

# **The University of Texas at Dallas**

## **Physical Plant Peer Review**

**October 2005**

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## **Introduction**

The University of Texas at Dallas, a young, dynamic research institution on the cutting edge of science, technology, medicine, business and the arts.

Starting as a research institute -- and later developing graduate and undergraduate programs -- UTD provides a unique learning environment. It is host to seven schools, offers an array of interdisciplinary degree programs, and features a student population as diverse as its areas of study.

Since its inception in 1961 as the Graduate Research Center of the Southwest, an outgrowth of technology giant Texas Instruments, UTD fosters a strong tradition of academic excellence. UTD became part of the UT System in 1969, offered only graduate degrees until 1975, and admitted its first freshman class in 1990. Today, it ranks at or near the top in the number of computer science degrees awarded each year in the United States.

With a current enrollment of more than 14,000 students and a world-class faculty that includes two Nobel laureates, UTD aims to provide Texas and the nation with the benefits of educational and research programs of the highest quality. By merging theory with practice in classrooms and at the university's 29 research centers, the university challenges curious minds to find the answers to their questions.

The UTD campus continues to grow, breaking ground in 2004 on an \$85 million, state-of-the-art Natural Science and Engineering Research Building, fueling UTD's drive to become a "tier one" academic research institution. The 25-year campus master plan, which was recently approved, details a slate of new projects scheduled through the year 2027.

The University of Texas at Dallas is in transition. President Dr. David Daniels was appointed on June 1, 2005, by the Board of Regents, and Dr. Larry Terry, Executive Vice Provost for Academic Affairs and Professor of Public Administration, was appointed to Interim Vice President for Business Affairs on May 1, 2005. The new administration recognizes the need to evaluate certain business operations and to make changes where necessary in order to elevate campus support services to a level that better aligns with the increasing stature of the university.

In September 2005 Jody Nelsen, Associate Vice President for Business Affairs, lead the effort to assemble a Peer Review Team to evaluate Physical Plant operations. The Peer Review Team was formed by the end of September and consisted of the following facility professionals.

John Hall (chair), Vice President for Administration and Campus Operations  
The University of Texas at Arlington

Greg McNicol, Associate Vice President for Finance and Administration  
The University of Texas at El Paso

Kirby Vahle, Vice President for Facilities Management  
The University of Texas Southwestern Medical Center - Dallas

The specific issues the university requested be addressed during the Peer Review included the following.

1. Current Organizational Structure
2. Proposed Organizational Structure
3. Level of Funding Compared to Responsibilities
4. Physical Plant Facilities
5. Central Energy Plant (operated in-house vs. outside contractor)
6. Work Order System
7. Physical Plant Billing
8. Relationship with Customers
  - a. Time to complete jobs
  - b. Cost of jobs
  - c. Communication with customers
  - d. Is billing timely and easy to understand
9. Energy Conservation Program

The Peer Review Team conducted its review of the Physical Plant on October 27-28, 2005, (see Appendix A for Agenda), and its report follows. The Peer Review Team would like to thank Dr. Larry Terry, Ms. Jody Nelsen, and Mr. Del Overstreet, Director of Physical Plant, and his staff for the hospitality provided to the Team while on campus.

### **Current and Proposed Organizational Structure**

The current and proposed organizational structure as provided to the team by the Physical Plant is included in Appendix B of this report. The Physical Plant is not currently organized by shop or trade, as is typical with most physical plant operations. However, the proposed organizational structure is aligned more in this fashion.

In reviewing both organizational structures, the team made the following observations.

- With the growth that has occurred at UTD, and the planned future growth, organizing the Physical Plant into specific trades or shops will strengthen the organization with more skilled workers capable of maintaining complex electrical systems, HVAC systems and controls, and ensure a higher quality of work from the building trades. Employee morale, which seemed generally good with the people we interviewed, will improve especially at the shop level with a shop or trade configuration.
- The organizational structure must remain relatively “flat” in order to push as many resources as possible into the shops. The current and proposed structure has too tight of control (i.e. too many supervisory layers....see Key Shop as one example). A flatter organization will also ensure effective communication throughout the organization.
- The Grounds Maintenance area should be examined further and thought given to the elimination of a supervisory position such that all workers report to one supervisor allowing the supervisor more flexibility in allocating resources to the entire campus.
- The Architecture / Engineering Section (hereinafter referred to as Design / Construction) should consider the use of continual delivery A&E agreements with outside firms to ensure a timely response to renovation demands and design requirements. The use of 3<sup>rd</sup> party A&E firms will allow for proper code review concerning such issues as fire and life safety and ADA/TAS. If the university elects to utilize in-house design services for selected projects, the team recommends that a design review by Environmental Health and Safety be performed to ensure compliance with Fire and Life Safety Codes.
- Staffing levels should be re-examined as new buildings come on-line to ensure a proper level of maintenance is achieved.
- The continued use of Job Order Contractors (JOC's) is encouraged as well to respond to renovation requests in a more timely fashion, and to ensure that existing maintenance staff focus on routine maintenance and preventive maintenance issues. The use of JOC's will also ensure that all jobs are fully-costed for accounting purposes, placing less reliance on Physical Plant personnel to track all job-related costs which can become an administrative burden.

- The current organizational structure includes eight (8) Utility Station Operators. It is assumed that these positions are all in the CDAS group working on the energy management software system. However, eight positions seems high for this function, and since the maintenance and operation of the energy plant is currently contracted to Win-Sam, the Review Team recommends that a job audit of these positions be performed to confirm the positions are properly classified and that staffing levels are appropriate.
- Within Business Services, either an existing position, or a new position needs to be created, to provide proper contract administration oversight. For example, during the interviews with various Physical Plant employees, it became evident that there was a general lack of knowledge with regards to the terms of the Win-Sam contract for the maintenance and operations of the Central Energy Plant.

The Peer Review Team, after taking into consideration the current and proposed organizational charts, and after having made these observations, recommends that the University employ the organizational structure found in Appendix C of this report. This proposed structure will achieve the requirement to organize the Physical Plant by shop or trade, and also places such activity as Central Data Acquisition Systems (CDAS), HVAC, Thermal Plant, and Energy Manager into one Utility Maintenance section which is a better alignment of resources and allows “like” knowledge and expertise to be shared for proper maintenance of the complex electrical systems and HVAC systems and controls noted earlier.

The team’s recommended organizational chart also separates the function of the energy management system from the work order system; both of these are currently considered within CDAS. The purpose of this separation is the fact that the work order system requires additional “business oversight” and is therefore better placed within Business Services. The team understands that the current employee in the Accountant III position will be transferring to the University’s Budget Office in approximately two weeks and recommends that the replacement have a strong business, accounting and managerial background.

Concerning the University’s recycling program, for such programs to be economically feasible, the program must be supported and coordinated university-wide. In addition, the program must have strong advocates within custodial, grounds, automotive, central receiving, food service and EH&S. At many universities, the recycling committee is formed as the “Presidents Recycling Committee” to ensure the proper “tone at the top” is in place. The University should consider applying for external grants to assist with the program as such funds are available and can be used to offset much of the start-up costs of such programs (i.e. recycling containers, etc.).

Finally, within Grounds Maintenance, there currently exists a Plant Production section that appears to be a cost-effective operation. In the future, and in accordance with the Campus Master Plan, should this operation be required to be re-located, an analysis

should be performed to ensure this operation remains cost effective. This analysis should include a full-costing approach taking into consideration not only labor and material cost, but also building and utility costs.

### **Level of Funding (Budget)**

The FY 2006 operating budget for the Physical Plant totals \$10,198,337 which represents a budget reduction of approximately 2.07% when compared to FY 2005. Included in the operating budget is the budget for purchased utilities which totals \$4,586,899. The University has approximately 1,553,800 square feet of Educational and General (E&G) space. The FY 2006 budget on a square footage basis is the following.

Operating Budget:	\$ 5,611,438 / 1,533,800 sf = \$3.65/sf
Purchased Utilities Budget:	\$ 4,586,899 / 1,533,800 sf = \$2.99/sf
Total Operating Budget:	\$10,198,337 / 1,533,800 sf = \$6.64/sf

The level of funding for plant operations is appropriate, however, given the sharp rise in fuel cost, the University must examine the purchased utilities budget closely throughout the fiscal year, as in all likelihood, the purchased utilities budget will require an additional allocation. In examining the budget by area of responsibility, the following observations were made by the Peer Review Team.

- Much of the custodial services requirements are outsourced resulting in a cost of \$0.72/sf which is within industry norm. The University must decide if the level of cleanliness is meeting expectations at this level of funding. All required paper goods and products are provided by the university and are included in this budget. The Physical Plant is in the process obtaining new bids for custodial services which might impact the current budget. Provided the university is pleased with the level of cleanliness and responsiveness by contracting out such services, it is recommended that the university continue contracting out this service as it is generally more advantageous to do so from a budgeting perspective.
- The budget for plant support services appears high given the current size of the Physical Plant operation. It is recommended that this budget be reviewed still further to determine if the budget is overstated. If so, it is recommended that the excess funds be moved to building maintenance to provide needed funding for deferred maintenance.
- While the operating budget appears to be appropriate, funding for deferred maintenance and capital renewal is currently insufficient. Industry standard is to fund capital renewal at 2%-3% of building replacement value on an annual basis. The University should consider additional

funding from designated tuition, LERR, PUF, and S-T equipment debt financing through UT System Office of Finance.

- As noted above, the purchased utilities budget should be re-examined for the current fiscal year (increase in fuel costs), and even more importantly, for FY 2007. The current contract with Constellation New Energy expires in November 2006. This contract is an aggregated-load arrangement with four other UT institutions for the procurement of electricity and has a very favorable fixed rate of \$0.058/Kwh. The current market rate is approximately \$0.12/Kwh, and assuming fuel costs remain inflated, the institution can expect to see an electrical cost increase by as much as \$3.2 million (this assumes purchased cost for electricity 70% of the total budget) in FY 2007.
- Given the large amount of open spaces on the campus, the university should consider outsourcing grounds maintenance for these areas as a cost savings initiative. It is recommended that any savings resulting from this arrangement be re-directed to building maintenance for addressing deferred maintenance projects.
- Examine the possibility of including the cost for design services in with the renovation budget to fully cost jobs and to reimburse Physical Plant for non-funded campus support. This will require the updating of Page G1-150.1 in the Administrative Policies and Procedures Manual.
- Recommend the review and audit of the services account by the Office of Internal Audit to ensure proper accounting controls are in place and to ensure that billable work orders are treated in accordance with generally accepted accounting practices. In addition, actual labor hours and actual labor rates (versus one labor rate for all services), to include fringes, should be employed. Finally, recommend that overhead be charged per billable work order at a rate of 5% to 10% to account for equipment depreciation, indirect labor costs, and vacation & sick leave accruals.
- The Peer Review Team recommends that the Physical Plant be a resource to the Tuition Review Committee. When setting tuition rates for future periods, any significant budget items (purchased utilities, deferred maintenance, etc.) should be taken into consideration.



### **Physical Plant Facilities**

The building that houses the Physical Plant Administration seems to serve the department reasonably well. However, the physical condition of many of the shops and warehouse spaces is well below acceptable standards. It is the recommendation of the Peer Review Team that all existing shop buildings and warehouses be inspected to ensure compliance with OSHA, environmental rules and regulations, as well as to ensure compliance with fire and life safety codes.

Long-term, it is the recommendation of the team that the Physical Plant (administrative offices, shops and warehouse facilities) be re-located elsewhere on the campus. In reviewing the Campus Master Plan, it is apparent that a Facilities Management Center is planned to the east of Floyd Road on the north side of the campus. This Center should be programmed and designed to house all physical plant operations to ensure a greater degree of operational efficiencies are achieved. It will be important to create an acceptable buffer (i.e. attractive fencing and landscaping) between the proposed Facilities Management Center and the existing residential community.

There is a portion of the physical plant facilities that is referred to as the “ghetto”. The University should place the removal of these facilities high on the priority list (currently, there are no facility demolition projects reported on the MP-2 Report submitted to the Coordinating Board). These facilities will certainly detract from the Natural Science and Engineering Research Building once completed given their location between this new building and the campus core.

Finally, if the university moves forward with the proposed Energy Performance Contract (addressed later in this report), and more specifically, includes in the project an electrical substation and distribution system, it appears the best location to connect to the local power company’s infrastructure is to the north of the campus. Consideration needs to be given to the physical relationship between the electrical substation and the Facilities Management Center.

### Central Energy Plant

The Central Energy Plant was constructed in 1973, contains 12,024 square feet, and adds over \$9,215,000 to the capital investment of the facilities inventory. Initially, the University contracted with Win-Sam to construct, own, operate and manage the plant. In 1980, the University elected to purchase the leasehold improvements from Win-Sam, but continued to contract-out the maintenance and operations of the plant to this same company. The current agreement has an effective date of May 11, 2000, expiration date of May 10, 2005, and two successive five year renewals making it possible to extend the agreement through May 10, 2015. The Peer Review Team was not provided any documents renewing the contract beyond May 10, 2005, however it is apparent the University has made such election.

The major pieces of equipment in the Central Energy Plant include the following.

#1 Chiller	1,000 ton York O&M manufactured in 1973
#2 Chiller	2,000 ton York O&M manufactured in 1973
#3 Chiller	3,000 ton York O&M manufactured in 1979
#4 Chiller	2,000 ton York YK manufactured in 2003
#5 Chiller	525 ton York YT manufactured in 1988
#1 Boiler	25,000 lb/hr manufactured in 1973
#2 Boiler	6,000 lb/hr manufactured in 1973
#3 Boiler	4,500 lb/hr manufactured in 1979

As is evident, much of this equipment is 30+ years old and with an expected life-cycle of approximately 25 years, will need to be replaced in the near future. It should be noted; chiller #2 has had 92 tubes plugged and has additional leaks that are in the process of being repaired. This action, while necessary, reduces the chillers operating capacity. Chiller #2 also requires R-12 coolant which is no longer being produced (EPA) and therefore is difficult to find and is also very expensive. This chiller is also a steam-driven unit which is not cost effective to run given the sharp rise in natural gas prices.

The question the University has posed to the Peer Review Team is whether or not the University should continue to contract-out the operations and maintenance of the Central Energy Plant, or whether they should manage this operation with in-house personnel. The team's initial observations in this regard are the following.

- Examine existing contract with Win-Sam to determine options for equipment replacement in the energy plant. Newer equipment should be less maintenance intensive, so options might exist for re-negotiating the contract.

