

Agenda

Jay Bieszke, Executive Director of Physical Plant

- Welcome

Matt Thies, Program Specialist Supervisor, SWAP

- SWAP Overview

Water Resource Committee

- Salt Reduction

Kris Ackerbauer, Director of Services, Physical Plant

- Recycling Update

Anjali Sridharan, AssetWorks Change Manager

- IWMS/AssetWorks Reports

Jim Bogan, Director of Facilities, Physical Plant

- Facilities Specialists Update

Christopher McMahan, Executive Director, Facility Planning & Delivery

- Capital Projects Update



Facility Managers Meeting

Matt Thies, SWAP (Surplus with a Purpose) Operations Supervisor

- Disposal Procedures and Surplus Exchange

Overview of University Surplus Disposal Policy

- State policy – PRO-416
 - Sales to public and donations to non-profits require:
 - Publicly-advertised event
 - Competitive process
- University policy – PPP18
 - Purchasing services has sole authority over disposal of reusable surplus property



SWAP (SURPLUS WITH A PURPOSE)

A Division of Business Services

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[Surplus Request Form](#)

[Material Acceptance
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Form](#)



PUBLIC & NON- PROFIT SALE HOURS

Fri 8:00am-2:00pm
2nd Sat 8:00am-12:00pm

AUCTION VIEWING & PURCHASE PICK-UPS

Mon-Fri 8:00am-4:00pm
2nd Sat 8:00am-12:00pm

SURPLUS REQUEST FORM

Surplus property received by SWAP will be disposed of in accordance with the [State Procurement Manual PRO-416](#). See [Purchasing Policy and Procedures #18](#) for additional information.

Before submitting a Surplus Request Form for capital asset items, UW-Madison departments MUST:

1. Submit a [Disposition Request Form](#) to Property Control;
2. Receive a Disposition Approval email from Property Control;
3. Enter the Asset Tag # or Asset ID # on the Surplus Request Form.

If all of your surplus material is non-capital, please proceed below:

This is a: *

- ☐ Pick-up
- ☐ Drop-off
- ☐ Online Auction - Items at Location (IOL)

Requestor Name *

Requestor Phone *

Department *

Requestor Email *

Building Name

Address *

MDS Account Number (EX. MD12345) *

Location of Item(s) at the Address: *

The University can only return a portion of the net proceeds from the sale of these item(s) to your department if one of the the following statements is true: *

The assets being sold were originally purchased with grant or gift funds, are being replaced, have recently been replaced, or the functionality has been replaced.

☐ True

☐ False

*

QUANTITY	DESCRIPTION	MAKE/MODEL	CONDITION	CAPITAL ASSET ID # (IF APPLICABLE)	CAPITAL ASSET TAG # (IF APPLICABLE)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

File Upload

Drop files here or

Select files

Additional Comments

I understand that: *

I must receive disposition approval from Property Control on all capital asset items prior to including them on a Surplus Request Form (UW Departments ONLY).

- ☐ Material identified as NOT accepted by SWAP on the [Material Acceptance Guidelines](#) should not be listed on a Surplus Request Form, mixed with material to be picked up, or delivered to SWAP.

Requests for SWAP's free pick-up service should be made for small-to-medium sized loads only.

Submit

Free Pick-Up Services

- Performed by MDS
- For small-to-medium sized loads only – no disassembly
- Cannot be scheduled – prior notice is challenging
- Drivers will evaluate and accept what is deemed to be salable
- Move closer to loading dock for faster service

Drop-Offs

- Submit Surplus Request Form PRIOR to delivery
- Staff available to receive Monday – Friday 8:00am to 4:00pm
- Restrictions:
 - Material acceptance guidelines still apply
 - Limit to resources and storage space available

IOL Auction – Items On Location

- Reserved for high-value, sensitive, or bulky property
- Department must provide:
 - Pictures, description, starting price, auction length, etc.
 - Assistance with customer questions, viewing, or pick-up
- Non-capital property may be offered internally before public auction

Purchasing from SWAP

- Three options:
 1. Sales floor – open to departments Mon - Fri 8:00am – 4:00pm
 2. SWAP Online Auction - bid under any account
 3. Surplus Exchange – NEW!
- Payment must be made with MD account

Surplus Exchange Program – NEW!

