

# Agenda

Facility Manager Meeting

5.21.19

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

- Welcome
- Introductions

**Bill Mann**, Director of Conference Centers and Mail Services (CCMS)

- Conference Centers and Mail Services

**Tara Schnell, Ann Larson & Todd Yanke**, Biosafety & Chemical Safety, EHS

- OK to Move/Repair Labels – Handling Lab Equipment Safely

**Craig Mayer**, Director of Maintenance, Physical Plant

- Facility Specialists

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

- AssetWorks



**Bill Mann, Director of Conference Centers and Mail Services (CCMS)**

- Conference Centers and Mail Services





## *Facility Managers Meeting*

- Tara Schnell, Biological Safety Trainer, Office of Biological Safety, EHS**  
**Ann Larson, Risk Management Specialist, Office of Biological Safety, EHS**  
**Todd Yanke, Environmental Health Specialist, Chemical Safety, EHS**
- OK to Move/Repair Labels – Handling Lab Equipment Safely

## **Cleaned ▪ Decontaminated ▪ Disinfected**

Contact/Lab Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Building & Room \_\_\_\_\_

*Boxes below must be checked ☒:*

- ☐ *No biological or biohazardous material*
- ☐ *Does not contain chemicals*
- ☐ *Never used with radioactive material*

# **OK to Move / Repair**

Questions? Call UW EH&S Dept. at 265-5000

## *How To Use the **OK to Move/Repair Label***

1. **Clean the item** using appropriate methods to remove laboratory contaminants (such as cleansers, disinfectants, detergents, wipe downs, etc.)  
☒ Check the boxes on the label to show cleaning is completed.
2. **Complete the label:**
  - Lab name or person name
  - Contact phone number
  - Building and room number
3. **Attach the label** to the cleaned item
4. **Submit** the cleaned & labeled item for move/repair
5. **Do NOT submit the item if:**
  - Item cannot be cleaned or lab contaminants cannot be removed for safe non-lab handling
  - Item has been used with radioactive materials at any time.  
Contact Radiation Safety [radiationsafety@wisc.edu](mailto:radiationsafety@wisc.edu)

*This label indicates the item / equipment  
has been cleaned by lab staff and made  
as safe as possible to handle by non-lab personnel*





**WISCONSIN**  
UNIVERSITY OF WISCONSIN-MADISON

## *Facility Managers Meeting*

**Craig Mayer, Director of Maintenance, Physical Plant**

- Facilities Specialist and Physical Plant Work

# How Facilities Specialists get involved in Physical Plant Work

## Goal:

When you come back to work tomorrow you will remember.....

1. How to find a Facilities Specialist
2. How to make use of a Facilities Specialist
3. How Facilities Specialist get involved once it becomes a work order

# Facilities Specialist...

## **Have many roles, but at a high level they**

- manage expectations
- help define requirements
- set priorities
- Keep order to our activities

The facilities specialist is the **field extension of our customer service** effort, serving to facilitate all FP&M products and services.



## **Before a work request, the Facilities Specialists are a resource to answer questions like.....**

- What's the process for getting this work accomplished?
- Do you think this is feasible to do?
- Would PP pay for this or is it Department funds?
- Is this work that PP does?
- Can you help me clarify this requirement?

## **Once a work order is initiated, they can.....**

- Provide you information
- Provide information to the shop
- Make decisions about the work
- Ensure asset information is updated

