

Facilities 3 yr. Plan
2009-10 to 2012-13

6/1/2009
Lock Haven University of Pennsylvania
DB Proctor

Mission Statement

Our mission is to provide a campus environment and physical plant essential services which is:

- (1) Is conducive to learning and teaching in a diverse academic community;
- (2) Facilitates the intellectual and cultural growth of our students.

To accomplish this mission, the Facilities Department efforts are focused on the following goals:

- Maintain the quality of existing facilities that are conducive to the learning and living environment through daily operational support.
- Construct new/renovate existing facilities to support the growth and academic needs of the University.
- Provide long term Facilities Planning that identifies and supports the future needs of the University.
- Ensure that all Facilities are safe, meet all code requirements and free of issues detrimental to a learning and living environment.

Functional Organization

Facility Director

Responsible for the overall management and planning for the Facilities Dept. Develops Policies and Procedures necessary to manage daily operations; develops various plans such as a 20 yr. Facilities Plan, 5 yr. Capital / Auxiliary Plans, plans deferred maintenance expenditures; identifies and plans various projects to support academic needs; and is responsible for control of the overall department budget.

Assist Director / Operations Manager

Responsible for the day to day operations of the Facility providing services in Grounds, Custodial and Maintenance

Foreman - Grounds /Automotive Shop

Foreman responsible for the day to day management of the Grounds and Automotive Shop personnel.

Foreman – Electrical / Locks / Carpenters / Painter

Foreman responsible for the day to day management of the Electrical Shop personnel, Locks, Carpenters and the Painter.

Foreman – HVAC / Plumbers / Temperature Control Tech.

Foreman responsible for the day to day management of the HVAC, Plumbers and Temperature Control Technician.

Foreman – Second Shift / Summer Maintenance Projects

Supervises multiple trades on the second shift during the academic year. During the summer this position is responsible for supervision of a Maintenance Project Crew.

Stock Clerk III

Coordinates the daily repair parts / supply needs of the operations area (Grounds, Auto Shop, Maintenance, and Custodial). Also coordinates the acquisition of furniture, carpeting and other discretionary items

Custodial Supervisors (2)

Daily supervision of the custodial staff is split between these two supervisors.

Assist. Director / Project Manager

Responsible for the execution of all major projects consisting of work normally contracted out.

Construction Manager / Inspector Supervisor

Performs the daily construction management and inspection of all work contracted out on major projects.

Energy Manager

Coordinates all work related to energy usage. Scope includes currently managing the execution of the ESCO Project, projecting energy budgets, approving energy expenditures and managing the Energy Management System operation.

Additional duties include management of space utilization in accordance with PASSHE guidelines, coordination and management of the LHU Air Quality Control State Synthetic permit including bi-yearly data reporting and permit renewal / modifications when applicable.

Secretarial Supervisor

Basically the office manager responsible for the overall managerial support function with specific duties of managing the work order system, automotive fleet management, budget monitoring, overtime reporting / tracking and monthly reports. Manages

several Service Contracts including, but not limited to, Pest Control, Elevators services, and Window repairs. Many of the duties are delegated to either students or a Secretary working under her supervision.

Secretary

Reports directly to the Secretarial Supervisor and serves as her assistant is accomplishing the tasks assigned to that area. Will function in the supervisors position when she is on vacation. She is primarily delegated the responsibility for the work order system, overtime reporting and tracking and Automotive Fleet car assignments.

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Current Environment

- No funding for discretionary spending.....ie, no alterations or additions from plant funds.
- No funding to support supplemental spending for deferred maintenance. We are currently spending less than \$1,000,000 per year on deferred maintenance needs. This is very far below the recommended spending level of \$3-4,000,000 per year to keep up with equipment obsolescence.
- Limited / declining operating budgets.
- System has received additional capital funding. This needs to be explored to ensure we maximize the benefits to LHU.
- A Facilities Task Force has been formed to review 1) alternatives for relocating offices and programming from buildings that have been identified for demolition and 2) potential solutions to temporary loss of classrooms during Science Center construction. The Task Force will provide recommendations and management's decisions will determine additional projects in these areas.

Major Goals / Next 3 yrs.

- Begin design and construction of a new Science Center at the East Campus.
- Develop and complete a Housing Master Plan that will identify needed replacements / upgrades of our existing housing to a more functional style, including an implementation plan.
- Implement the recommendations from Facilities Master Plan, including, but not limited to demolition of unused / excess space.
- Manage the operations and repairs costs to keep expenditures to a minimum.
- Complete the ESCO in a timely manner to achieve energy savings as quickly as possible.
- Complete a programming study to renovate the PUB.
- Complete a Food Service Master plan and identify facility changes necessary to support the plan.

List of Major Projects Planned

- New Science Center - \$28,000,000
- Demolition of existing unused space - \$1,670,000
- Upgrade of Fiber Optic Infrastructure - \$3,500,000
- Housing Master plan - \$240,000
- Ulmer South Renovation - \$10,000,000
- ADA Compliance - \$300,000 per year for each of 3 years.
- ESCO - \$9,300,000
- Deferred Maintenance projects - \$300,000 per year for each of 3 years.
- PUB Programming Study - \$84,000
- Food Service Study - \$58,000
- Bentley Elevator Renovation - \$175,000
- Large Classrooms - \$400,000 (potential spending)

Metrics

The Facilities Department uses an independent third party (Sightlines) to conduct an annual review of its operations which provides relevant feedback on performance in a variety of areas. Sightlines employs a Return on Physical Assets (ROPA) model that addresses four major categories of performance: annual stewardship, asset reinvestment, operating effectiveness and service. A customer satisfaction survey is also performed and this provides customer feedback in several different areas.

In addition to the Sightlines review, periodic measurement of results to date are realized through the following monthly reports:

-Maintenance

Overtime

Year to date reported and compared on a monthly basis with previous years results

Running total of overtime as a percentage of regular time. Goal is not to exceed 5%

Status of work order backlog

Open work orders

– current month backlog reported by priority

- 1 year and 3 year trend of backlog

Backlog by trade report as Manhours and Weeks of work.

-Grounds

Overtime

Year to date reported and compared on a monthly basis with previous years results

Running total of overtime as a percentage of regular time. Goal is not to exceed 5%

-Custodial

Overtime

Year to date reported and compared on a monthly basis with previous years results

Running total of overtime as a percentage of regular time. Goal is not to exceed 5%

-Energy

Status of energy related projects

Status of energy budgets to date compare to plan

Consumption

Costs

Pricing

Usage by category

Energy density by building updated monthly

Comments from Energy Committee

-Construction

List of open projects with budget status

Highlight discussion of open projects

Construction status of active projects

Future projects anticipated

-Overall Department

Overtime, year to date reported and compared on a monthly basis with previous years results

Operating budget status to plan

Status of active studies.

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