- Online “Craigslist”-type inventory of reusable non-capital surplus property
- Reserved exclusively for UW-Madison departments
- Online request form
- Dock delivery available for most items
- Flat Handling & Listing fee



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[Surplus Exchange
Information](#)

[Surplus Exchange
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FURNITURE



Sunset Chairs by Westin Nielsen

Item #52694

Fee: \$50 for any quantity 1-32

Come in three different colors with same

Silver Powder Metal Frames

6 – Natural Maple Finish

10 – Cordovan Finish

14 – Light Cherry Finish

Dimensions: 18"W X 18"D X 34"H

Cosmetic Condition: Good; There are scratches and scuffs

Functionality: Confirmed, Level



3-Door Wood Cabinet

Item #52707

Fee: \$50

Six shelves and metal hinge locks

Dimensions: 72.25"L X 12.75"D X 88"H

This has to be attached to a wall – very top-



Buschman Stools by Buschman Store

Item #52692

Fee: \$50 for any quantity 1-5

Wooden seat on a metal base

Dimensions: 12.25" X 12.25" X 30"H

Cosmetic Condition: Very good; some scuffs,

Functionality: Confirmed; level

LAB EQUIPMENT & SUPPLIES



Microtome by Reichert Jung

Item #52349

Fee: \$50

Model #2030

Does not include blade; good cosmetic condition; appears to be functional



Light Source by Stocker Yale

Item #52388

Fee: \$50

Does not include any cables

Includes power cord

Model # 21AC

Serial # 30016919

Functionality : powers on, observed illumination; adjusted brightness



Autosampler Tray by Hewlett Packard

Item #52577

Fee: \$50

Includes 3 screws

Model # G2614A

Serial # CN22020698

Cosmetic condition : very good; few scratches/scuffs, residual adhesive, trace dust, overall nice clean unit

Functionality : untested

[CLICK HERE TO REQUEST AN ITEM](#)

NEED ASSISTANCE?

SWAR@PLISSVC.WISC.EDU

SHOP EQUIPMENT



Flammables Safety Storage Cabinet by Secur-All Cabinets
Item #52362
Fee: \$50
Overall weight: 200#
Model # A330
Overall dimensions : 45.5"H/46"W/19.5"D
Functionality: appears to function correctly



Port-A-Torch by Lincoln
Item #52373
Fee: \$50
Includes-Blue Beast gloves
regulators (qty. 2)
storage assembly
eye wear
torch head by Harris (model / part # 71-3)



Jobox by Delta Consolidated
Item #52574
Fee: \$50
Weight : 260 #
Features caster wheels
Model # 680990R4
Overall dimensions : 46.5"H x 60.5"W x ~31"D
Functionality : appears to function correctly

TONER CARTRIDGES

To Request Toner:

- 1. Search for toner cartridge(s) needed
- 2. Go to [Request An Item](#) form
- 3. Enter toner model number OR part number
- 4. Enter Item #53000
- 5. Enter Fee: \$10 per cartridge

NEW WPDATATABLE

Show 10 entries

Search:

MAKE ▲	MODEL NUMBER ▲	PART NUMBER ▲	COLOR ▲	QTY ▲
		C9723A	MAGENTA	2
HP	03A	C3903A		2
HP	05A	CE505A	BLACK	3
HP	06A	C3906A		1
HP	09A	C3909A	BLACK	1
HP	10A	Q2610A	BLACK	2
HP	11A	Q6511A	BLACK	2
HP	124A	Q6000A	BLACK	1
HP	124A	Q6001A	CYAN	2
HP	124A	Q6002A	YELLOW	2

Surplus Exchange Policies

- Non-capital University property only
- Restricted to UW-Madison employees
- Programmatic-use only – personal use is prohibited
- All items acquired AS-IS
- Handling & Listing fee is non-refundable

Any Questions? Comments?