- Determine options with Win-Sam for moving to an automated approach in the plant...this too should improve upon operational efficiencies and also lead to utility savings. (See Exhibit A, Page 31).
- If Win-Sam is not interested in “partnering” to achieve such initiatives, consideration should be given to terminating the contract and operating the plant with in-house personnel.
- Take advantage of the existing audit/inspection option (Section V.), in the contract to ensure Win-Sam is maintaining equipment in plant in accordance with industry standards.
- There appears to be no incentive in existing contract for Win-Sam to replace equipment that might ensure operations reliability, and provide utility savings to the institution. If the contract is re-negotiated, ensure that such provision is included in the revised / amended agreement.
- The property and equipment insurance provisions in contract with Win-Sam should be examined and reconciled with coverage available through UT System and the Comprehensive Property Protection Program (also includes boiler and machinery coverage). Additional cost savings could result either through the contract with Win-Sam, or via the insurance premiums paid to UT System on the property coverage.
- The Peer Review Team recommends that UT Dallas appoint an engineering firm to assist with the comparative analysis between maintaining the contract with Win-Sam or operating the plant with in-house personnel. The results of the maintenance inspection mentioned previously should be shared with the engineering firm and taken into consideration when making this election. In addition, equipment replacement / renewal should also be included in this analysis, as well as the cost to maintain the equipment thereafter. The proposed Energy Performance Contract (addressed later in this report) might also dictate which option (contracted versus in-house) is most advantageous to the institution.
- Physical Plant must be supported in their recommendations concerning equipment procurement for the Central Energy Plant. It is the Peer Review Teams understanding that the recent chiller installation to support the National Science Engineering Research Building (NSERB) is not an energy efficient, variable drive unit, although this is what physical plant personnel recommended. We also understand that the Physical Plant recommended the installation of a plate frame heat exchanger during the planning phase for the NSERB, however this energy conservation measure was also not acted upon. The Team is unclear how these two developments took place and recommends the institution have additional discussions with OFPC to obtain a clear reading related to this matter.

Finally, given the age of the equipment in the Central Energy Plant, the planned growth of the campus over the next 20 to 25 years (See Campus Master Plan), and the opportunities available to the institution through an energy performance contract, now is the opportune time to determine whether to manage and operate the plant with in-house

personnel, or continue to contract-out such services. An engineering firm with strong knowledge and experience of plant operations should be appointed to examine this matter further. A global or holistic approach must be employed as this election is too important to the institution, long-term, not to be done properly.

### **Work Order System and Physical Plant Billing**

The current work order system utilized in the Physical Plant is Facility Focus, a client-server based system. However, the facility staff is considering moving away from Facility Focus to Facility Max, a web-based system. The University is also in the process of implementing Banner 7.0, a web-based system for the university's accounting, financial reporting, and human resource system requirements.

While more research is required, it appears as though there might be advantages of using the same platform for the work order system as the University's accounting system. For example, the ability to encumber funds once a project is approved is a distinct advantage over the current system and will ensure the availability of funds when the project is completed and closed-out. In addition, the ability to automate the transfer of funds would be an improvement over current accounting procedures.

The Peer Review Team's initial observations related to work order system discussions are the following.

- Moving to a web-based system appears appropriate as it will enhance services to campus community. For example, campus departments will be able to enter work requests on-line, and track the progress of their work request from shop assignment to completion.
- Much care and attention should be given to the integration between the Banner System and Facility Max. This appears to be unproven ground between these two vendors.
- The Physical Plant should minimize user requested installation changes or "customizations" to Facility Max. to ensure compatibility with future releases, and to minimize conversion cost of future releases.
- Recommend that someone verify or confirm the cost to migrate to Facility Max as it is not uncommon for such costs to range between \$75,000 and \$100,000. It is our understanding that the Physical Plant is estimating the migration cost to be closer to \$50,000.
- As noted above under Organizational Structure, the work order system should be moved out of the CDAS group and moved to Business Services to ensure a business approach is employed in evaluating the current system and the cost/benefits moving to Facility Max., taking into consideration the other needs in the Physical Plant and funding priorities.

Prior to the Peer Review Team's visit, the Physical Plant provided copies of the Work Requests Report to the team that included requests submitted in August and September 2005. In reviewing these reports, it became apparent that a procedure needs to be developed to prioritize work requests so that safety related work requests are addressed in a more timely manner. For example, in some cases, safety related work requests took 15 days to be addressed.

As noted above under Level of Funding (Budget), for billable work orders, individual labor rates should be used versus a single labor rate. In addition, a 5% to 10% overhead rate should be added to billable work for equipment depreciation, vacation and sick leave accruals, and indirect labor cost.

As soon as the responsibility for the work order system is moved to Business Services, a procedure should be developed for ensuring the closing out of work orders in a timely fashion. In addition, the new procedure should stipulate that all funds transfer for billable work orders will be processed within five business days after the work request is completed. It is the recommendation of the Peer Review Team that pages G1-150.0 and G1-150.1 of the Administrative Policies and Procedures Manual be updated as well to reflect these new procedures. When updating these policies and procedures, it is recommended that additional clarity be included for what constitutes institutional services, and what makes up departmental services. This should also include auxiliary enterprise services.

Finally, the Physical Plant has been billing the Auxiliary Enterprises for purchased utilities on a square footage basis. However, with the installation of meters and fully utilizing the energy management system, the Physical Plant is moving toward billing the auxiliaries for purchased utilities based upon actual consumption and actual monthly, unit cost for each commodity. The Peer Review Team recommends that the Physical Plant continue installing the necessary meters such that all purchased utilities are billed out monthly to the auxiliaries based on actual consumption and cost data.

### **Relationship with Customers**

The University's Administration requested that the Peer Review Team focus on issues such as time to complete jobs, cost of jobs, communication with customers, and the timeliness of billing and its clarity. Given the time constraints of the team's visit, an in-depth review and analysis of related reports and interviews with customers was not possible. The Physical Plant did share with the team a recent survey that was administered between October 18, 2005 and October 26, 2005. The survey was distributed to 100 individuals that had submitted work requests in the past. By the time

of the team's visit, the Physical Plant had received responses from 44 individuals. The survey results are included in Appendix D.

Generally speaking the survey results were very positive. Eighty-four percent (84%) of the respondents indicated that the work began promptly and 91.9% said that the work was completed in a timely manner. With regards to communication, 95.5% of the respondents indicated success in their success in submitting work requests by e-mail, and 69% of the respondents indicated that communication was either excellent or good, with another 27% stating that communication was fair. Sixty-four percent (64%) of the respondents indicated that the billing was timely and easy to understand, and 73% stated that the amount charged for the work completed was appropriate. Finally, the survey requested that respondents provide any suggestions that might help the department serve the campus in better fashion. The majority of these responses indicated a need for better communication with regards to status of work requests. There were also a few responses concerning the length of time for work requests to be completed and a possible coordination issues with regards to parts availability.

The survey results, and more specifically the written suggestions concerning improvement plans, are rather typical for physical plant operations on a university campus. It is recommended that the leadership in the Physical Plant continue to stress the importance of effective communication throughout the organization and with the campus community. In addition, creating a sense of urgency in many physical plant operations is generally an ongoing issue that must be reinforced on a continual basis. In doing so however, it cannot be stressed enough to recognize workers for their work effort and to celebrate "wins" along the way, taking the time necessary to reflect on accomplishments and show genuine appreciation for the dedication and commitment to the service mission of the Physical Plant.

Finally, a few additional observations by the Peer Review Team concerning the Physical Plant's relationship with its customers include the following.

- Suggest conducting an internal survey among physical plant employees to determine level of morale, issues of concern, suggestions on how to improve services to the campus community, etc.
- Develop and drive-home a customer service perspective / attitude throughout the organization. Of all the physical plant personnel interviewed over the day and a-half visit, only one employee mentioned service to the campus community.
- Create a user group so the Physical Plant Director obtains direct feedback from the campus.
- Develop a customer feedback system on routine and renovation work.
- Physical Plant Director needs to have a higher profile within the institution.....should attend certain committee meetings, etc.

### **Energy Conservation Program**

The Peer Review Team recommends that a written Energy Management Plan be developed, and also recommends that the University give serious consideration to moving forward with an energy performance contract (amendment to the Capital Improvement Plan) in order to save utility dollars and to replace major pieces of equipment that have been fully depreciated.

The following observations and recommendations are noteworthy with respect to energy conservation and the development of an energy performance contract.

- An Energy Management Plan should be developed and include a conservation plan and a capital plan associated with energy savings. The Plan should focus on such things as further expansion of the energy management system, purchased utility contracts, developing equipment and lighting standards, review of equipment run-times and set-points, preventive maintenance of large pieces of equipment, etc.
- The Energy Management Plan should initially utilize the planned energy conservation retrofit measures that make-up the recommended Energy Performance Contract as a starting point.
- The Plan should be reviewed and approved by senior administrative officials, especially as it relates to planned, energy conservation measures.
- The Peer Review Team noticed inconsistencies in the reporting of energy data to UT System and recommends the institution go back and correct square footage totals of prior periods to obtain a true trend in energy utilization and to create a correct benchmark from this point forward.
- The Physical Plant has been installing meters and variable frequency drives. The team recommends that this activity be continued and be formally adopted into the Energy Management Plan. There is some concern on the part of the team that much of this activity is being managed by HVAC technicians without any involvement on the part of the Energy Manager. The Energy Manager should be providing the direction and oversight for this activity and updating the Plan accordingly.
- An energy performance contract should allow the university to address needed utility/infrastructure and equipment renewals and possibly address all or part of the existing electrical distribution system deficiencies without affecting the payback period significantly (see Page Southerland Page Report dated October 2004). Given the proximity on the north side of the campus to major utility distribution lines, the university should consider including an electrical substation and distribution system as part of the energy performance contract.

- Funding equipment replacement through the energy performance contract will free-up existing local funds to address other deferred maintenance and capital renewal requirements.
- The Review Team recommends that the Conservation Committee be reinstituted to heighten the awareness and need to conserve energy campus-wide due to the significant impact purchased utilities has on the university's operating budget.

### **Other Observations**

During the campus visit, the Peer Review Team made additional observations that were outside the scope of our review, however we thought we would share these ideas or recommendations with you for your consideration.

#### **Key Shop**

- Utilize a "one-card" system approach and implement card access system module campus-wide to address many of the current weaknesses of present system.
- Focus initially on exterior doors, labs, tunnel access and roof access for improved security and improved key control.

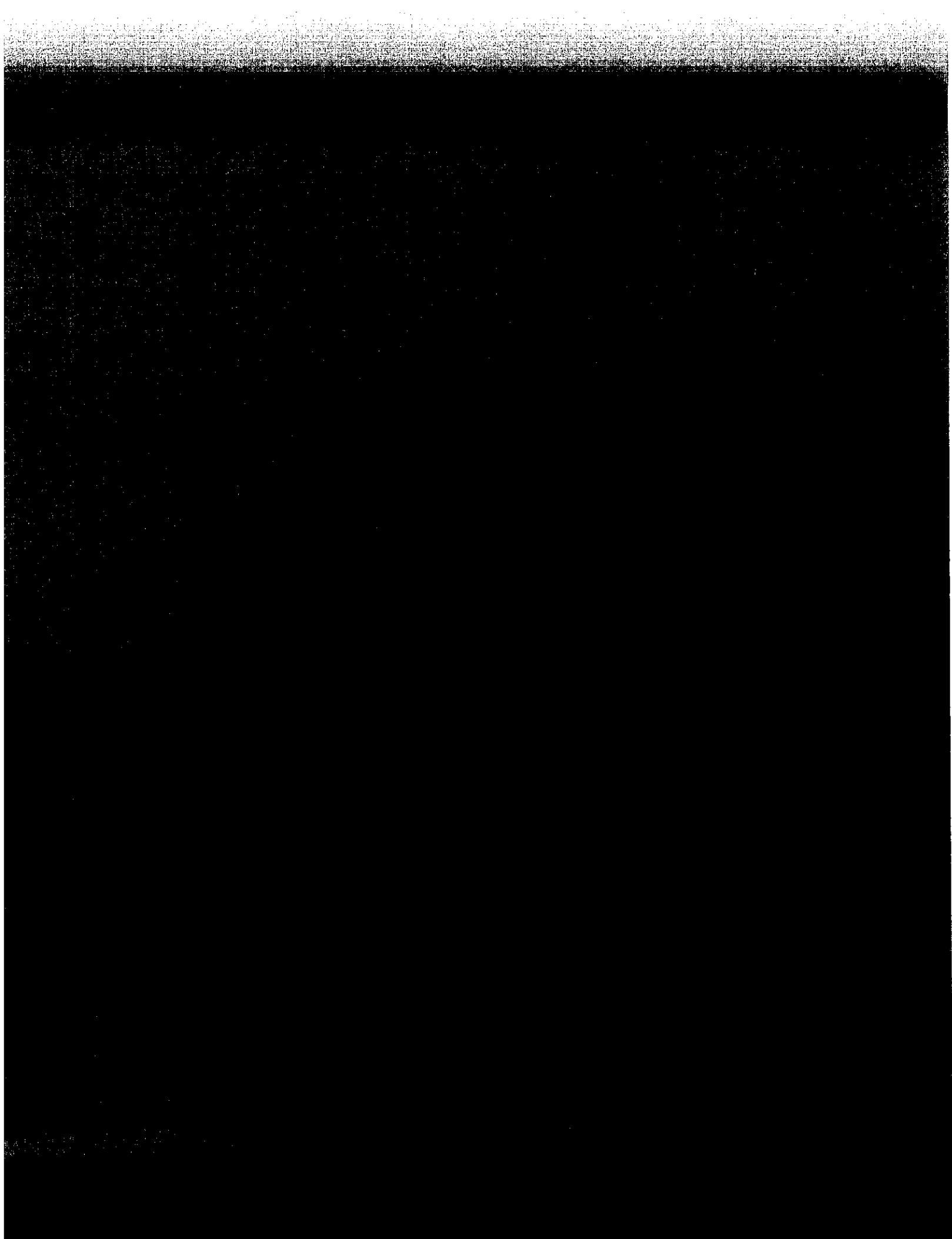
#### **Develop a Formal Process for Review and Approval of Renovation Work**

- Will improve operational efficiencies within the Planning and Design Section of the Physical Plant.
- Will ensure capital resources are expended in accordance with the University's planning priorities.
- Recommend that the group to review renovation requests include the Provost, Vice President for Business Affairs, Vice President for Research and two Deans on a rotating basis. Physical Plant Director should act as a resource to this group.

#### **Facility Inventory**

- There does not appear to be a formal process in place to ensure facility inventory is properly reported to the Coordinating Board.
- Benefits to formalizing this process will include; higher utilization rates of classrooms and labs, accurate inventory records, stronger link between such units as Physical Plant, Registrar's Office and the Office of Institutional Planning.