## Examples where a FS does not get involved – (business as usual)

Room is hot/cold

Window won't close

Lights are flickering

Toilet runs continuously

Ceiling tiles in Room 206 are damaged

Elevator stuck on third floor

Water leaking from ceiling

Getting an electrician added to assist a plumber with a pump install

## Examples where a FS should get involved – New stuff!

Replace all ceiling tiles on 2<sup>nd</sup> floor

Paint all common areas in building

Convert a storage room into an office

Fix all deficiencies identified in attached report

Install a storage shed behind the building

Need temporary power and 12 portable bathrooms for an event

Install ventilation in transformer room

Update audio-visual components of five of our classrooms

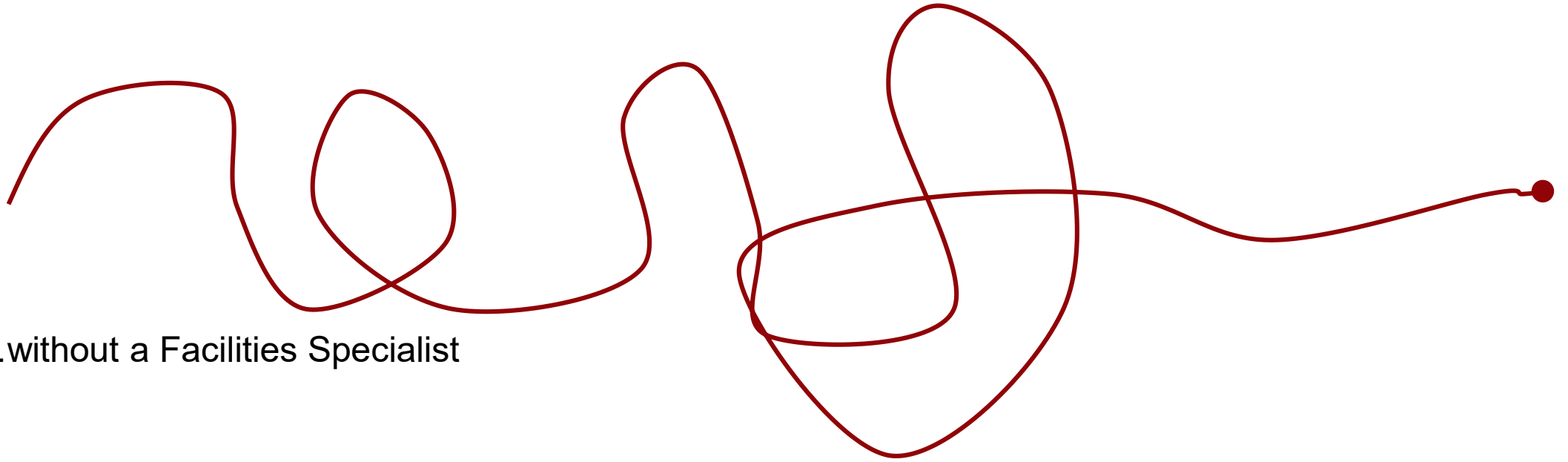




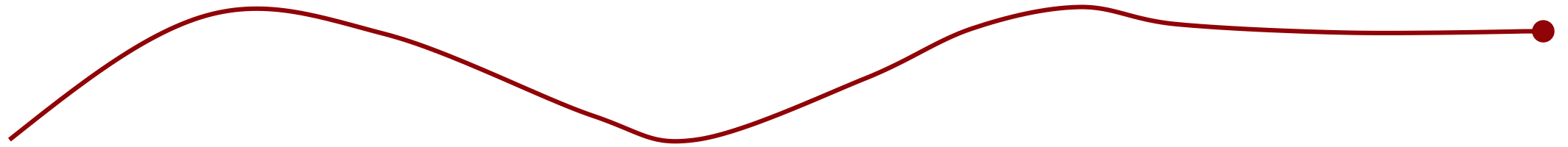
# Campus Zones

<b>Zone 1</b>	<b>Shaun Frey</b> Primary Zone 1; assist other Facilities Specialists with exterior work
<b>Zone 2</b>	<b>Kelly Kreklow</b> Primary Zone 2; lead on Engineering Buildings
<b>Zone 3</b>	<b>Eddie Kieler</b> Primary Zone 3; Lead on Education Buildings
<b>Zone 4</b>	<b>Matt Harman</b> Primary Zone 4; Lead on L&S Buildings
<b>Zone 5</b>	<b>Paul Jasenski &amp; Chris Groenier</b> Primary Zones 5 & 6; Lead on CALS & VCRGE
<b>Zone 6</b>	<b>Paul Jasenski &amp; Chris Groenier</b> Primary Zones 5 & 6; Lead on CALS & VCRGE
<b>Zone 7</b>	<b>Zhaleh Noubari</b> Primary Zone 7; Lead on Medical School across all zones

# Your Facilities Experience...



...without a Facilities Specialist



...with a Facilities Specialist





Questions?

# Facilities Specialists

What is the oldest building on campus?

a) Bascom Hall

**b) North Hall**

c) Music Hall

**North Hall** opened September 1851; designed and used as a classroom facility and men's dormitory.

## Facilities Specialists

How many buildings were included in UW-Madison's original campus plan?

a) 3

**b) 5**

c) 11

**Only five buildings.** Three were built in the 1850's – Bascom Hall, North Hall and South Hall.



# Facilities Specialists

What is the location of the first central campus heating plant?

**a)Radio Hall**

b) Service Building Annex

c) Charter Street Plant

**Radio Hall.** It was completed in 1887 in support of Science Hall, and expanded in the 1890s during a period of enormous growth.

# Facilities Specialists

How do you request work from FP&M?