Matthew Thies
SWAP Operations Supervisor
matthew.thies@wisc.edu
608-497-4436



Facility Managers Meeting

Water Resource Committee

- Salt Reduction

Water Resources Management Salt Reduction Effort

- Working with MMSD to identify opportunities of salt reduction on UW-Madison's campus
- One of the two main uses of salt on campus is water softener salt
- Hoping to create an inventory of all softeners on campus


Water Softener Information

*** Please provide info for each softener within a building***

- Building name
- Softener age (years old as of 2019)
 - Example: if installed in 2017 then age=2
- Brand/make of softener
 - Example: Capital or Hellenbrand
- Model of softener
 - Example: Windsor Series
- Control type (Demand or Time clock?)
- Setting (Auto or Manual?)

Water Softener Information

- Is there a brine tank?
- What are the main uses of water in the building?
 - Example: regular plumbing, commercial laundry, cooling towers, labs, etc.
- What is the estimated monthly salt use (in lbs.)?



Please send information to
wrmservice@aqua.wisc.edu



Kris Ackerbauer

- Physical Plant Waste & Recycling Programs

Multi-Stream vs Single Stream

- Most Communities are using **Single** Stream Recycling
- **UW uses Multi Stream Recycling = Greener & Higher Revenue**
 - Paper
 - Office
 - Mixed
 - Books
 - G/P/A/T
 - Glass bottles
 - Plastic bottles
 - Aluminum Cans
 - Tin Cans
 - Compost

Multi-Stream (others)

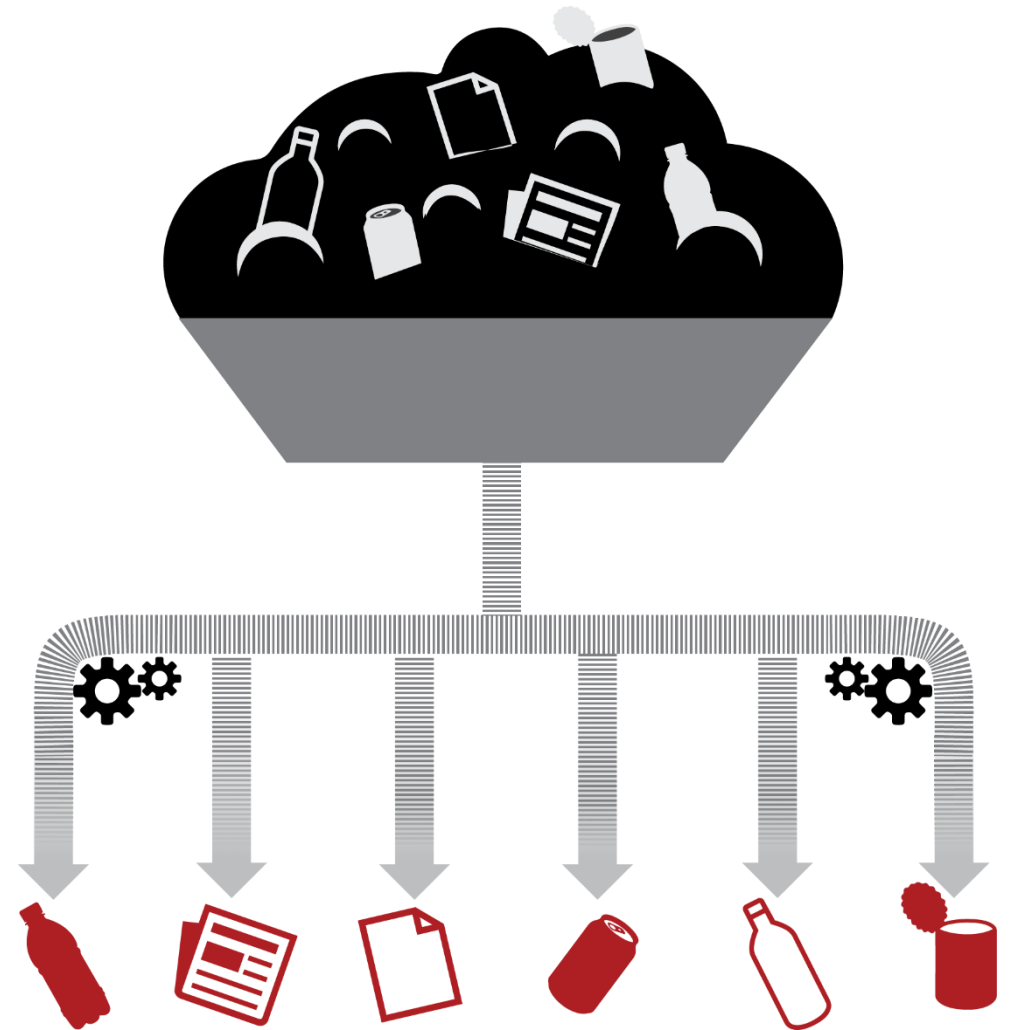
- Eye ware - Towers
- Batteries (Alkaline acceptable to put in trash)
- Phones
- Books
- Metal
 - Copper
 - Brass
 - Stainless
 - Steel
- Asphalt Rubble

