

## Spring Facility Manager Meeting Minutes

**April 26, 2016 – 8:30 a.m. – Genetics Biotech Room 1111**

Rob Lamma welcomed everyone to the Spring Facility Manager Meeting and presented the following to the group.

Physical Plant staff will be receiving new ID batches in the near future so our staff is easily identifiable when they are working in your buildings. The badges will be red and displayed in a visible way for you to see. New employees that have recently started have these new badges already and the rest of the Physical Plant will be getting them soon.

The A/E and PAC group are now combined under the name of Campus Renovations Services, CRS. The websites, forms and others areas labeled A/E or PAC will be transitioned over to the new name. The Physical Plant is also planning to rename CARS, Central Answering Response Service to a different name that won't confuse our customers when saying CARS as they sometimes associate that acronym with Fleet Services. If you have any suggestions on any new names feel free to contact us and let us know.

SONARR, Service Outage Notifications and Restoration Response are notifications sent to facility managers and customers when there is an emergency on campus or services outages. The Physical Plant and DOIT has a table top exercise this coming Friday to do a mock trial of this and we will update you as we work through this new process.

The Work Order Administration Process Redesign group is working on wrapping up their research and putting it into final reports to present the findings that were found during the review of our work order system, after hours process and PAC process. The team has found that we need to explore the possibility of new software and new tools for project delivery. More updates on this will be coming to you very soon as the team wraps up their final reports.

We are continuing to employ multiple buildings with the new key watcher systems, if you are interested in having one in your building please contact the Physical Plant.

In order to maintain the facility manager email list and website, we need to have you inform of us when there are changes in your building. Changes can be emailed to [emergencymgt@mhub.uwupd.wisc.edu](mailto:emergencymgt@mhub.uwupd.wisc.edu) attn. Sean Rausch.

If you see graffiti on campus, please report it to the Physical Plant Central Answering Response Service Office so we can enter a work order to have it removed.

Please be mindful at this time of year that the grass, sides of the road, and edges of the grass are soft and we need to keep vehicles off these areas as much as possible. It is extremely hard to get grass to grow once it is driven on in these conditions.

Kris Ackerbauer shared with the group how campus mail is handled, processed and delivered. A detailed power point will be available on the Facility Manager Website with Kris's presentation. If you have any questions about campus mail, please contact Ross Berge at 262-4254.

Paul Umbeck along with special guests, Brittany Rose Derynda and Karla Wethal presented information on AEDs on campus and their personal stories tied to cardiac arrest. There is a power point with this information available on the Facility Manager Website. Karla Wethal shared her story about how an AED on campus saved her life. Brittany is part of the student organization "Cardiac on Campus" that is promoting awareness on

AEDs and cardiac care. This hits home for Brittany as she lost her brother to this and she is getting the word out on how we can become certified to use an AED and help save lives when we see someone go into cardiac arrest. You can now download the app called Pulse Point that will alert you when someone is in need of cardiac care on campus, allow you to register that you are certified to use and AED, and show you where on campus AEDs are located.

Rob Kennedy shared information about the road projects that will be starting on campus, May 16 and how they will affect our commutes to and from work/parking. This information is available for you at <http://transportation.wisc.edu/>.

Gary Brown updated the group on the Campus Master Plan; you can visit <http://masterplan.wisc.edu/> to learn about UW Madison's Campus Master Plan. Gary's power point presentation will be available on the Facility Managers website as well.

Meeting was concluded by Jennifer Badtke and if you have any follow up questions, comments or concerns feel free to contact the Physical Plant at any time.