**The University of Texas at Dallas**  
**Physical Plant Peer Review**  
**October 27-28, 2005**

**A G E N D A**

**Thursday, October 27, 2005**

8:00 to 8:15 a.m. – Meet at Physical Plant

8:00 to 9:00 a.m. - Continental Breakfast and Entrance Conference (AD2.410)

- Peer Review Team
- Dr. Larry Terry, Interim VP for Business Affairs
- Jody Nelsen, Associate VP for Business Affairs
- Del Overstreet, Physical Plant Director

9:00 to 9:15 a.m. – Return to Physical Plant

9:15 to Noon – Meetings with appropriate Physical Plant personnel on issues to be reviewed

Noon to 1:00 p.m. – Lunch

1:00 to 5:00 p.m. – Meetings with appropriate Physical Plant personnel on issues to be reviewed

5:00 to 7:00 p.m. – Dinner at a local restaurant

**Friday, October 28, 2005**

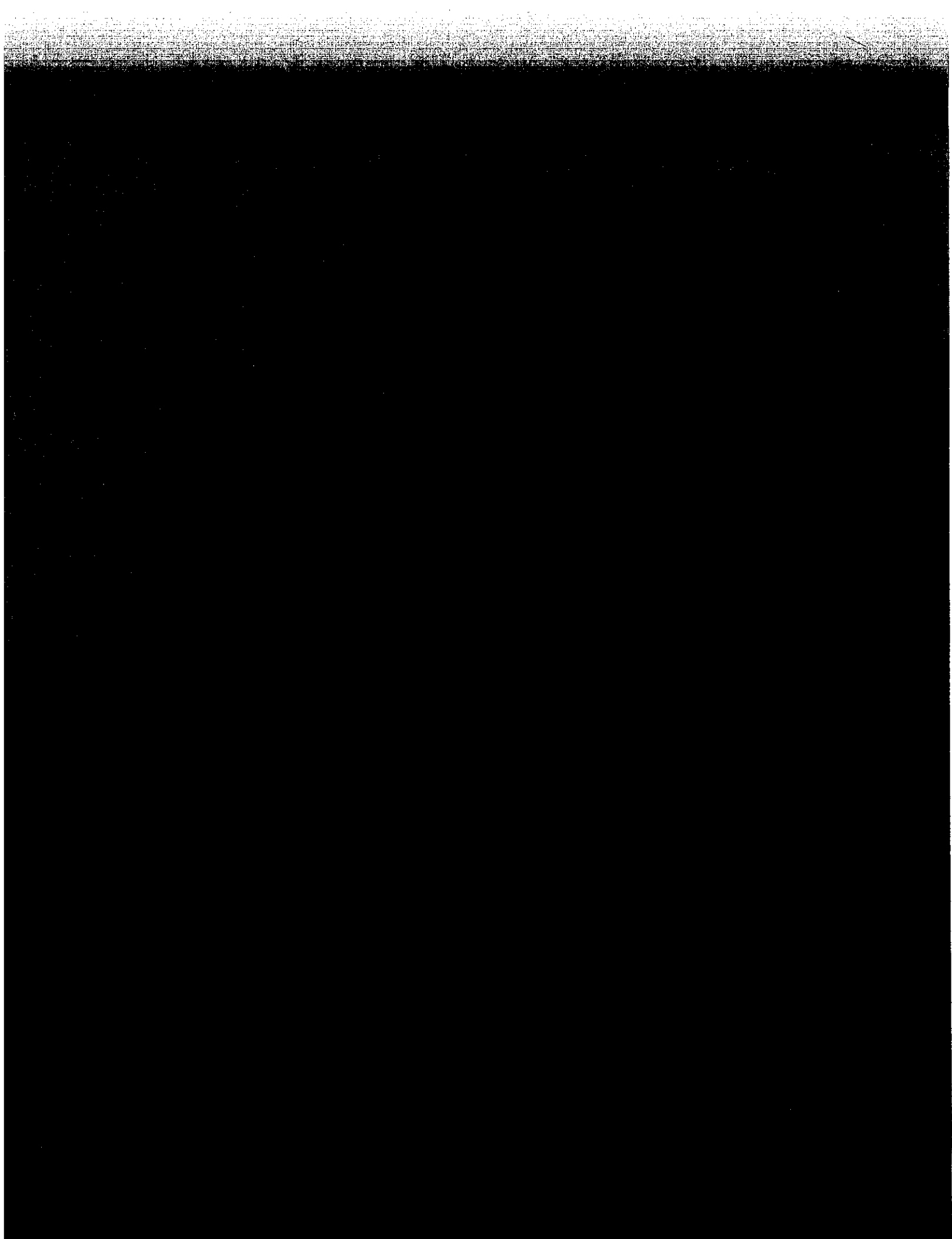
8:00 to 8:30 a.m. – Continental Breakfast at Physical Plant

8:30 to Noon – Meetings with appropriate Physical Plant personnel on issues to be reviewed

Noon to 1:00 p.m. – Box Lunches and wrap-up discussions

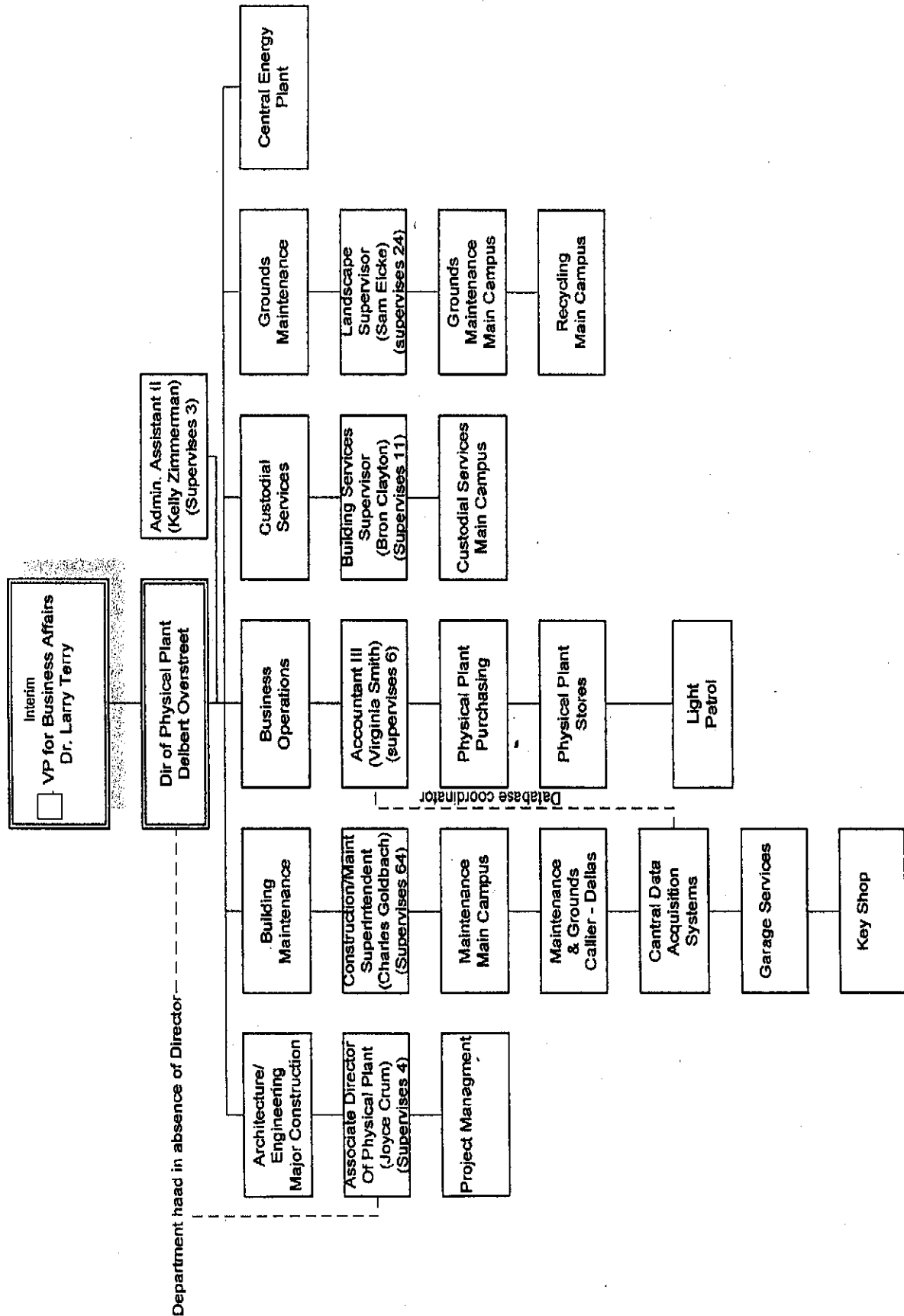
1:00 to 2:00 p.m. – Exit Conference (AD2.410)

- Peer Review Team
- Dr. Larry Terry, Interim VP for Business Affairs
- Jody Nelsen, Associate VP for Business Affairs
- Del Overstreet, Physical Plant Director