Multi-Stream (others)

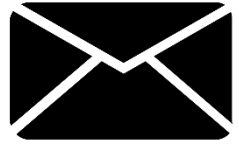
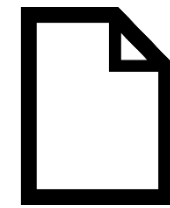
- Concrete Rubble
- Carpet (Move-out)
- Pallets
- Wood (unpainted, unvarnished)
- Shoes – Nat. & Nick (soon)
- Clothing - H.C. White
- E-Waste
 - Batteries, CDs, Cellphones, Chargers...
 - Towers in many campus bldgs.
- Bulk Styrofoam –(High Vol. generating bldgs.)

Recycling System

- Recyclables are taken to a Materials Recovery Facility (MRF)
 - Sorted using a variety of conveyer belts, rotating disks, magnets and optical sorters
- Value varies based on composition, **cleanliness, and market demand**
 - Now **Pay** \$70/ton
 - Waste is \$48/ton
- Recyclables **rejected** if not in the correct condition



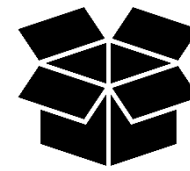
Office Paper



- ✓ Printer Paper
- ✓ Post-Its
- ✓ Envelopes
 - ✓ But not w/ windows
- ✓ Index Cards

- ✗ No Glossy Paper
- ✗ No Neon Paper
- ✗ No Plastic Windows
- ✗ No Notebook Covers
- ✗ No Magazines
- ✗ No catalogs
- ✗ No Newspapers

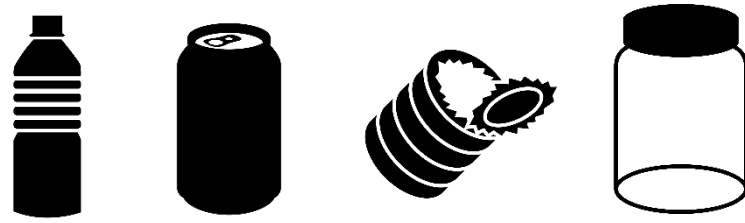
Mixed Paper



- ✓ Cardboard
- ✓ Magazines
- ✓ Newspaper
- ✓ Neon Paper
- ✓ Paperboard
- ✓ Notebook Paper
- ✓ Construction Paper
- ✓ Coffee Sleeves

- ✗ No Tissues
- ✗ No Waxy paper
- ✗ No Coffee Cups
- ✗ No Paper Towels
- ✗ No Photos/Laminated Paper
- ✗ No Greasy Cardboard (ie. Pizza boxes)
- ✗ No Dairy/Juice Cartons

Cans, Glass, Plastic



- ✓ Aluminum Cans
- ✓ Glass Bottles
- ✓ Tin Cans (soup)
- ✓ Plastic Bottles & #1-7
- ✓ Gathered **clean** plastic bags (size of basketball)
 - ✓ If Contaminated MRF tosses

- ✗ No Straws
- ✗ No Cellophane
- ✗ No Styrofoam
- ✗ No Plastic Utensils
- ✗ No Compostable Plastics
- ✗ No Chip Bags/Candy Wrappers

General Recycling Tips

- **Remove** food and liquids – Clean is best!
- If confused ... **TRASH IT** to **NOT** contaminate the whole stream
- Separate Coffee cups
 - Remove sleeve from coffee cup (recycle sleeve in Mixed Paper)
 - Put cup and stirrer/straw in trash

Styrofoam Recycling

- Requirements
 - Must be “*Naked*”
 - No Stickers or tape
 - No Plastic bags, wraps
 - No Polyethylene foam (slippery)
 - The type you can bend but can't break into little pieces
 - No Peanuts

Styrofoam Recycling

- 30 Facilities – Large Research
- Where does it go?
 - Haul to Waunakee
 - The Recycler extrudes into 90% of Picture frames for big box stores.