## **a)Customer Service**

b) Negotiate directly with the Shop Supervisor

c) Track down one of the trades persons when you see them in your building

## **Customer Service**

<https://physicalplant.wisc.edu/customer-service/>

**For Emergencies: 263-3333**



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

- AssetWorks



# The AiM Integrated Workplace Management System (IWMS)

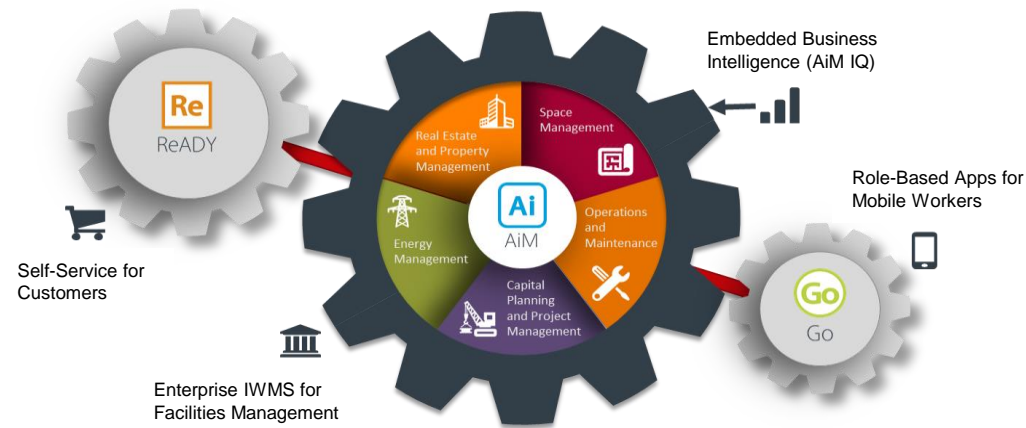
## ⚙️ Current Software: FME, Facility Focus

- In-use since ~2001; has reached end-of-life / no longer supported

## ⚙️ New Software: AiM by Assetworks

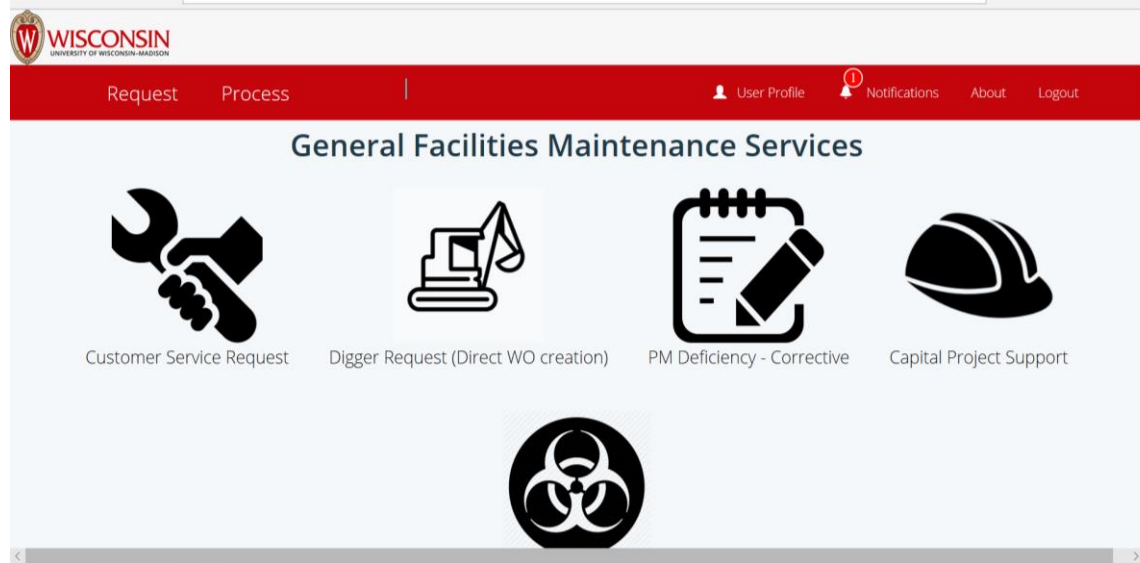
Phase I Start-up Date on June 23, 2019

- Initial operational capability – Work Orders, Internal Projects, Capital Planning
- Additional enhancements and capability planned through December 2020



The complete end-to-end facilities management solution for the public sector  
**AssetWORKS**  
IWMS

# ReaDY Customer Interface



This screenshot shows the 'Customer Maintenance Request' form. The header includes the University of Wisconsin-Madison logo and navigation links for 'Request' and 'Process', along with a 'User Profile' link. The form title is 'Customer Maintenance Request'. Below the title, a red text prompt states: 'If this is an emergency, or work needs to be done today, call (608) 263-3333'. The form contains several input fields: a 'Phone Number' field, a question 'Are you the primary contact person for this request?' with radio button options for 'Yes' and 'No', a 'Select the type of property:' dropdown menu, and a 'Brief description of request:' text area. An example text is provided in the description area: 'Example: Lights above my office are out, sink is stopped up and the floor is cracked.'

# Facility Manager Training



**Date:** Monday June 17, 2019

**Time:** 8:00 – 9:30am

**Location:** HSLC, Room 1306



To follow along during the training session...

- 200 computers are available in the training room or, bring your laptop
- Training tutorial and user guides will be available online at time of training.

# Recognize Excellence!

## 2019 FP&M Employee Recognition Awards



The FP&M Employee Recognition Awards are an opportunity for anyone on campus to recognize FP&M employees, both as individuals and teams, for their outstanding contributions in providing excellence in facilities and services to our university community.

## Nominations due June 1, 2019

[inside.fpm.wisc.edu/recognition](https://inside.fpm.wisc.edu/recognition)