# The University of Texas at Dallas

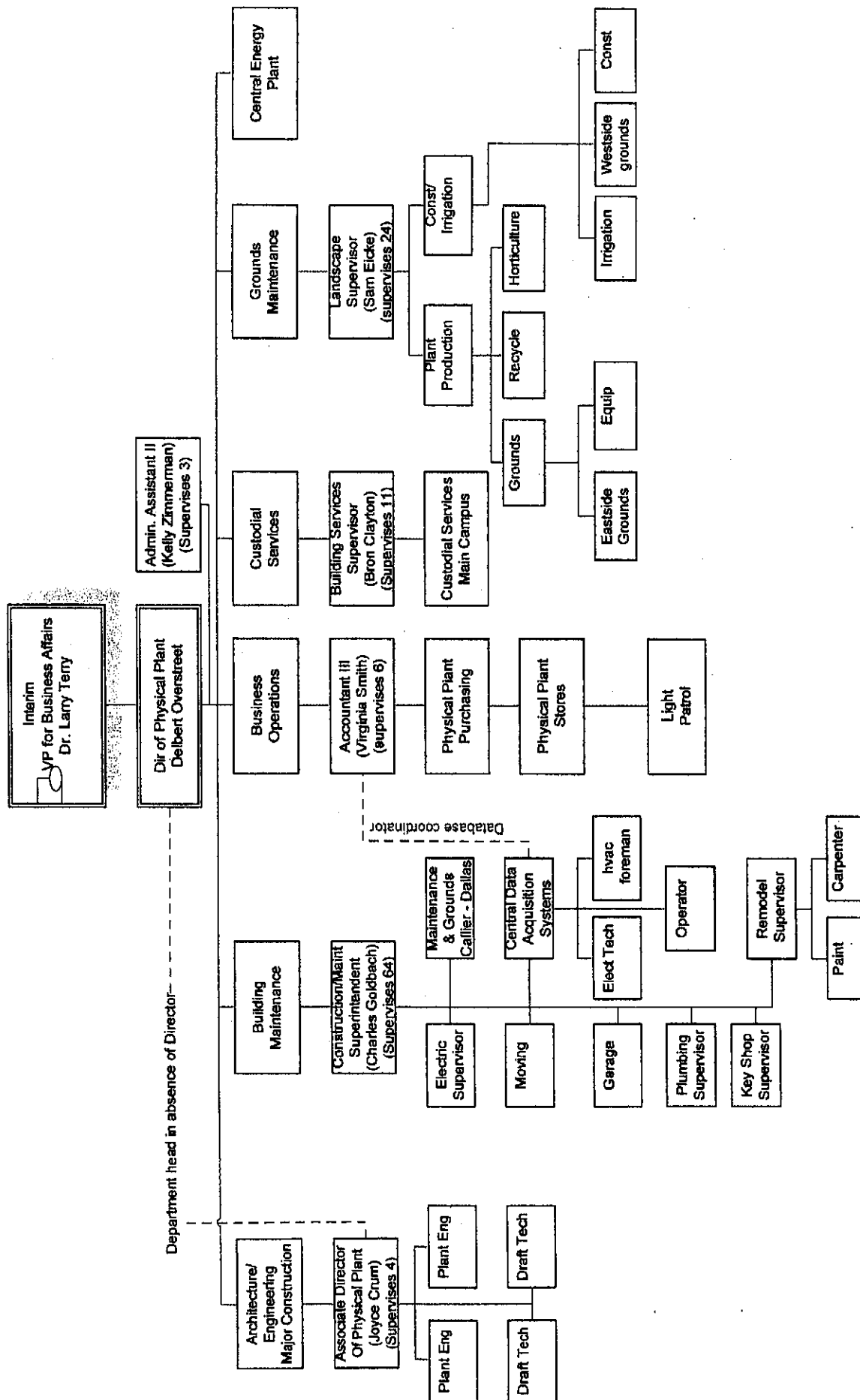
## Physical Plant



Physical Plant 9/26/05

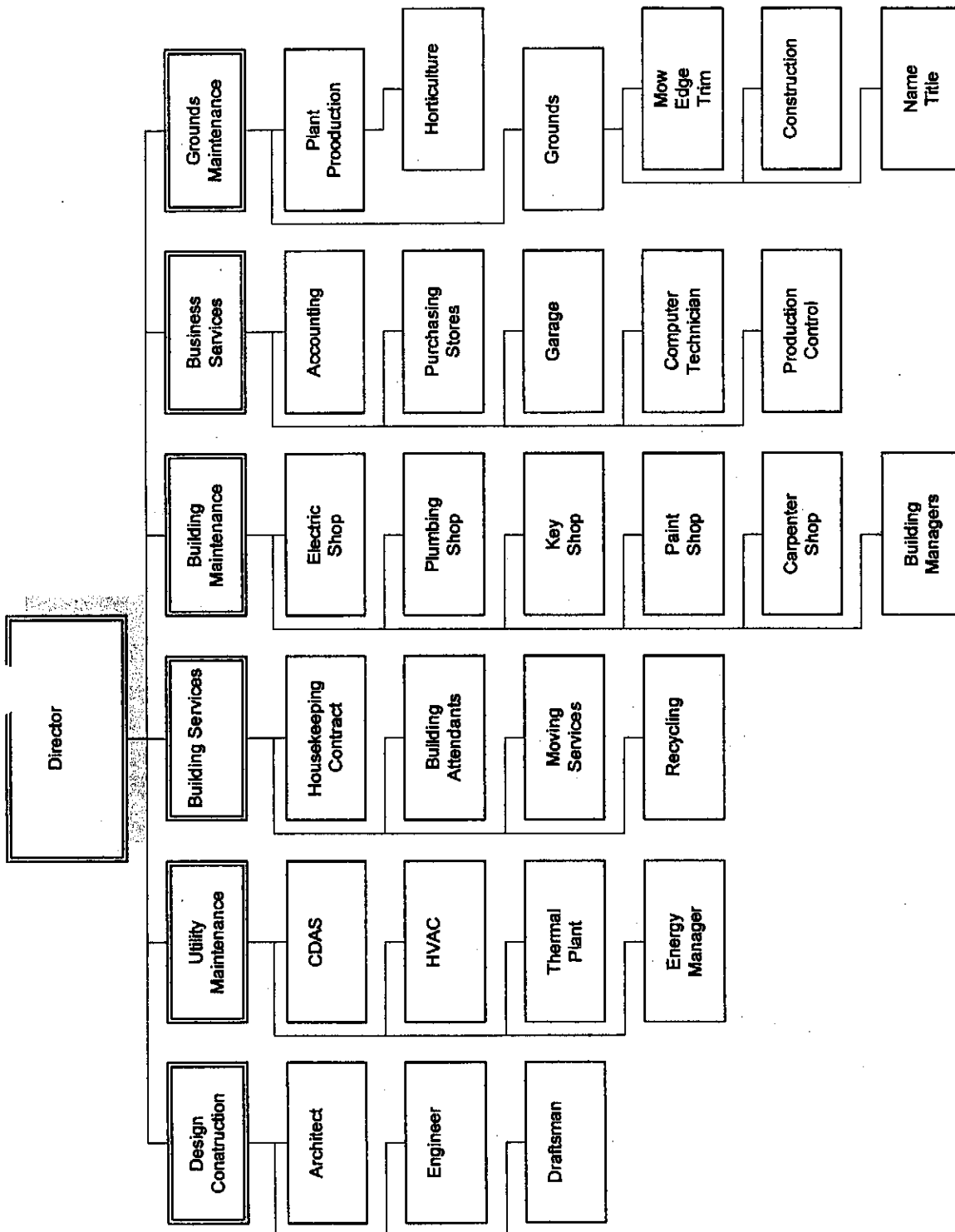
# The University of Texas at Dallas

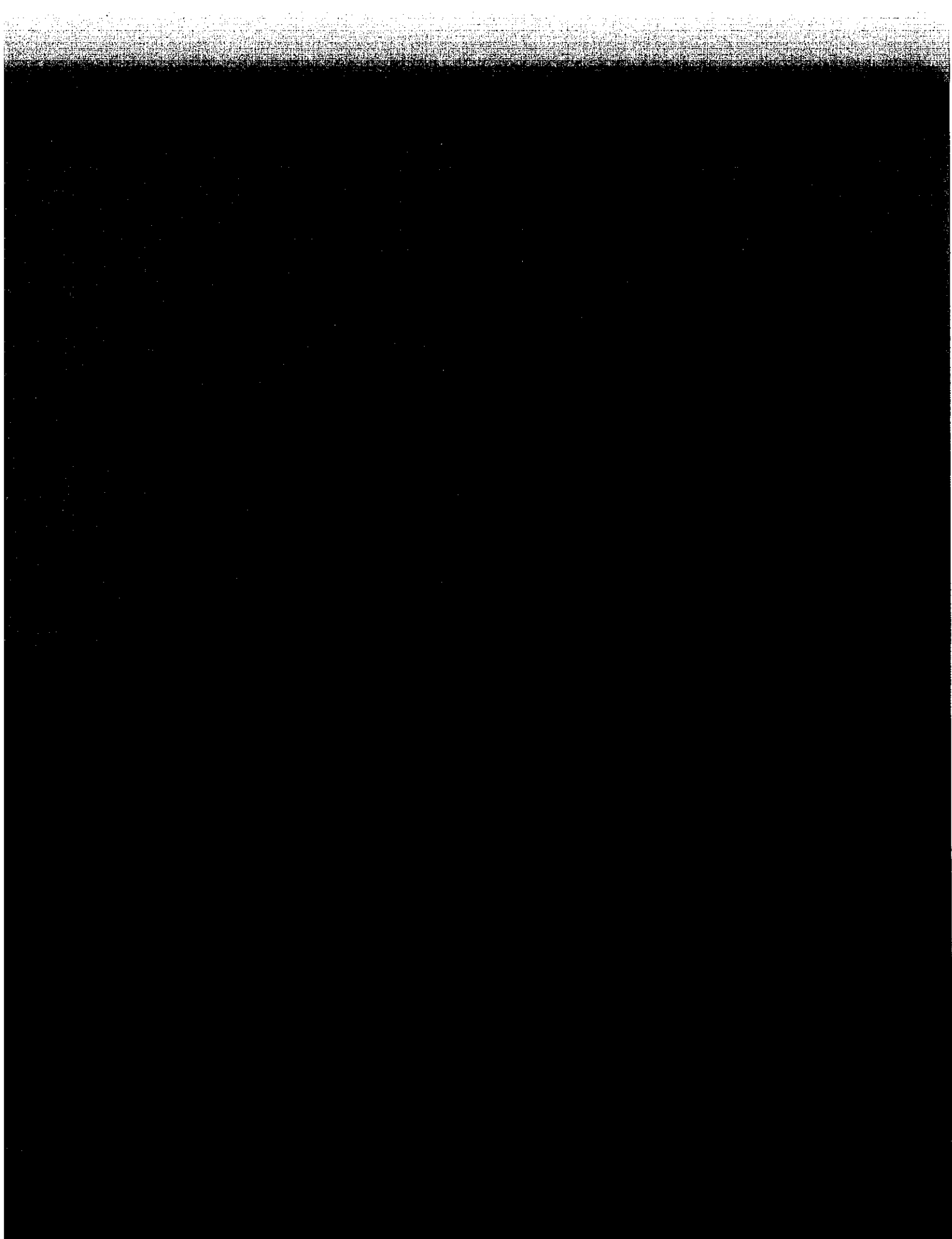
## Physical Plant



Physical Plant Proposal









## **The University of Texas at Dallas Physical Plant Survey Results**

This survey was sent to the last 100 individuals that submitted work requests to the Physical Plant. Out of the 100 requests sent on Tuesday, October 18<sup>th</sup>, 44 responded to the survey by Wednesday, October 26<sup>th</sup>.


[Privacy](#) [Contact Us](#) [Logout](#)
[Home](#)[New Survey](#)[My Surveys](#)[List Management](#)[My Account](#)[Help Center](#)

Wednesday, October 26, 2005

## Results Summary [Show All Pages and Questions](#)

[Export...](#)[View Detail >](#)

### Filter Results

To analyze a subset of your data, you can create one or more filters.

[Add Filter...](#)

Total: 44

Visible: 44

### Share Results

Your results can be shared with others, without giving access to your account.

[Configure...](#)

Status: Enabled

Reports: Summary and Detail

### 1. Submitting Work Requests

1. Have you had success with submitting work requests by e-mail?

	Response Percent	Response Total
Yes	95.5%	42
No	4.5%	2
<b>Total Respondents</b>		<b>44</b>
<b>(skipped this question)</b>		<b>0</b>

2. Did you receive a confirmation that the work request was received?

	Response Percent	Response Total
Yes	83.7%	36
No	16.3%	7
<b>Total Respondents</b>		<b>43</b>
<b>(skipped this question)</b>		<b>1</b>



### 2. Performance of Work Request

3. Did the work or service begin promptly?





	Response Percent	Response Total
Yes	84.6%	33
No	15.4%	6
<b>Total Respondents</b>		<b>39</b>
<b>(skipped this question)</b>		<b>5</b>

4. Was the job completed in a timely manner?

Response Response



	Percent	Total
Yes 	91.9%	34
No 	8.1%	3
<b>Total Respondents</b>		<b>37</b>
<b>(skipped this question)</b>		<b>7</b>

5. How would you rate the quality of work?



	Response Percent	Response Total
Excellent 	43.6%	17
Good 	48.7%	19
Fair 	5.1%	2
Poor 	2.6%	1
<b>Total Respondents</b>		<b>39</b>
<b>(skipped this question)</b>		<b>5</b>

### 3. Work Request Billing

6. Was the amount charged appropriate for the work completed?

	Response Percent	Response Total
Yes 	73.1%	19
No 	26.9%	7
<b>Total Respondents</b>		<b>26</b>
<b>(skipped this question)</b>		<b>18</b>

7. Is the billing timely and easy to understand?

	Response Percent	Response Total
Yes 	64.3%	18
No 	35.7%	10
<b>Total Respondents</b>		<b>28</b>
<b>(skipped this question)</b>		<b>16</b>

### 4. Physical Plant Communication

8. How would you rate the quality of communication?

	Response Percent	Response Total
Excellent 	33.3%	12
Good 	36.1%	13
Fair 	27.8%	10

Poor 

2.8%

1

**Total Respondents** 36**(skipped this question)** 8

9. Were the Physical Plant employees polite and courteous?

Yes **Response  
Percent** **Response  
Total**

100%

34

No

0%

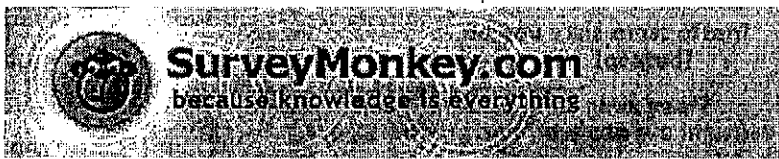
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**Total Respondents** 34**(skipped this question)** 10**5. Suggestions and Comments**

10. Do you have any suggestions that might help us serve the campus community better?

 **Total Respondents** 13**(skipped this question)** 31[SurveyMonkey is Hiring!](#) | [Privacy Statement](#) | [Contact Us](#) | [Logout](#)

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Wednesday, October 26, 2005

## Open-Ended Results Detail

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Displaying 1 - 13 of 13

Do you have any suggestions that might help us serve the campus community better?

1. A lot of times they come and go without us knowing they have been here. This is usually true on the daily calls made for small things, i.e. lights, bathrooms, etc. It would be helpful if they let us know they had been there and were finished.
2. Not really - you guys do excellent work!
3. It would be nice if we got a phone or email confirmation when our email requests are processed so that we know our jobs will be done. Once my request was not received for some reason, and I didn't know, and our tables were almost not set up for our function! Personnel have all be courteous and nice.
4. Physical Plant is a great department to work with.
5. Quicker response to requests for estimates. Requests for actual work (which were, in some cases, emergency) were handled promptly.
6. We need to know what we get charged for and what we do not. Our billing should be a total cost bill not every nail and screw that is used in the job. It takes a long time to decipher what you are doing. Millicent Grant can explain to you what I mean in exact detail.
7. When a PP employee comes to provide service for the work order and cannot complete it or has to wait for parts, etc., it would be very helpful if someone would let us know when they might be coming back to complete the job, i.e. the light bulbs in the front lobby. PP has come twice and we have not heard anything since and many lights are still out.
8. no
9. Most of the time, I do not know when the work started and when did it end. It will be nice if PP can inform the requester these information. Most of the PP personnel are polite and conscientious worker. However, they do not schedule the work and can not follow through with the order for the parts. Some door work at ECSS was requested about three months back and nothing has happened. It is not a pleasant task to bug the worker for such thing when they depend on somebody else. Elevator repair took over a month. So, I would not rate very highly about timely completion. Rather than yes or no, you should have asked to rate all these responses from a scale of 1 to 10, 1 being least and 10 being most.
10. Emailing the request could be a little bit easier. Since they are sent by someone that has signature authority then there should be a way to just submit the form like the way the catering forms are done. It would be great to maybe have a finalize button that will allow the form to be printed, then have a submit button that goes straight to Physical Plant(PP)and then PP could send the confirmation.
11. I realize it would be very time consuming for someone to contact us regarding the status of our work request, so hopefully someday that will get automated. It would probably save Walter a lot of phone calls letting people know where their work is in the queue and how much longer it will take to be finished.

**12.** none at this time

**13.** I put in a request on 9/1/05 to have a jammed door fixed and that has not happened yet. Hire more staff

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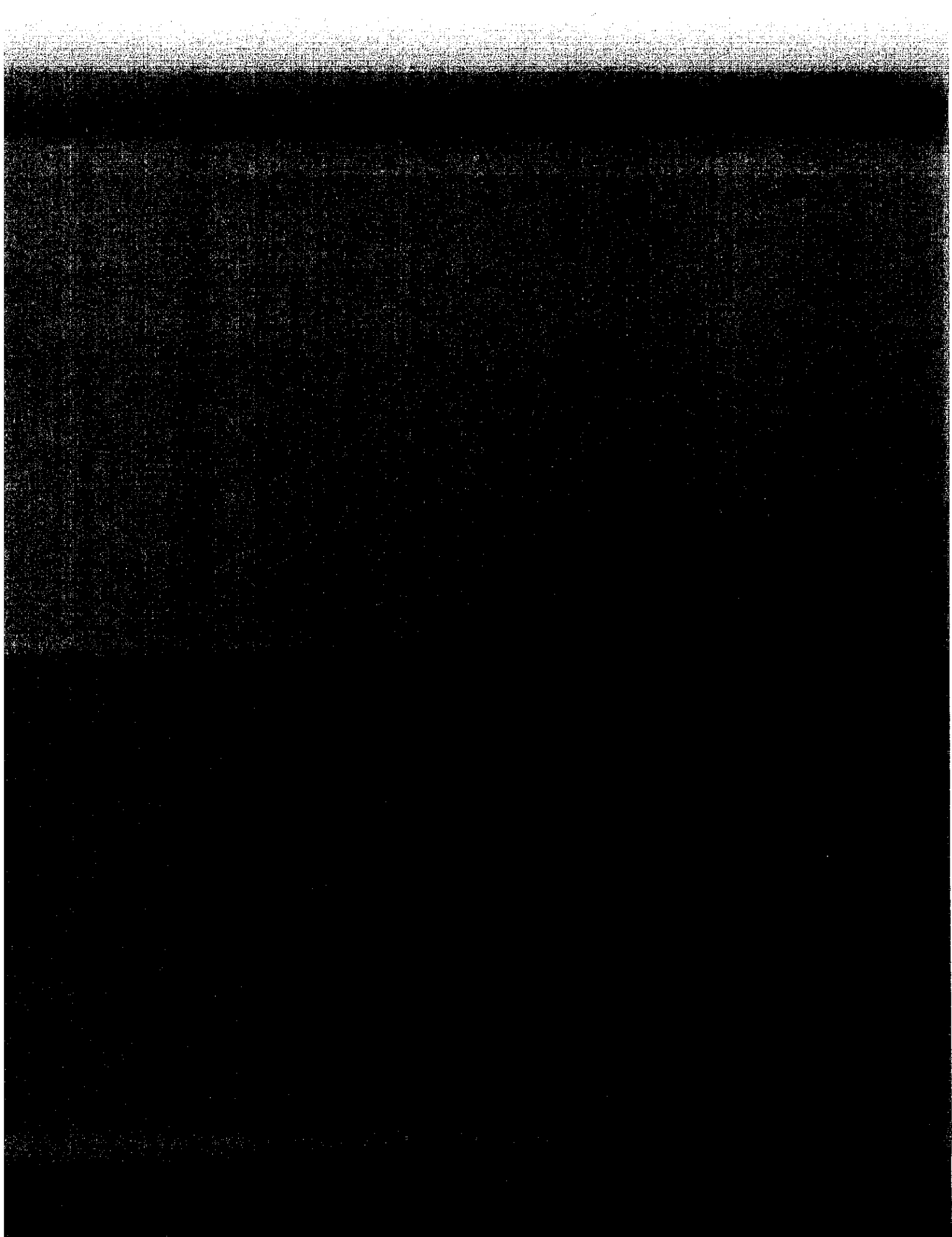
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**The University of Texas at Dallas  
Peer Review Questionnaire / Survey**

**October 2005**

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**Descriptive Institutional Parameters**

Number of full-time employees	<u>1,080</u>
Number of faculty	<u>366</u>
Number of students	<u>14,397</u>
Total Square Footage of Campus Buildings	<u>2,187,883</u>
E&G	<u>1,553,804</u>
Auxiliary	<u>634,079</u>

Total Campus Acreage	<u>708 Acres Total</u>
	<u>380 Acres Dedicated to Campus use</u>

**Physical Plant Descriptors**

Mission Statement	<u>Attached</u>
Unit Effectiveness Plans / Goals / Objectives	<u>Attached</u>
Number of Employees	<u>119</u>
Administrative and Professional	<u>2</u>
Support Staff	<u>11</u>
Technical / Trades	<u>106</u>



**The University of Texas at Dallas  
Peer Review Questionnaire / Survey**

**October 2005**

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**Work Contracted to Outside Firms (list)**

Night time Custodial – Pilot Building Maintenance  
Central Energy Plant – WinSam, Elevators –AVL Elevator Co. &  
Thyssen-Krupp for the School of management, Emergency Generator  
Service – Cummins Southern Plains, Pest Control – Prime Pest Management,  
Technical Support for Energy Management System – Siemens Building  
Techn. \* Expanded list attached.