Bulk Styrofoam Pickup Locations

Animal Science

Babcock

Biochemistry

Biochemistry Addition

Bock Labs

Chamberlin

Chemistry

Capitol Court (Annex)

Computer Science

Dairy Forage

Engineering Cntr. Bldg.

Engineering Hall

Genetics

H.C. White

Horticulture

Hygiene

Mechanical Engineering

Med. Science

Microbial

Noland

Nutritional Sci.

Psychology

Russell Labs

S.M.I.

Vet. Diagnostic Lab

Vet. Med.

Waisman Center

W.E.I.

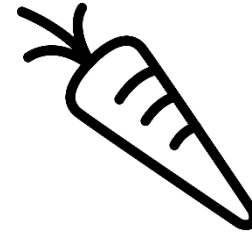
W.I.D.

W.I.M.R.

Composting

- From Where?
 - 39 Locations
- To Where?
 - Middleton Digester
 - \$48/Ton
- Into What?
 - Great Compost- Purple Cow
 - Methane
 - Used to power their facility
 - Sell excess back to Grid

Composting



- ✓ Eggshells
- ✓ Coffee/Tea
- ✓ Fruit, vegetables
- ✓ Brown paper towels
- ✓ Shredded greasy cardboard
- ✓ Bread or rice products
- ✓ Dairy Products
- ✓ Meat Waste
- ✓ Napkins

- ✗ No Plastics
- ✗ No Plastic Bags
- ✗ Not Even "Compostable" Plastics
- ✗ No Pits (peach/avocado)
- ✗ No Metal/Glass
- ✗ No LARGE Bones

Composting

Ball Diamond (Parking Lot)
Biochem/Bock
Carson Gulley
Chadbourn Hall
Chemistry
Cooper Hall (Nursing)
DeJope
Education
Engineering Hall
Enzyme
Gordon Commons
Grainger Hall
Helen C. White
Holt Commons
HSLC
Ingraham Hall
Kohl Center
Lakeshore Dorms
Liz Waters
Lot 62 (Parking Lot)

Lowell Hall
Memorial Union
Microbial
Music Hall (by appt.)
MSC
Pyle Center
Science Hall
Squash House
Smith Hall
SoHE
Stadium
University Club
Union South
UW Hospital
UW Clinics
Vet Med.
Waisman Center
W.I.D.
30 North Mills St.

E-Towers

- 23 Campus Locations
 - Eyeglasses
 - Batteries
 - Phones/chargers
 - Media
 - CDs
 - Tapes
 - Printer Cartridges

E-Towers

- Army ROTC
- Bascom Hall
- Biochemistry
- Chemistry (Temp. gone)
- Cooper Hall (Nursing)
- Education
- Engineering Hall
- ERB (Batteries)
- Grainger
- Helen C. White (& Clothes)
- Holt Commons
- H.S.L.C.

Lock Shop (Batteries)

Memorial Union

Microbial

SERF (temp. gone)/Nick

Student Act. Cntr. (333 E.C.M.)

Teachers Ed.

Union South

Van Hise

Vet Med

21 N. Park St.

30 North Mills St.

Trash



- Styrofoam Cups, Take Out boxes
- Coffee Cups
- Cellophane
- Plastic utensils
- Thin plastics: Ziplocs, chip bags, snack wrappers
- Small bits of plastic (toys, pen caps, etc.)
 - Nothing smaller than a post-it note will make it through the MRF
- Super light things that will blow away
 - Straws



Questions?



