

# Agenda

Facility Manager Meeting

6.13.18

## **Jay Bieszke, Physical Plant Executive Director**

- Welcome
- Facility Manager Role
- Revision/Updates Facility Manager Handbook

## **Anjali Sridharan, Service Excellence, FP&M**

- After-hours Notifications
- Work Order Software Update

## **Daniel Einstein, Campus Planning and Landscape Architecture**

- Art Exchange

## **Jonathan Bronk, Campus Planning and Landscape Architecture**

- Exterior Site Amenities
- Henry Mall Deliveries

## **Paul Umbeck, Environment, Health & Safety Director**

- Dry Ice Safety Poster
- Campus AED Program & Cardiac on Campus Program
- Used Drums for Recycling

# Importance of the Facility Manager

- Be the facility's ambassador
- Maintain communication with FP&M and colleagues across campus to keep abreast of current facility-related issues
- Respond to situations where building repairs are required and help to facilitate resolution
- Be familiar with the facility condition and the operational requirements (what needs repair and where improvements are needed to support the users)
- Coordinate with the occupants/users for requested FP&M work
- Maintain up-to-date knowledge of UW-Madison's facilities policies and procedures
- Provides stability, consistency, and continuity for all facility occupants/users
- Maintain awareness of the energy/water conservation, security, and emergency service needs of the facility
- Keep users/occupants informed

**Facilitating Communication is Key to Our Combined Success**

# Facility Manager Handbook Update

- Purpose: The handbook will provide guidance to facility managers to address various situations.
- Comments / recommendations due July 20<sup>th</sup>
- Establish Working Group
- Revised draft for review ~September 2018