<u>Total Budget Allocation</u>	<u>Local Equipment Accts.</u>	<u>State &amp; Designated</u>	<u>Service Center</u>
FY 2003-2004		\$9,995,614.00	\$2,233,332
FY 2004-2005	\$553,000	\$10,414,485.00	\$1,802,265
FY 2005-2006	\$559,993	\$10,198,337.00	\$1,866,840

**Organizational Chart**

Attached

**Deferred Maintenance**

Building Replacement Cost Value (FY '05)	\$170,034,397.00
Accumulated Deferred Maintenance (Oct. '05)	\$5,380,000.00
Critical Deferred Maintenance, if any (Oct. '05)	\$2,000,000.00
ADM / Building Replacement Cost Value (0.00%)	3.16%

**Compliance Program**

**Compliance Program (A-Listed Risk)**

Attached

**The University of Texas at Dallas  
Peer Review Questionnaire / Survey**

**October 2005**

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**Non-Compliance Issues or Concerns**

**see Compliance Program**

**Energy Conservation Program**

**Energy Utilization Index – FY 2003**

**2.16**

**Energy Utilization Index – FY 2004**

**2.0**

**Energy Utilization Index – FY 2005**

**2.59\***

**Institutional Committees (Physical Plant Representation – List)**

**Committee on Parking and Security – Del Overstreet**

**Commencement Committee – Del Overstreet**

**Business Affairs Outstanding Employee Award – Del Overstreet**

**Recycling Committee – Virginia Smith and Sam Eicke**

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**Safety Programs and WCI Rates / Trends (list)**

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**The University of Texas at Dallas  
Peer Review Questionnaire / Survey**

**October 2005**

**Environmental Health and Safety Interfaces (list)**

**Review major construction jobs**

**Fire Alarm Systems**

**Emergency Preparedness (attach any Disaster Recovery Plans)**

**Common Institutional Issues (Attach Pages and Explain, if applicable)**

**Asbestos**

\_\_\_\_\_

**Indoor Air Quality**

\_\_\_\_\_

**Driver Safety**

**Attached**

**Fire and Life Safety**

**Attached**

**Deferred Maintenance**

\_\_\_\_\_

**Capital Renewal**

**Attached**

**Staffing**

**Attached**

## **Mission Statement for the Physical Plant**

The mission of the Physical Plant is to provide an environment conducive to the academic processes of teaching and research. We will provide a pleasant environment for the day to day activities of faculty, staff and students. We will do this in an efficient and cost effective manner in order to protect the assets of the citizens of Texas.

## **Accomplishments of the past year**

- Construction on Campus
  - Provided complete construction observation services for two Institutionally Managed projects on campus: the Waterview Science and Technology Center Renovation and the Activities Center Expansion
  - Completed installation of new sanitary sewer lines to replace the most badly deteriorated main lines serving approximately one third of the campus
    - Maintenance repaired all outside electrical systems damaged
    - Grounds repaired all sprinkler systems damaged
  - Designed and managed the construction renovation of one performance hall, four lecture halls, and six classrooms, with all construction commencing and ending within the four weeks of winter break
  - Designed and managed the construction renovation of the large Conference Center auditorium and lobby within four weeks during January 2005
  - Completed the design and renovation of the old Founders North Cafeteria and serving area into 6 large Physics and Geo-sciences Labs and storage rooms
  - Supported the repair of the underground 12,470 high-voltage lines during the August 2004 power outage – Scheduled crews for maintaining the high-voltage switches and the 24-hour watches on the generator
- Energy Management
  - Completed a competitive electrical procurement process and awarded a renewable contract to Constellation NewEnergy to provide power to the campus
  - Air conditioning upgrades in several buildings
  - Installed steam-powered pumping traps and other upgrades to the steam systems; Estimated yearly savings \$25,000
  - Enhanced street lighting and controls for main campus
  - Redesigned electrical infrastructure for more reliable operation of controls
  - Automated control of chilled water blending
- Campus Lighting
  - Added and upgraded lights on campus to improve campus lighting at night
  - Coordinate with the Police Department to identify problem areas
- Key Shop Records
  - Audited and updated Key Shop database; identified problems that should be addressed by the key policies and procedures
- Physical Plant Customer Service
  - Merged the office support staff and help desk to improve customer service to the campus and the recordkeeping of the department; implemented cross-training across the team

### **1 Year Priorities**

- Initiate study of existing mechanical system in Berkner to accommodate lab renovations
- Initiate a contract to test and refurbish and/or replace water valves on water mains
- Complete study of water infiltration at Student Union and correct problem – Correct problems at Founders North and Green Center
- Reorganization of Maintenance Department into trade shops and enhance salaries to reflect trade skill levels
- Maintenance/CDAS Department Projects:
  - Replace more condensation pumps with steam-powered pumping traps
  - Improve chilled water distribution systems by installing VFDs
  - Replace damaged roofs (i.e. Berkner)
  - Continue lighting and mechanical systems upgrades
  - Implement Preventive Maintenance Program
- Collaborate with Internal Audit and the Sr. Vice President for Business Affairs to develop and implement a comprehensive key policy
- Re-bidding the custodial contract
- Re-bid job order contractor contracts
- Develop plan for replacement of aged and deteriorated sidewalks throughout campus
- Grounds Department Projects:
  - Activity Center irrigation – est. cost \$35,000
  - Sod and irrigation for old park area (From gazebo to Drive A) – est. cost \$45,000
  - Repair contractor damage to the grounds – est. cost \$45,000
  - Finish raised planter at the Administration Building – est. cost \$15,000
  - Fix drainage located on University Parkway – est. cost \$17,000
- Increase training for all employees
- Increase maintenance, custodial, and grounds staff in order to maintain growing campus
- Create a database of scanned images of old paper drawings of building and utility plans to backup in case of catastrophic loss
- Install insulation where missing on steam & chilled water lines in tunnels – Est. cost \$250,000

### **3 Year Priorities**

- Grounds Department Projects:
  - Student Union overhang, fountain area by Founders, small mall by Jonsson – est. cost \$200,000
  - Replace old trashcans and benches throughout the campus – est. cost \$30,000
- Hire or procure services of an architectural draftsman to assist in production of construction drawings
- Automate Central Energy Plant (est. cost \$100,000 – \$200,000) with review of CEP contract
- Replace wood deck and copper-clad roof at McDermott Library – est. cost \$250,000
- Replace high-pressure steam valves at each building each building – change from 150# to 300#

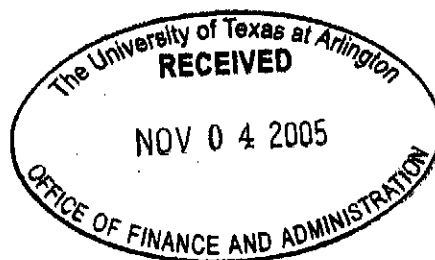
### **5 Year Priorities**

- Grounds Department Projects:
  - Replace the tiles in the mall area – est. cost \$250,000
  - Repair concrete and trip-hazards on campus – est. cost \$30,000
  - Beautification Project:
    - Library – est. cost \$200,000
    - Wildflowers – est. cost \$30,000
- Implement electrical upgrade campus-wide – est. cost \$5-10 million

## **Immediate Needs of the Physical Plant**

- Study to develop Electrical Distribution Master Plan
  - Necessary to avoid future electrical failure
  - Estimated cost - \$150,000
- Upgrade medium voltage electrical service equipment in Founders
  - Necessary to avoid electrical failure in this facility
  - Estimated Cost - \$400,000
- Replacement of Air Handlers (in priority order)
  - 1) Berkner Hall
    - ◆ Four air handlers located on roof in very poor condition – may last 1-2 years
    - ◆ Failure at any time would result in flooding the area below
    - ◆ Failure would result in loss of chilled water to the rest of the campus
    - ◆ Estimated Cost - \$350,000
  - 2) Green Hall
    - ◆ Six air handlers in the basement in poor condition– may last 2-3 years
    - ◆ Failure would result in flooding the basement
    - ◆ Estimated Cost - \$500,000 - \$600,000
  - 3) McDermott Library
    - ◆ Three air handlers located in the basement – may last 2-3 years
    - ◆ Failure would result in flooding the basement
    - ◆ Estimated Cost - \$225,000
  - 4) Jonsson Center
    - ◆ Four (out of seven) air handlers located in the basement – may last 2-4 years
    - ◆ Failure would result in flooding the basement
    - ◆ Estimated Cost - \$350,000
- Study of Berkner air systems (hoods, air handlers, exhaust, etc.)
  - To ensure system capacity as labs are renovated
  - Estimated Cost - \$50,000
- Roof Repairs
  - Berkner -Estimated Cost - \$140,000
  - Engineering and Computer Science - North – Estimated Cost - \$400,000
  - Green Center – Estimated Cost - \$25,000
  - Student Union (old) – Estimated Cost - \$150,000
  - Visual Arts (finish) – Estimated Cost - \$100,000
- Increase custodial in-house staff by two employees
  - Improve ability to meet the daily custodial demands of the campus
  - Reduce the need for temporary labor when employees are absent
  - Estimated Cost - \$22,000 per Building Attendant II per year
- Increase grounds staff by four employees
  - Improve ability to maintain the minimal demands of the growing campus
  - Reduce the use of temporary labor
  - Estimated Cost - \$22,000 per Groundskeeper II per year
- Increase maintenance staff by four employees
  - Necessary to maintain the new buildings that are coming on-line this year
  - Estimated Cost - \$30,000 per Maintenance Worker III per year
- Increase ability to recruit and retain qualified employees

**STRATEGIC GOALS AND OBJECTIVES OF THE  
PHYSICAL PLANT  
FY 2005**



## **1. PHYSICAL PLANT**

## **2. OFFICE OF THE SENIOR VICE PRESIDENT FOR BUSINESS AFFAIRS**

## **3. DELBERT OVERSTREET**

Physical Plant Director

## **4. Mission Statement for Physical Plant**

The mission of the Physical Plant is to provide an environment conducive to the academic processes of teaching and research. We will provide a pleasant environment for the day to day activities of faculty, staff and students. We will do this in an efficient and cost effective manner in order to protect the assets of the citizens of Texas.

## **5. Major Goals and Priorities for FY2004, FY2005**

- To provide a work environment which enables our employees to utilize their abilities to their utmost potential by offering appropriate salaries and the opportunity to be part of a team effort in which their input is valued.
- To enhance our HUB vendor participation.
- To ensure that our employees have the proper training and awareness of internal controls in order to protect the assets of the people of Texas.
- To keep a high level of productivity and efficiency by providing our employees with high quality, cost effective equipment and supplies both in the office and in the field.
- To increase our job skills through additional instruction done both by in house training and outside resources.
- To recruit and retain high quality employees.



## **6. Documentation on processes used to monitor performance, evaluate results, and improve future performance (Metrics and process improvement)**

1. Employee satisfaction is measured by the turnover rate of personnel.
2. We monitor legitimate complaints and problems through our computerized work order system and feedback from our customers.
3. We measure our cost effectiveness by staying within our budget and by the projects we accomplish with limited funds.
4. We measure our efficiency by minimizing the breakdowns of major operating systems and also by our ability to meet the changing needs of the various facilities through efficient remodels, repairs and enhancements.
5. We measure our HUB participation through the purchasing department's reporting system.

## **7. ANNUAL REPORT**

See Attached

AS OF 3/30/2004

BUDGET INFORMATION SHEET  
SUMMARY

## STATE ACCOUNTS (not including utilities)

ACCOUNT DESCRIPTION	ACCOUNT #	ORIGINAL FY04 BUDGET	ADJUSTED FY04 BUDGET
Administrative Salaries	1011	160,640	163,314
Classified Salaries	1041	800,089	822,134
Wages	1050	1,088,258	1,111,390
Overtime Pay	1052/1053	0	1,435
Vacation/Death Benefit	1063/1064	0	822
Travel	4100	5,000	5,000
Maint. & Operations	4200	1,386,011	1,373,904
Capital Outlay	6900	0	9,380
Unallocated	8999	25,000	25,000
TOTAL STATE		3,464,998	3,512,379

## UTILITY ACCOUNTS (STATE)

ACCOUNT DESCRIPTION	ACCOUNT #	ORIGINAL FY04 BUDGET	ADJUSTED FY04 BUDGET
Administrative Salaries	1011	14,560	15,045
Classified Salaries	1041	127,034	123,285
Wages	1050	670,883	662,973
Overtime Pay	1052/1053	0	9,010
Vacation/Death Benefit	1063/1064	0	0
Travel	4100	0	0
Maint. & Operations	4200	2,203,999	2,223,182
Capital Outlay	6900	10,000	106,747
Unallocated	8999	0	0
TOTAL UTILITIES (STATE)		3,026,476	3,140,242

## PURCHASED UTILITIES &amp; INFRASTRUCTURE FEE (LOCAL)

ACCOUNT DESCRIPTION	ACCOUNT #	ORIGINAL FY04 BUDGET	ADJUSTED FY04 BUDGET
Administrative Salaries	1011	0	0
Classified Salaries	1041	0	0
Wages	1050	0	0
Overtime Pay	1052/1053	0	0
Vacation/Death Benefit	1063/1064	0	0
Travel	4100	0	0
Maint. & Operations	4200	3,379,899	3,639,469
Capital Outlay	6900	0	21,255
Unallocated	8999	0	0
TOTAL PURCHASED UTILITIES & INFRASTRUCTURE FEE (LOCAL)		3,379,899	3,660,724

## TOTAL STATE &amp; UTILITY ACCOUNTS

ACCOUNT DESCRIPTION	ACCOUNT #	ORIGINAL FY04 BUDGET	ADJUSTED FY04 BUDGET
Administrative Salaries	1011	175,200	178,359
Classified Salaries	1041	927,123	945,419
Wages	1050	1,759,141	1,774,363
Overtime Pay	1052/1053	0	10,445
Vacation/Death Benefit	1063/1064	0	822
Travel	4100	5,000	5,000
Maint. & Operations	4200	6,969,909	7,236,555
Capital Outlay	6900	10,000	137,382
Unallocated	8999	25,000	25,000
TOTAL STATE & UTILITIES		9,871,373	10,313,345

