: Medium Priority

5.6 Callier: Upgrade Building Lighting-Survey: Callier lighting upgrade to be completed.

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

5.6.2 Related Measure(s): Callier: Upgrade Building Lighting-Survey

5.6.3 Responsible Person: Callier Maintenance

5.6.4 Target Date: Unknown at this time.

5.6.5 Priority: Medium Priority**5.7 Callier: Upgrade Building Lighting-Inventory Cost:** Evaluation of inventory costs to upgrade building lighting.**5.7.1 Related Objective(s):** Callier: Upgrade Building Lighting**5.7.2 Related Measure(s):** Callier: Upgrade Building Lighting-Inventory Costs**5.7.3 Responsible Person:** Callier Maintenance**5.7.4 Target Date:** First quarter of FY07**5.7.5 Priority:** Medium Priority**5.8 Callier: Upgrade Building Lighting-Personnel Time:** Evaluation of personnel time.**5.8.1 Related Objective(s):** Callier: Upgrade Building Lighting**5.8.2 Related Measure(s):** Callier: Upgrade Building Lighting-Personnel Time**5.8.3 Responsible Person:** Callier Maintenance**5.8.4 Target Date:** First quarter of FY07**5.8.5 Priority:** Medium Priority**5.9 Business Office(FM Stores): Improve Purchasing:** Improve performance from last year to achieve 100%**5.9.1 Related Objective(s):** Business Office (FM Stores): Improve Purchasing**5.9.2 Related Measure(s):** Business Office (FM Stores): Improve Purchasing**5.9.3 Responsible Person:** Facilities Management Stores Supervisor**5.9.4 Target Date:** FY07**5.9.5 Priority:** High Priority**6. Analysis:****6.1 Program/Unit Strengths:****6.1.1 Objectives/Outcomes Exceeded or Met:**

Unfortunately, the project is behind schedule and the work will not be completed until the 3rd quarter FY07. Therefore no air quality study can be initiated.

6.2 Program / Unit Weaknesses:**6.2.1 Objectives / Outcomes Partially or Not Met:** Upon completion of the project an air quality study will be conducted.**7. Report:****7.1 Executive Summary:**

Berkner project is behind schedule. It should be completed during the second quarter of FY07. Upon completion an air quality study will be conducted to varify that the air quality in Berkner and ECS has been brought within industry standards.

7.2 Top 3 Program/Unit Accomplishments: Upgrading the Berkner HVAC system.**7.3 Research Activities or Publications:** Improving air quality in chemistry and engineering research laboratories.**7.4 Instructional/Training Activities (presented or received):** N/A**7.5 Public Service:** N/A**7.6 Other External Activities:** N/A**7.7 Contributions to UTD:**

Improvement to the environment quality in our key Science and Engineering teaching / research facilities.

7.8 Top 3 Program / Unit Challenges: Completing major repairs in an occupied facility.