



Strategic Plan Implementation Team – Facilities  
Summary report on initiatives  
December 4, 2008

**Initiative #1: Establish operational and service standards and guidelines.**

1. Sub-Committee formed to determine focus. Sub Committee consists of Luigi Marcone, Gene Tosetti, Deanna Schaab, Director of Planning and Engineering (vacant). Have determined 3 distinct needs.
  - a. Operational Guidelines
  - b. Building Systems Standards
  - c. Design Standards
2. Established the following Operational Guidelines:
  - Operational Procedure for the removal of Snow and Ice.
  - Building Services Operational Standard.
3. Documenting the following Building Systems Standards:
  - Fire alarm and Automatic Sprinkler Systems
  - Building Automation Systems
  - Emergency Lighting Systems
  - Access Control
  - Closed Circuit TV Systems
  - Door Hardware Systems
  - Interior signage and way
  - Interior/Exterior lighting
4. Identified the need to document the following Design Standards<sup>1</sup>:
  - Faculty/Staff office size and finish
  - Office Furnishings
  - Floor Coverings
5. Next Steps:
  - a. Determine procedure for review/acceptance/approval of documentation. (Who makes the final determination and approvals)
  - b. Incorporate standards into all future renovations and new facilities.

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<sup>1</sup> The committee recognizes the need to establish standards definitions of faculty teaching space utilized for specialized functions, such as faculty teaching studios (applied music), rehearsal space (theater and music), and art studios in Visual and Performing Arts and clinical teaching spaces for nursing. It is suggested that design standards for these spaces be measured against those established by programs of similar size and scope across the nation, and by standards set by national accrediting bodies such as NASM, NAST, NASAD and CCNE.

- c. Commit to adhering to standards (do not go above or below).

**Initiative #2:** Establish space utilization decision framework; implement. Clarify who approves use of space and changes in specific space assignments & Develop more integrated/joint planning, particularly with academic affairs.

A meeting was convened to discuss a formal framework for space utilization. Present at the meeting were Dr. Linda Rinker, Dan Costello, Dan Goble, Lorraine Capobianco, and Vanita Wagner. The following framework was created to facilitate planning and space assignments across the campus.

**A. Proposed Communication Schedule for Maintenance and Technology Facilities Requests.**

1. All requests initially to be presented to Provost (September)
2. Provost then informs the appropriate Dean and the Registrar (Scheduler) (October)
3. Deans then inform affected Department Chairs/Heads for feedback (November)
4. Department Chairs/Heads report back to Dean(s) and/or Registrar (December)
5. Deans and/or Registrar report back to Provost (January)
6. Provost sets priority list of projects in consultation with Deans, Registrar, Maintenance and/or Technology<sup>2</sup> (February)
7. Project priority list presented to UPBC for approval. (March)
8. Priority List will be reviewed for progress each year by UPBC

Priority list completed by March for following summer projects (example: priority list completed in March 2009 will be for projects beginning Summer 2010).

**B. Proposed Communication Schedule for Departmental Facilities Requests.**

1. All requests initially to be presented by Departments to Academic Dean (September) in consultation with Registrar (Scheduler) and Facilities/Technology
2. Deans consult with Provost, Facilities, Technology and Registrar (Scheduler) and develop draft priority list (October)
3. Deans then inform affected Department Chairs/Heads for feedback (November)
4. Department Chairs/Heads report back to Dean(s) and/or Registrar (December)
5. Deans and/or Registrar report back to Provost (January)
6. Provost sets priority list of projects in consultation with Deans, Registrar, Maintenance and/or Technology (February)
7. Project priority list presented to UPBC for approval. (March)
8. Priority List will be reviewed for progress each year by UPBC

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<sup>2</sup> Requests for new technology facilities and equipment must go through the University Information Technology Committee (ITC)

These proposed schedules must be approved the UPBC. These schedules are intended for projects that are defined as *major* by yet-to-be-determined thresholds (minimum square footage and/or dollar amounts). There is also a perceived need to edit and update the current Project Request Form to shift the cost estimate for projects from the end-user to Facilities.

**Initiative #3: Improve university image and internal communications with respect to facilities. (John Murphy)**

- Exterior Building and Campus signage have recently been installed on both campuses.
- Interior signage and way finding will be an on-going project – as buildings and areas are refurbished or renovated, new conforming signage will be installed, with cost being built into the facility project. There is limited funding for some interior signage change outside the scope of facility projects.
- Interior and exterior displays will be included in refresh or renovation facility projects. These displays are intended to promote, recognize and highlight the achievements of departments, individuals or programs within the specific building or corridor.
- Facility scheduling on campus – FSP (Facility Scheduling and Promotions) is currently working on a PowerPoint presentation that will cater to each stake holder group – faculty, staff, students and community users. The presentation will cover the process, time lines and specific venue manager (where appropriate) who will facilitate your booking.
- Reconcile EMS and Banner for more effective facilities scheduling.
- Virtual web based tour – idea in discussion, will work with Media Services to create a mock up.

**Initiative #4: Develop efficient process for identification and execution of facility and infrastructure requirements. (Gene Tosetti)**

**A. Classroom Occupancy**

After reaching out to department chair persons, those that responded indicated that they do not interact with other departments. This indicates that they do not leave their generally used classrooms for other rooms in other places during the summer. Example: Departments that use classrooms in White Hall do not typically hold classes in Higgins over the summer.

**B. Maintenance Work Order System**

The Maintenance Work Order System, aka. “Schooldude” is an internet based software / program designed to manage maintenance related information. The product was purchased approximately a year & half ago for use at the University for managing our maintenance work requests & expenses.

Schooldude is designed for customers to place their requests for maintenance, including grounds & custodial work into the Schooldude website [Myschoolbuilding.com](http://Myschoolbuilding.com). Once the work order is received & saved, it is routed to the appropriate staff to perform the work. This system will automatically confirm the requests by electronic mail when they are received. It will also notify customers when requests are completed or if the request will be delayed and give specific information if available.

The system also allows the Maintenance-Trades & Environment & Facilities Departments to keep track of expenses incurred for each request and the time in labor hours necessary to perform the job. The system also can be set up to keep track of costs in a similar fashion for scheduled renovations.

### **C. Building inspections**

Building inspections will be completed on a bi-weekly basis by competent member(s) of the Maintenance-Trades or Facilities Staff. Our goal is to address improvements in each building. Inspections will be completed, and a group of employees will be formed as a team to complete identified needs with eye towards making a noticeable improvement.

### **Initiative #5: Implement Master Plan. (Dan Costello)**

The University has made good progress on implementing the Master Plan over the past year. We were successful in getting bond commission approval for \$12.1M for the design of the Visual and Performing Arts Building (Master Plan Capital Improvement Priority #1a) which also includes \$175,000 for the Master Plan Environmental Assessment. In addition, the university made adjustments to our FY09 CSUS 2020 program to include \$2M for the Campus-Wide Utility Infrastructure Improvements and Boiler House upgrades (Master Plan Capital Improvement Priority #2b).