## ACCOMPLISHMENTS

- Construction on Campus
  - ☐ Coordinated with OFPC to oversee the construction of the School of Management and Callier Center North buildings
  - ☐ Re-paved parking lot M and portions of parking lots C and D
  - ☐ Completed 60+ individual remodeling projects on the UTD campus
  - ☐ Distributed and implemented a UTD Campus Construction Standard
  - ☐ Completed survey and partial design on sanitary and storm water sewers
- Energy Conservation Efforts
  - ☐ Replaced/repairs failing steam traps and heat coils
  - ☐ Rewired outside lighting to smaller zones
  - ☐ Retrofit all air handlers using roll filters to use more efficient pleated filters
  - ☐ Repaired/upgraded chilled water blending stations in Conference Center and Hoblitzelle Hall
  - ☐ Reduced water used for irrigation
  - ☐ Started a campus Light Patrol to report lights on in unoccupied rooms at night and turn off lights
- Minimized increases to custodial costs
  - ☐ Added the School of Management Building to the custodial contract without an increase in cost
  - ☐ Reduced services offered by custodial contractor without great inconvenience to the campus
  - ☐ Expanded the workload of the day crew by adding Callier North, Human Resources Annex, and the 4th floor of McDermott Library to their daily schedule
- Grounds and Landscaping
  - ☐ Landscaped the Human Resources Annex
  - ☐ Reduced the amount of chemicals needed to maintain the University campus
  - ☐ Increased annual flower production and constructed more planters on campus

## GOALS

- Increase level of communication on construction remodel projects occurring on the UTD campus
- Provide complete construction observation services for two new construction projects, the Waterview Apartments Leasing Center, and the Activity Center expansion
- Complete the competitive electrical procurement process and award a contract to tie-down the electrical costs to the University for the next two to three years
- Install new and refurbish existing badly deteriorating sanitary sewer lines campus-wide
- Initiate study on campus electrical power distribution system to determine reliability and efficiency of this aging system - Secure engineering services to design power factor corrective actions to comply with TDSP specifications
- Finish foam roof installation and sky-light replacement on Visual Arts building - Install foam roof over existing deteriorated membrane roof at Ida Green Center and Engineering North building - Re-coat existing foam roof on the North Office building
- Finish repaving remaining portions of parking lots A, B, C, and D
- Create a campus signage standard
- Promote training staff on modern technology in order to maintain the new buildings on the highest level possible
- Devise a plan to restructure the Maintenance Department, from shops divided by building to trade shops to meet the demands of the University's growth
- Upgrade Outside lighting to insure a reliable lighting system, along with a more maintenance-friendly system
- Install steam humidification control along with extensive pressurization and temperature control to Engineering Building clean rooms
- Install Digital energy monitors in all campus buildings to monitor power usage and power factor
- Install automatic lighting along with occupied/unoccupied room conditions on lecture halls and conference rooms
- Increasing the day custodial staff by two (2) in-house custodians to increase the number of areas that can be cleaned during the day at a reduced cost to the University
- Design and install numerous small landscape projects to enhance the natural beauty of the campus
- Create more user friendly relaxing/studying areas
- Continue to replace existing older vehicles with new utility carts, where applicable
- Continue our two year state CNG Waivers for all non-alternative fueled vehicles

**The University of Texas at Dallas**

**Physical Plant**

**Headcount of Supervisors by Gender and Ethnicity**

	<u>Female</u>	<u>Male</u>	<u>Total</u>
<b>White</b>	<b>3</b>	<b>11</b>	<b>14</b>
<b>Black</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>Hispanic</b>	<b>0</b>	<b>3</b>	<b>3</b>
<b>Asian or Pacific Islander</b>			<b>0</b>
<b>American Indian or Alaskan Native</b>			<b>0</b>
<b>Other</b>			<b>0</b>
<b>Open Positions</b>	<b>-</b>	<b>-</b>	<b>2</b>
<b>Total # of Employees</b>	<b>3</b>	<b>15</b>	<b>20</b>

**The University of Texas at Dallas**

**Physical Plant**

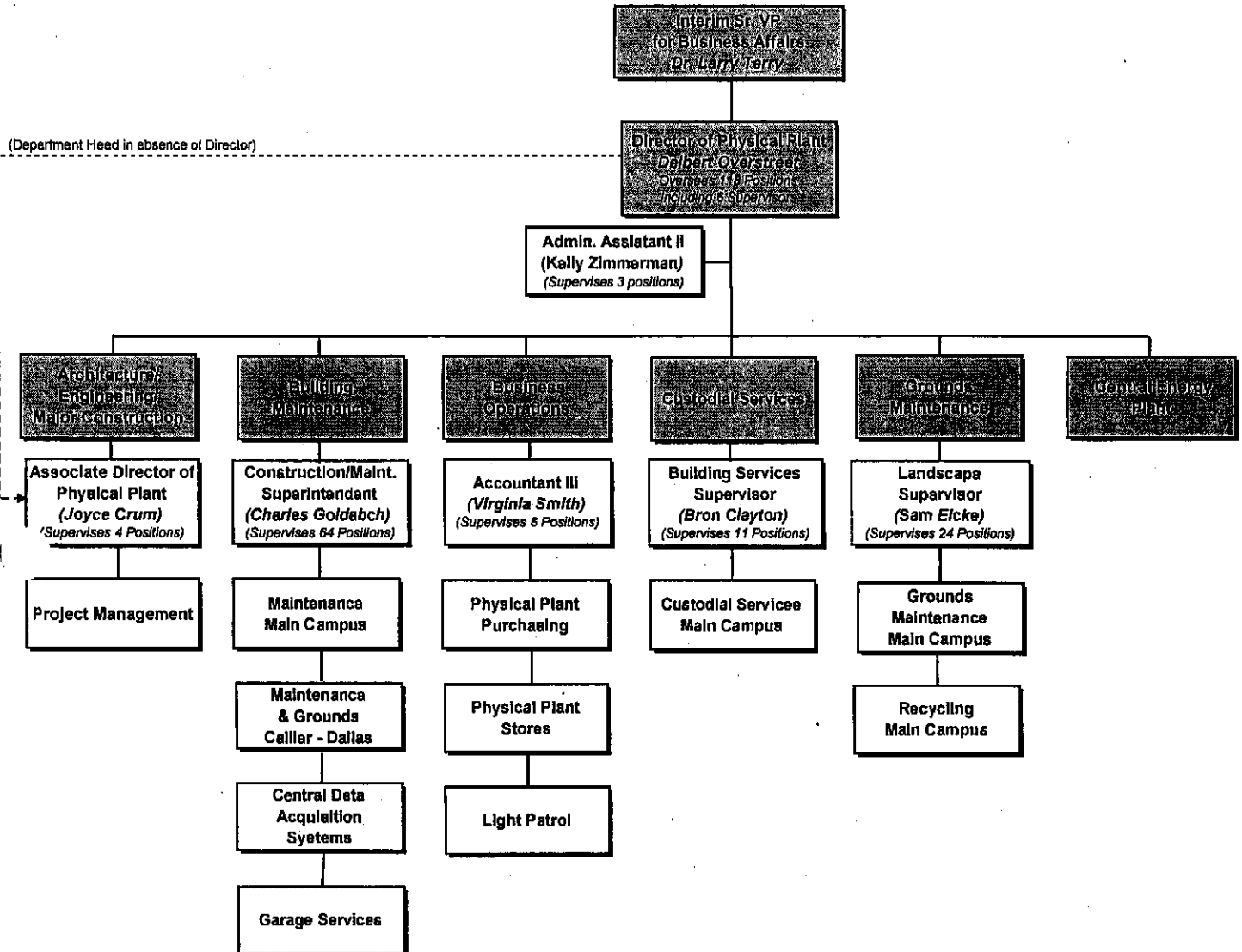
**Headcount of Employees by Gender and Ethnicity**

	<u>Female</u>	<u>Male</u>	<u>Total</u>
White	6	54	60
Black	3	11	14
Hispanic	5	21	26
Asian or Pacific Islander			0
American Indian or Alaskan Native			0
Other		2	2
Open Positions	-	-	9
Total # of Employees	14	88	111

# Contractor List

Vendor	Phone Number	Specialty	PO #
Airgas Southwest/BOC		Liquid helium for Dr. Ferraris	P600020
Il Temps	214-426-3700	Temporary Staffing	
Amber Electric		JOC Electrical	
Arborilogical Services		Perform root flare injections	
Atmos		Natural Gas Service for CEP	P600121
AVL Elevator	972-293-8825	All elevator maintenance but SOM	P600018
Berger Engineering		JOC - Engineering	
Blue Bonnet	214-748-5221	Dumpster Disposal	P600267
City of Dallas		Water sewer service for Callier Dallas & 2200 Mockingbird	P600123
City of Richardson		Water sewer service for main campus	P600122
Cleaning Solutions Inc	972-412-4927 Fax	Trash bags,	P60011
Constellation New Energy Inc		Electricity main campus & Callier Dallas	P600118
Cummins Southern Plains	214-951-7844	Emergency Generator Service	P600012
DMI Corp		York Chiller inspections & annual maintenance	P600022
Engineered Air Balance Co Inc		Troubleshooting HVAC systems on campus	P600416
General Land Office		Natural Gas Service for main campus	P600120
Jack Ray & Sons	972-790-0275	Diesel Fuel	
Kingdom Contractors		JOC	
Kanier		Copier	P600314
MAXIMUS Inc		Facility Focus maintenance	P600028
New Hermes Inc		Engraving	P600008
Page Southerland Page		JOC standing maintenance	P600263
Petroleum Traders		Diesel & unleaded fuel for garage	P600021
Pilot's Building Maintenance		Custodial Contractor – Night Cleaning	
Prime Pest Management	214-358-8516	Pest control for buildings on campus (indoor only)	
Pritchard Industries		Callier (Downtown) Cleaning	
Rock Tenn		Recycling	P600023
SETEC Inc		Elevator Inspections	P600025
Shermco			
Sherwin Williams		Paint & Paint Supplies	P600010
Siemens Building Technologies		Technical support for UTD Energy Management	P600026
Systems Integration Inc		Maintenance standing order for electrical & mechanical design	
Thyssenkrupp Elevator		SOM Elevator maintenance & inspections	
TXU Energy		Electricity for WSTC, NSERB, & Center for Brain Health	P600119
TXU Gas		Natural gas for main campus, Callier Dallas, 17191 Waterview, & 2200 Mockingbird	
Win-Sam Inc.		Central Energy Plant Operation	P600117

THE UNIVERSITY OF TEXAS AT DALLAS  
PHYSICAL PLANT  
October 14, 2005





# **The University of Texas at Dallas Institutional Compliance Program Manual**

## **Introduction**

In April 1998, The Board of Regents of The University of Texas System approved *an Action Plan to Ensure Institutional Compliance*. In accordance with the *Action Plan*, The University of Texas at Dallas (UTD) has implemented an Institutional Compliance Program. The Institutional Compliance Program is intended to demonstrate in the clearest possible terms the absolute commitment of The University of Texas at Dallas to the highest standards of ethics and compliance with all applicable laws, policies, rules and regulations. Information on UTD's Institutional Compliance Program is available on the Web at the following location: <http://www.utdallas.edu/BusinessAffairs/ComplianceProgram1.html>. The following are key elements of the University's compliance program:

- ♦ The appointment of a UTD Compliance Officer
- ♦ The appointment of a Compliance Committee which meets quarterly
- ♦ A continuous and proactive compliance function which reports to the Compliance Officer
- ♦ The allocation of sufficient resources to fund compliance activities (including information resources, training, and monitoring activities) that reduce compliance risk to a reasonably low level
- ♦ The requirement that the Institutional Compliance Committee report these activities to the UT System Compliance Office quarterly
- ♦ A General Compliance Training Program for UTD employees
- ♦ A Compliance Hotline for confidential reporting of incidents of non-compliance

## **Compliance Organization and Oversight**

### **Compliance Officer**

The Senior Vice President for Business Affairs has been appointed by the President to serve as UTD's Compliance Officer.

### **Institutional Compliance Committee**

The Institutional Compliance Committee is comprised of the same members as the Audit Committee and, at a minimum, contains the members of the President's Cabinet. The Institutional Compliance Committee meets quarterly to assess the Institutional Compliance Program and review incidents of non-compliance. When non-compliance is reported, the Institutional Compliance Committee reviews the incident, determines what action should be taken, and follows up on a quarterly basis to ensure that resolution takes place in a timely manner.

### **Institutional Compliance Subcommittee**

The Institutional Compliance Subcommittee is comprised of representatives from departments across campus. This subcommittee meets quarterly to review the Institutional Compliance Program and to recommend changes to the list of high-risk areas requiring proactive monitoring.



The responsible person for each high-risk area reports quarterly regarding any incidents of non-compliance that have occurred during the quarter. The current composition of the Subcommittee includes the Compliance Officer and representatives from the following areas:

- ♦ Academic Senate
- ♦ Athletics
- ♦ Business Affairs
- ♦ Callier Center Patient Billing
- ♦ Development Office
- ♦ Environmental Health & Safety
- ♦ Financial Aid
- ♦ Human Resources
- ♦ Information Resources
- ♦ Internal Audit
- ♦ Office of the President
- ♦ Office of the Provost
- ♦ Office of Research Administration and Sponsored Projects
- ♦ Payroll
- ♦ Physical Plant
- ♦ Police
- ♦ Student Records & Registration
- ♦ Student Life
- ♦ Tax Compliance

The Institutional Compliance Committee believes that an ongoing compliance effort with this structure significantly enhances compliance on the campus. In addition, the performance of the Compliance Officer is evaluated annually by the Institutional Compliance Committee, and The Institutional Compliance Committee conducts a self-assessment of its performance annually.

### **Compliance Responsibility and Accountability**

It is important that all employees understand the clear distinction between responsibility for compliance with laws, regulations, policies and procedures and accountability for compliance with laws, regulations, policies and procedures. The various levels of responsibility and accountability are outlined below.

- ♦ The institutional compliance officer is responsible and will be held accountable for a risk-based process that builds compliance consciousness into daily business processes, monitors the effectiveness of those processes and communicates instances of non-compliance to appropriate administrative officers for corrective, restorative and/or disciplinary action.
- ♦ Responsibility for actual compliance with laws, regulations, policies, and procedures rests with each individual employee.
- ♦ Accountability rests primarily with the department head of each operating unit.

- ♦ The President is responsible and will be held accountable for the sufficiency of resources allocated to compliance activities and the appropriateness of corrective and disciplinary action taken in the event of non-compliance.
- ♦ The Internal Audit Department is responsible and will be accountable for independently evaluating the design and effectiveness of the compliance function on both an annual and ongoing basis and for making recommendations for improvements to the Compliance Officer and the Institutional Compliance Committee.

## **Risk Assessment Process**

### **Identification of Risk Universe**

Institutional Compliance Subcommittee members initially identified the major compliance issues associated with their area of responsibility. Since all functional areas are represented on the Subcommittee, the risks identified cover the entire University. Subcommittee members prepared a detailed evaluation of each compliance issue identified in their area. This evaluation includes:

- ♦ Topic
- ♦ Statue or policy
- ♦ Purpose
- ♦ Applicability
- ♦ Requirements
- ♦ Penalty for non-compliance
- ♦ Minimum compliance action
- ♦ Contact person
- ♦ Responsible area

The evaluations were reviewed by members of the Institutional Compliance Subcommittee who identified the high-risk, high impact areas that need to be monitored and reported to the Institutional Compliance Committee on a quarterly basis.