Anjali Sridharan, AssetWorks Change Manager

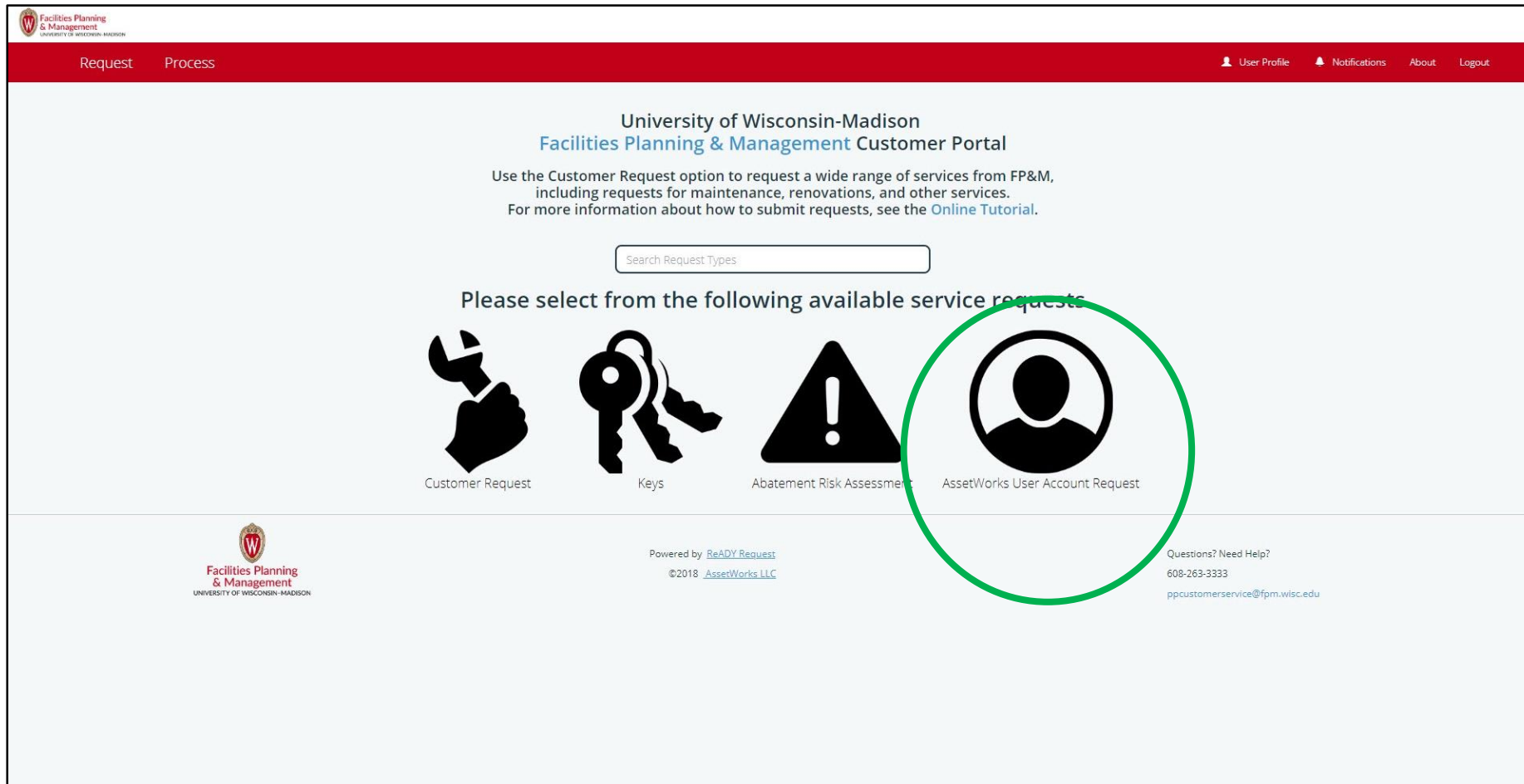
- Information available through AssetWorks

Information Available through AssetWorks

- Getting Access to AssetWorks
- AssetWorks Reports – Work Order and Financial information
- Knowledge Base for FP&M

Getting Access to AssetWorks

- Go to ReADY homepage from fpm.wisc.edu, click on Request Service
- