

Fall Facility Manager Meeting Minutes
Tuesday, November 1, 2016 – 8:30 a.m.
Cooper Hall Auditorium

Rob Lamppa welcomed everyone joining us today for the Fall Facility Manger meeting.

Changes at FP&M

Bill Elvey left FP&M in early October for a medical facility position in Texas. Faramarz Vakili also left FP&M the end of August for a new position at the University of Pennsylvania. Margaret Tennesen is the Interim Associate Vice Chancellor for FP&M. John Mulcahey from the Campus Renovation Services group has the Steamfitters, Plumbers and Maintenance Mechanics reporting to him. Mike Pena is overseeing the Carpentry, Electric, Lock, Machine, Paint and Sheetmetal shops. Helium and ESCO projects now fall under Cindy Statz.

Roof Access

Mike Pena discussed roof access protocols as well as safety plans for accessing roofs. There is a draft standard operating procedure right now going to the next step for approval and this will be shared once approved. Maintenance Mechanics have posted areas where access is or is not allowed. Some access to roofs is escorted, some is not allowed and some access might be allowed depending on the circumstance. If you have questions regarding this, please call Customer Service and they will assist you.

Utility Keys

Utility keys that access Physical Plant spaces including rooms that contain electrical components and chemicals require authorization for all individuals when requesting a key and access. We set up a process to request utility keys, user and requestor must understand what is in the space that the key they're requesting is for. Need to verify qualifications to enter, form will verify this and ask about safety training. Safety Bootcamp put on by Paul Umbeck's group can provide essential training to give individuals an understanding of what is in the space they are requesting key access to. You can contact Paul's group at 265-5000. Your custodial staff is trained to access these spaces as they do store items in these areas. They attend trainings and refreshers often. Request is signed by supervisor as well as requestor of the keys. The form comes back to the Lock shop and follows a process before the key is issued.

Ladders on campus

Ladder access at buildings on campus require safety training, Physical Plant ladders cannot be lent out to building occupants for use. We are following these protocols to ensure everyone's safety.

Elevator machine rooms

Access to physical plant elevator machine rooms is only allowed by escorted by elevator mechanics, written procedure will be shared shortly. A fully qualified elevator mechanic will do an assessment, check for hazards and escort individuals to these spaces. Building master keys will not work for these spaces. If you need access to this area, please call Customer Service at 263-3333, they will get you in touch with an elevator mechanic to assist you.

WE Conserve Update

WE Conserve/Office of Sustainability are merging together. The Nelson Institute and FP&M, approvals are being worked on at this time. We are looking at how to make sure we have standardized processes to follow sustainability/conserving/waste/recycling – we will be looking for individuals within different buildings to educate staff on protocols and processes to follow. We are putting together guidelines to standardize this initiative and will provide facility managers with resources to educate everyone.

Styrofoam pickup process will be moving from WE CONSERVE to Physical Plant Campus Services. Any questions about pickup, please call Customer Service at 263-3333 and they can answer questions for you.

CMMS Software update

We are working with DOIT/AIMS on comparing programs to have checks and balances to make sure we have all the necessary components. The plan to purchase and implement will hopefully be in the next year or so, current program will continue to operate and information will be kept for historical documentation. We will offer trainings to share software with all of you when the time comes.

Karen Mier would like to send attachments and photos when submitting work orders when the new system is implemented. Rob Lamppa confirmed this is a feature of the new program.

Duane Barnes asked if building managers will be able to see who is assigned to a job and Rob confirmed this will also be a new feature coming.

It was requested in the new CMMS program that the person requesting the work order as well as the facility manager will be notified of the work order upon creation. For example, if Jeff Schiller requests a work order for an eyewash station through Customer Service, upon creation Jeff Schiller will be notified of the work order number as well as the facility manger.

SONARR – Service Outage Notification and Restoration Response

Service outage notifications are being sent out to facility mangers in buildings to alert you of an outage. You will be notified of the outage when the event affects your entire building. It is acceptable for facility managers to email their building occupants this information. We want to get the word out to all affected.

Campus Renovation Services

Pam Barrett presented information on Campus Renovation Services and the new implementation of the deadline for the submission of renovation project requests. Effective immediately, the deadline for the submission of project requests for Summer 2017 renovation projects is January 1, 2017.

New intake form available on Campus Renovation Services website:

<http://physicalplant.wisc.edu/campus-renovation-services.htm>

General Project Process is available at this link:

http://physicalplant.wisc.edu/documents/CRS_GeneralProcessDiagram.pdf

Questions and further information can be obtained by contacting administration at crsadmin@lists.wisc.edu or you contact your project administrator directly. Administrator contact information is located here: <http://physicalplant.wisc.edu/campus-renovation-services.htm>

Safety Department Presentation

Paul Umbeck's presentation is attached to this email for your viewing. Any questions please follow up with Paul's group at 608-265-5000.

The meeting concluded at 10:00 a.m.

Meeting minutes taken by Jennifer Dohm, Physical Plant Customer Service Supervisor
(Note my name change, formerly Jennifer Badtke)