The assessment of high-risk areas is an ongoing process. Each quarter Institutional Compliance Subcommittee members propose new high-risk areas as well as recommend the removal of high-risk areas which have come under control. The assessments of high-risk areas are reviewed and approved by the Institutional Compliance Committee each quarter.

### **Risk Assessment Form**

In order to assess the risk associated with various laws, regulations and policies, the Institutional Compliance Subcommittee utilized a risk assessment form to identify the following:

- ♦ Law, Procedure, or Policy
- ♦ Risk and Exposure
- ♦ Potential Impact of Non-compliance

- ♦ Probability of Non-compliance
- ♦ Position Responsible for Monitoring

The Institutional Compliance Subcommittee assesses major compliance issues and evaluates their level of risk on an ongoing basis.

### **Monitoring of High-Risk Areas**

The Institutional Compliance Committee has identified a functional position that is responsible for monitoring each of the high-risk areas. A monitoring plan has been prepared for each high-risk area. High-risk areas are monitored on an on-going basis as indicated in the monitoring plan. Incidents of non-compliance and/or areas of concern are reported to the Institutional Compliance Committee quarterly. In addition, monitoring and training efforts for high-risk areas are reported to UT System quarterly. Periodic audits of high-risk areas are performed to ensure that monitoring is taking place as indicated in the monitoring plan.

### **Standards of Conduct Guide**

The Standards of Conduct Guide is distributed to all University employees. The Guide is a means of ensuring that all employees understand the University's commitment to the highest standards of ethics and the importance of complying with applicable laws, policies, rules and regulations. The Guide provides basic information regarding some of the laws and regulations that apply to all employees and sites references that will assist employees in learning more about the various regulations with which they must comply.

Any employee who violates UTD standards of conduct is subject to disciplinary action. The specific discipline administered will depend on the nature and severity of the violation, as well as the consequences to the institution.

### **General Compliance Training**

The University is responsible for training its employees regarding laws, rules, and policies with which they must comply. The General Compliance Training Program serves this purpose. General compliance training is available to University employees via a web-based training program called The Training Post. All benefit-eligible employees (employed 50% time or more) are required to take general compliance training every year. General compliance training refers to training on issues that apply to all employees, regardless of their position at the University. The following is a list of general compliance training modules:

- ♦ Introduction to UTD Institutional Compliance Program
- ♦ Contacts with the Media, and with Government Agencies with Regard to Government Investigations
- ♦ Confidential Information, Accuracy of Records, and Retention and Disposal of Records
- ♦ Fraud, Errors, and Omissions — Outside Employment and Financial Interests

- ♦ Sexual Harassment and Misconduct, and Drug-free Workplace
- ♦ Equal Employment Opportunities, Overtime Compensation, Exempt and Non-exempt Time-keeping, and Family Medical Leave Act
- ♦ Use of State Property: Computers: Security and Use, and Internet Policy
- ♦ Copyright and Intellectual Property
- ♦ Contacts and Agreements, and Purchasing
- ♦ Workplace Health and Safety, and Injury Prevention
- ♦ Political Activities and Contributions, Gifts and Gratuities
- ♦ Effectively Controlling Risk
- ♦ Compliance Review

Employees are generally not required to complete all of the training modules every year. Department Heads and Deans determine what general compliance training modules their employees will be required to take in any particular year. In addition, training on specific, job-related topics may be required of certain employees depending on their position and the type of work they perform. The following is a list of job-specific compliance training modules:

- ♦ Hazard Communication Act
- ♦ Human Subjects in Research
- ♦ Form I-9: Verifying Work Eligibility
- ♦ Purchasing Card: Cardholder Training
- ♦ Purchasing Card: Account Reviewer Training

### **Confidential Reporting/Compliance Hotline**

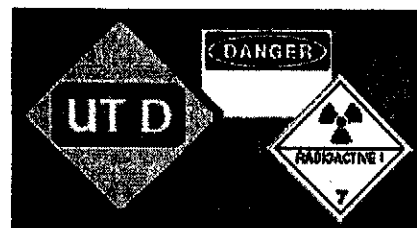
The Compliance Hotline provides a confidential way for employees to obtain information about compliance issues and report instances of suspected non-compliance outside the normal chain of command in a manner that preserves confidentiality and assures non-retaliation. Employees should use the hotline when they are not satisfied with their supervisors' response to a compliance issue, or if they fear retaliation by their supervisors. Under normal circumstances, however, compliance issues should be addressed through normal administrative channels.

### Drivers' Training:

Motor Vehicle Reports are performed annually for employees who drive a University vehicle. The MVR includes a driver rating on a scale of 1-5. Employees who receive a 1 or 2 on their rating are eligible to take a Drivers' Training class (this is required once every three years). If a driver receives a 3, they must take a defensive driving course and supply the Safety Department with a certificate of completion. Drivers who receive a 4 or 5 are not eligible to take the drivers' training course or drive a University vehicle.

Employees who drive a van are required to take a van driving course.

# Office of Environmental Health and Safety

[Home](#)[Administration](#)[Safety Manuals](#)[Endeavors](#)[Drivers Training](#)[Consumer Recalls](#)[Chemical Pick-Up](#)[Reporting \(Hazards,  
Injuries, & Accidents\)](#)[Worker's Compensation](#)[Film Badge Requests](#)[MSDS Links](#)

## Travel And Risk-Related Activities

If you need drivers training please call Sandra Mitchell at 2381 and an appointment will be scheduled

Please note new location of training is in the WSTC building (south entrance).

- Before attending a class the individual must have a current MVR. (Motor Vehicle Report) yearly.
- If you drive a UTD tractor or lawnmower you do not need to attend the class.
- If you drive a UTD cart, truck, or automobile you must attend, once a year.
- If you drive a van by yourself or with passengers, a rental or UTD van, you must also attend the van class which consists of a class room discussion and the actual test of driving a 15 passenger van.
- All employees being checked at one time may be listed on Exhibit A. Exhibit B is to be completed for EACH employee if not currently on file. Complete the first four columns of "A" noting Department; on "B" put department, plus name, Texas drivers license number and date of birth. Always list the employee's FULL name, last, first, middle. (Do not use initials) Send the

exhibit A & B forms to PG11.

- Please note that Exhibit A & B is on the web @ <http://www.utdallas.edu/ir/tcs/eforms/>

- Only those who have been checked and have a rating of 3 or lower will be eligible to drive a UTD vehicle, or a rental that is rented under UTD.

- **Remember it takes about 4 to 6 weeks to run an MVR. and you cannot attend class until you have a current MVR.**

- **There will be absolutely no exceptions to the above rule and no emergency MVR's can be ran, so don't ask.**

- **PLEASE PLAN AHEAD DON'T WAIT UNTIL A FEW DAYS BEFORE YOUR TRIP.**

**THE UNIVERSITY OF TEXAS SYSTEM  
FIRE LIFE SAFETY COMPLIANCE STATUS REPORT**

<b>COMPONENT:</b>		<b>MAIN or REMOTE SITE (Name):</b>				<b>UPDATED:</b>	
<b>COMPONENT BUILDINGS (Owned or Leased) W/ SIGNIFICANT DEFICIENCIES - GROUPED BY NFPA OCCUPANCY (List each building under the most appropriate code occupancy/heading.)</b>	<b>(1) SIGNIFICANT DEFICIENCIES</b>	<b>(2) PRIORITY BASED ON NFPA 101 or 101a ASSESSMENT</b>	<b>CORRECTIVE ACTION AND TIME LINE</b>	<b>INTERIM CONTROLS</b>	<b>ESTIMATED PROJECT COST TO CORRECT</b>	<b>(3) COMMENTS</b>	
Residential Occupancies							
One- and Two- Family Dwellings							
a. The president's residence	None	None					
Hotels and Dormitories	N/A						
a.							
Lodging or Rooming Houses	N/A						
a.							
Apartment Buildings - Waterview							
a. Phase I							
b. Phase II							
c. Phase III							
d. Phase IV							
e. Phase V							
f. Phase VI							
g. Phase VII	None			None			
h. Phase VIII	None			None			
i. Phase VIII A	None			None			
j. Phase IX	None			None			
Residential Board and Care Occupancy	N/A						
a.							
Health Care Occupancy							
Non-Ambulatory Health Care	N/A						
a. Student Clinic	N/A						
Ambulatory Health Care Occupancy							
a.	N/A						
High-Rise Buildings	N/A						
a.							
Assembly Occupancy	None			None			



**THE UNIVERSITY OF TEXAS SYSTEM  
FIRE LIFE SAFETY COMPLIANCE STATUS REPORT**

<b>COMPONENT:</b>		<b>MAIN or REMOTE SITE (Name):</b>				<b>UPDATED:</b>	
<b>COMPONENT BUILDINGS (Owned or Leased) W/ SIGNIFICANT DEFICIENCIES - GROUPED BY NFPA OCCUPANCY (List each building under the most appropriate code occupancy/heading.)</b>	<b>(1) SIGNIFICANT DEFICIENCIES</b>	<b>(2) PRIORITY BASED ON NFPA 101 or 101a ASSESSMENT</b>	<b>CORRECTIVE ACTION AND TIME LINE</b>	<b>INTERIM CONTROLS</b>	<b>ESTIMATED PROJECT COST TO CORRECT</b>	<b>(3) COMMENTS</b>	
a. Student Activity Center b. Conference Center c. Theater Multipurpose Assembly Occupancy a. Student Union Day-Care Occupancy a. Callier Main b. Callier North c. Student Union Detention and Correctional Occupancy a. Educational Occupancy a.	None None None N/A N/A	None None None		None None None None			
Industrial Occupancy General Industrial Occupancy a. Physical Plant b. Service Building c. Garage High Hazard Industrial Occupancy a. Safety Special-Purpose Industrial Occupancy a. Special Structures a. Business Occupancy a. Founders b. Founders Annex c. Founders North							

**THE UNIVERSITY OF TEXAS SYSTEM  
FIRE LIFE SAFETY COMPLIANCE STATUS REPORT**

COMPONENT:		MAIN or REMOTE SITE (Name):				UPDATED:	
COMPONENT BUILDINGS (Owned or Leased) W/ SIGNIFICANT DEFICIENCIES - GROUPED BY NFPA OCCUPANCY (List each building under the most appropriate code occupancy/heading.)	(1) SIGNIFICANT DEFICIENCIES	(2) PRIORITY BASED ON NFPA 101 or 101a ASSESSMENT	CORRECTIVE ACTION AND TIME LINE	INTERIM CONTROLS	ESTIMATED PROJECT COST TO CORRECT	(3) COMMENTS	
d. Berkner e. Visual Arts Studio f. School of Management g. Animal Care h. Classroom Building i. North Engineering & Computer Science Building j. South Engineering & Computer Science Building k. Green Center l. Green Hall m. Hoblitzell Hall n. Human Resources Annex o. Erik Jonsson Building p. Linear Accelerator q. McDermott Library r. Multipurpose/ Administrative Building s. North Office t. Callier Center - Richardson u. North Lab v. Police Grounds w. Visitor Center Mercantile Occupancy a. Bookstore Storage Occupancies a. Surplus b. Grounds Storage 1, 2, 3, & 4 c. Callier Greenhouse d. Greenhouse e. Property and Receiving f. Storage Building 1 - S1							

04.13.04

THE UNIVERSITY OF TEXAS SYSTEM

FIRE LIFE SAFETY COMPLIANCE STATUS REPORT

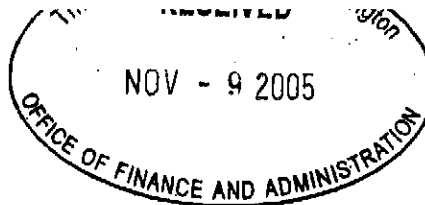
COMPONENT:		MAIN or REMOTE SITE (Name):				UPDATED:	
COMPONENT BUILDINGS (Owned or Leased) W/ SIGNIFICANT DEFICIENCIES - GROUPED BY NFPA OCCUPANCY (List each building under the most appropriate code occupancy/heading.)	(1) SIGNIFICANT DEFICIENCIES	(2) PRIORITY BASED ON NFPA 101 or 101a ASSESSMENT	CORRECTIVE ACTION AND TIME LINE	INTERIM CONTROLS	ESTIMATED PROJECT COST TO CORRECT	(3) COMMENTS	
g. Storage Building 2 - S2 h. Storage Building 3 - S3 i. Storage Building 4 - S4 j. Storage Barn k. Paint Shop l. Soccer Storage m. Tennis Storage							

### Temporary Staffing:

Temporary Staffing is used primarily by the Grounds Department and the Custodial Department. There are two major firms that are called when the need emerges: InStaff Personnel and All-Temps. The number of temporary labor employees varies on an as-needed basis.

There are also two temporary maintenance positions that are posted for a 4 ½ month appointment time.

The University of Texas at Dallas  
Project Log  
FY 05



W/O #	Project Name	Contractor	Cost	Completed
204314-04	BE3.310 Remodel - Dr. Ahns' Lab	Nouveau Technology	\$306,530.06	10/18/2005
205756-04	MP2.210 Remodel - Dr. Alzoriz's Lab	FKP Architects, Inc. Centennial Nouveau Technology	\$1,588.08 \$3,904.82 \$272,817.36	7/23/2005 3/25/2005 9/15/2005
300083-05	JO 2.208: Est. for walls removed	Cancelled By Doug Jackson		
300105-05	MP 2.102 Renovate Neuroscience lab-Alzori Temp Lab	In House	\$5,942.00	9/7/2005
300267-05	AS 1.105 Lighting	Julien Electric	\$2,682.00	3/9/2005
300422-05	MP 2.234D Remodel & relocate door	In House	\$879.00	10/08/2004
300432-05	HRA 1.108 Cooling	Rocha	\$3,549.50	2/21/2005
300467-05	GR 3.601 Consult on local. For color	Trane	\$2,584.00	11/10/2004
300587-05	JO 3.536 & 3.534 Cut Dbl Drs btwn rms	In House	\$2,761.00	11/30/04
300589-05	JO 3.9 Corridor-Construct walls for glass doors	Cancelled per Lovitt		10/14/04
300637-05	PG/Grounds Build Office for John Turner	In House	\$7,147.00	5/8/2005
300696-05	SU Convert Exist Arcade to Radio Sta.	Centennial	\$43,000.00	3/25/2005
300771-05	Water Infiltration Project	Castro Roofing Of Texas LP	\$11,675.00	10/4/2004
300966-05	Repaint air ducts in pool	Jernell - Waiting on est.		
301029-05	ECSS 4.101A Remodel Dr. Harris' SAMA lab	Lockwood Greene	\$104,078.00	4/18/2005
301016-05	AC/Athletic Fields-Tighten hex-nuts on lift poles	Amber Electric	\$756.00	4/26/2005
301107-05	SU Cornet Cafe Est. cost of sushi cabinet	Kingdom Carpenters	\$1,685.00	10/20/2005
301190-05	FO 3.620 A&B - Minor Remodel	In House	\$3,569.00	1/8/2005
301224-05	SU Purchase, install electronic sign	Daltronics	\$43,347.00	5/1/2005
301268-05	BE 2.406 Lab Electricity for X-Ray Df	In House	\$1,992.00	11/2/2004
301319-05	PP Create 2 offices in existing office	In House	\$6,501.00	11/8/2004
301360-05	FO Level 1, install 900 ceiling tiles	Rocha	\$1,958.40	2/21/2005
301370-05	GR Front sec. dr. not closing, locking	Metroplex Control Syst.	\$1,583.00	8/30/2005
301482-05	Animal Care-Emergency power backup	Rocha	\$11,459.00	12/15/2004
301539-05	Callier Center SW Campus Parking Lot	Nouveau	\$33,045.00	10/20/2005
303559-05	BE 2.508 & 2.520 Renovation for Dr. Sheary - CONSTRUCTION ON HOLD	Lopez Garcia Group	\$3,950.00	
301902-05	GR 3.102 & 3.610 Remodel Offices	In House	\$6,784.00	12/2/2004
302039-05	JO 3.516 Lecture Hall Remodel	Centennial	\$56,283.80	4/12/2005
302089-05	ECS North 2.508 Remodel Dr. Moon's Lab	Centennial	\$36,164.54	5/8/2005
302130-05	Callier Richardson-Project #113: Canopy	Nouveau Technology	\$12,318.00	9/18/2005
302157-05	Green 3.108 Build wall	In House	\$990.00	12/17/2004
302284-05	AS 1.120A Darkroom-Est. on Water Chiller	In House	\$121.00	06/31/05
302290-05	FO 3.620A & B Estimate to carpet floors	Cancelled per Lovitt		
302294-05	ECSN 2.110, 2.112, 2.120, 2.126: Remodel	Kingdom Carpenters	\$52,833.21	6/30/2005
	SUBTOTAL		\$1,043,334.77	

The University of Texas at Dallas  
Project Log  
FY 05

W/O #	Project Name	Contractor	Cost	Completed
302295-05	ECSN Lobby, corridor, offices repaint	In House	\$111,250.00	12/17/2004
302359-05	ECSN-Const. Chem. Gas storage dock	Class One Solutions Inc.	\$4,500.00	5/18/2005
		Charles Gojer & Assoc.	\$6,300.00	4/18/2005
302376-05	SOM 1.116 - Reprogram light setting group	In House	\$760.00	2/1/2005
302433-05	MC Kitchen - Install locks	Nouveau Technology	\$104.00	
302461-05	FN-Old Kitchen - FN3.402	ON HOLD		
302743-05	SOM 1.120, 1.121, 1.122, 1.123-Est. to install keyless entry locks	Cancelled by David Ritchey		
302758-05	MP 2.220: HVAC	Berger Engineering	\$30,768.00	3/5/2005
302808-05	SU Pub: Drain lines, backdoor barrier, plants	WAITING FOR FUNDING		
303028-05	SOM 1.801 & 1.518: Audio/Visual wiring	Datum Engineering	\$1,000.00	5/15/2005
		Walker Engineering Inc.	\$8,711.11	4/27/2005
303049-05	AD3.414, 3.408B, 3.408C-Remove wall & move door to new doorway - IA	In House	\$2,368.00	2/3/2005
303117-05	McDermott 1.406: Minor construction	In House	\$12,863.00	3/14/2005
303118-05	McDermott 1.406: Power outlets	In House	\$647.54	6/8/2005
303159-05	ECN Backdock: fire sprinklers	Tyco-Simplex-Grinnell	\$4,755.00	5/9/2005
303169-05	HRA: Lettering	In House - Sign Shop	\$0.00	3/5/2005
303170-05	ECN Clean Rm: exhaust line for gas cabinet	TD Industries	\$30,470.00	6/30/2005
303177-05	Green Cr 2.202: Security Door Not Latching	In House	\$150.00	2/3/2005
303279-05	MC 1.208: Wet Carpet	In House	\$337.20	3/1/2005
303371-05	ECN Clean Room: Install Fire Alarm Button	Nouveau	\$8,221.00	10/14/2005
303378-05	MC 3.544, 3.510-Replaces door w/ glass wall	In House	\$977.00	3/29/2005
303424-05	SOM 2.235 Pull wires for install Studio Light	In House	\$540.42	3/3/2005
303530-05	New Activity Center Cricket Field	Nouveau	\$103,288.00	10/14/2005
303569-05	BE 2.508, 2.520: Renovation Dr. Sherry's Lab	Lopez Garcia Group	\$3,950.00	4/21/2005
303616-05	Student Park	Henneberger Const. Inc.	\$92,858.32	8/31/2005
		Granbury Contracting & Util. Inc.	\$1,000.00	7/5/2005
303633-05	BE 3.526 Remodel Laser Lab for T. Xis	Nouveau	\$70,541.00	10/28/2005
303776-05	McDermott Book Drop Pad Estimate	DRM Construction	\$1,302.00	6/1/2005
303819-05	MC 2.534: Construction on walls, doors, etc.	In House	\$2,080.41	7/19/2005
304022-05	FN 2.306: Turn room into classroom	Nouveau	\$45,803.00	8/23/2005
		Tx. Dept. of State Health	\$78.00	10/3/2005
304102-05	SOM 1.111 & 1.112: Repaint	In House	\$243.50	4/25/2005
304154-05	MC 1.304 Financial Aid Relocation	Centennial	\$72,000.00	5/29/2005
304168-05	HH 2.802/2.806 Remodel for Sue Sherbel	In House	\$1,576.00	4/7/2005
304169-05	Parking lot lighting	Amber	\$3,821.00	7/7/2005
304174-05	BE 3.204: Remodel Dr. Pace's office	In House	\$30,724.00	4/1/2005
	SUBTOTAL		\$654,023.50	

The University of Texas at Dallas  
Project Log  
FY 05

W/O #	Project Name	Contractor	Cost	Completed
304205-05	MC 3.2 Suite Remodel- McDermott Scholars	In House	\$32,648.00	4/8/2005
304216-05	WSTC Computer room	Nouveau	\$71,888.02	10/20/2005
304367-05	GR 3.420 Lecture Hall/Classroom Remodel	Centennial	\$52,386.00	2/10/2005
304358-05	GR 4.428 Lecture Hall Remodel	Centennial	\$52,348.00	2/10/2005
304414-05	JO 2.604: Electrical outlet on back wall doesn't work	In House	\$81.45	4/19/2005
304608-05	SU 2.516 Remove floor plugs in kitchen	Nouveau	\$4,275.00	8/19/2005
304686-05	GR 3.802 Remodel	In House	\$6,757.00	4/28/2005
304624-05	MC 4th Floor: Door into stacks won't open	Nouveau (waiting on est.)		
304670-05	JO 3.9, 3.916 Remove wall & remodel	Nouveau	\$16,873.00	10/27/2005
304671-05	JO 2.314: Vestibule, Estimate to remove doors	Halmark Glass (waiting on est.)		
304730-05	CC 1.128 Estimate to create window in N. wall	In House	\$1,690.00	
304888-05	ECSN 4.712 Characterization Lab	Nouveau	\$6,370.00	10/13/2005
304889-05	ECSN 4.702-4.718 Remodel 4.7 Suite	Nouveau	\$70,370.00	9/27/2005
304892-05	ECSN 4.802 Install power strip	In House	\$934.98	8/3/2005
305016-05	Act. Ctr. Athletic fields: tight hex-nuts on lights	Amber Electric	\$1,300.00	4/28/2005
305027-05	MC 3.302, 3.320: Combining Rooms/Build walls/Install windows	In House - Progressive	\$28,943.18	
305122-05	EC North 3.730 Electrical Work in Server Room	ACHIE Electric	\$11,900.00	6/17/2005
305187-05	Berliner Exhaust system study - PSP - Contractor Pending	Estimated Cost	\$300,000.00	
305204-05	JO 3.924, 926, 927, 928, 930: Carpet & paint	Centennial	\$4,780.00	8/31/2005
305219-05	SOM: Estimate to install new A/C-Mechanical recommendations made	Nouveau		
305282-05	Admin 3.418 Enclose conference room	(Checking with Paul Watson)		
305273-05	Founders North Kemko Sealant waterproofing	In House	\$26,527.00	6/8/2005
305275-05	AD 2.418-D&E: Remodel President's office	Nouveau	\$17,583.20	9/23/2005
305300-05	Animal Care Labs Expansion	Andres & Assoc., Architects	\$28,000.00	8/2/2005
305301-05	CA Dallas: Arch. services for the design & const. of 3 classroom interiors	Good, Fulton & Farrell	\$5,400.00	2/11/2005
305462-05	AC 1.412: Est. to install equipment cages	Storage Equip. Co. Inc.	\$8,885.00	8/22/2005
305505-05	Rutford Rd. lighting repair	Amber	\$1,387.00	7/7/2005
305627-05	GR 4.220, 4.822: Paint & recarpet lab & office	Nouveau	\$3,105.00	8/25/2005
305888-05	GR2.510, 2.512, 2.622, 2.818, 2.822, 3.402, & 3.604: Carpet & remove blkbrds	Nouveau	\$21,418.00	8/23/2005
305782-05	Remodel EH&S at WSTC	Nouveau	\$18,882.00	7/12/2005
305801-05	GR 4.204, 4.208 & 4.301: Classroom updates: paint, carpet	Centennial	\$16,177.00	9/8/2005
305812-05	EC 4.414: Sound-proof booth installation	Centennial Contractors	\$16,177.00	8/8/2005
	SUBTOTAL		\$826,498.83	

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W/O #	Project Name	Contractor	Cost	Completed
305814-05	Waterview Science & Technology	Charles Goyer & Assoc. Design Center Signs H Com International CAW Bergar Engineering Stanley Security Nouveau MCS	\$1,600.00 \$3,496.22 \$4,095.40 \$259,877.00 \$9,484.85 \$5,255.43 \$2,536.00 \$31,175.00	3/3/2005 11/2/2004 4/6/2005 11/17/2005 4/12/2005 10/25/2005 8/9/2005
305815-05	Center for Brain Health - Demolition	OFPC Managed Project		
305828-05	HH 2.302: Add doorway	In House	\$888.62	8/1/2005
305843-05	SU 2.202: Additional lighting in seating area.	Nouveau	\$18,978.00	8/30/2005
305812-05	Repair concrete bridge at Parking Lots A1 & B1	Granbury Contracting	\$48,557.25	7/29/2005
306188-05	SOM Ex Ed.Dn.Rm: repair floor boxes	Centennial	\$35,272.00	10/3/2005
306244-05	BE 2.508: Install eyewash enclosure-stainless steel	In House	\$6,588.00	
306273-05	FO 2.318 Lab - work on vacuum	In House	\$305.03	8/10/2005
306315-05	AD 3.104: Interior upgrade for General Confer. Room-Fishbowl	Nouveau	\$10,763.71	10/14/2005
306420-05	WSTC Lithospheric Studies Cubicles Reorganization	In House	\$1,787.88	8/11/2005
306511-05	MP 3.412 Minor Remodel - Controller's Office Conference Room	Centennial	\$5,086.00	10/13/2005
306588-05	Trash enclosure for MP building	Nouveau	\$5,000.00	7/29/2005
306655-05	Admin 3.418: Paint & Carpet Suite - CHRISTIMAS PROJECT	Nouveau		
306677-05	GR2.508 - Carpet & Paint Classroom - CHRISTIMAS PROJECT	Nouveau		
306787-05	FN 2.104 Renovation for Doug Vass-Teleconferencing Classroom	Centennial	\$24,915.00	7/29/2005
306803-05	Center for Brain Health - Demolition	Nouveau	\$574,137.00	10/1/2005
306868-05	Entry Sign	Nouveau	\$60,145.90	
306877-05	Admin 3.414 Recarpet-except conf. room-Internal Audits	Centennial	\$5,170.00	9/23/2005
306881-05	Admin 3.418 Remove wall in storage area	In House	\$1,185.00	10/12/2005
307018-05	GR 2.530: Purchase & install white boards	Checking on status		
307261-05	GR 2.612: window in door; paint; carpet	In House	\$906.79	10/26/2005
307282-05	GR 3.104, 3.104A, 3.104G: replace carpet	In House	\$1,789.16	10/27/2005
307263-05	GR 3.222	In House	\$188.40	10/24/2005
	SUBTOTAL		\$1,118,914.24	
	GRAND TOTAL		\$3,640,771.34	



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WFO #	Project Name	Contractor	Cost	Completed
600008-06	WSTC 1st & 2nd Floor - Remodel for Dr. Harris' Lab	Nouveau	\$58,357.70	11/30/2005
600009-06	EC North 3.7 Suite Remodel for Dean	Nouveau	\$37,335.88	
600090-06	BE 3.312, 3.308, 3.304 Renovation	Nouveau	\$33,856.00	
600158-08	Conference Center Restroom Cosmetic Upgrades	Nouveau	\$68,083.00	10/11/2005
600344-06	MC 1.310: Estimate to install windows	In House	\$700.00	
600350-06	MIRA - install locks on cabinets	Nouveau	\$886.76	
600478-06	ECS North 2.7 Suite: Minor Construction and recarpeting	Nouveau	\$38,621.00	
600482-06	Soccer Field Restrooms: toilet boosters			
600542-06	Campus wide exterior door upgrade-Hoblitzelle			
	Identical Hardware	Hallmark Glass	\$14,410.00	
600543-06	Campus parking lot study	Metroplex Control Sys.	\$8,975.00	
600891-06	Update "You Are Here" signs on campus	Warty Design	\$15,000.00	
600954-06	Remodel MP2.102 - Abby Kratz old area	Signarama	\$2,467.70	
601019-08	BE Replaces 4 air handlers	Nouveau	\$21,208.40	
601021-08	MP 3.202: Remodel	Estimated cost:	\$700,000.00	
601028-06	Founders Remodel Phase 2	Estimated cost:	\$90,000.00	
	Founders Remodel - Relocation Services	In House	\$3,864.44	
601029-06	Founders Remodel Phase 3	BMS Holdings, LLC	\$42,082.80	
601059-06	Mall Update - Phase I	Nouveau	\$21,125.00	10/31/2005
	Mall Update - Phase II	Nouveau	\$47,800.00	11/30/2005
	Mall Update - Phase III	Nouveau		
601124-06	JO 3.308: Replaces single glass doors with double glass doors	In House		
301139-06	HH Restroom remodel	Nouveau	\$45,141.62	11/20/2005
601140-08	Admin. Bldg.: relocate mailboxes 2nd flr	Nouveau	\$3,004.24	
601141-08	AD 2.410: Remodel Dr. Terry's suite	Nouveau	\$17,950.24	
601204-06	EC North: Install magnetic door holders to connect to alarm system	Nouveau	\$48,800.00	
600543-06	Parking Lot Upgrade Study	Warty Design	\$15,000.00	10/28/2005
600515-06	GR3.222 - Dr. Marianne Stewart's Office	In House	\$342.52	10/7/2005
601415-06	WSTC-CSS	Nouveau	\$2,029,973.35	
601432-06	HH ADA Ramp - Estimating	Nouveau		
	<b>GRAND TOTAL</b>			

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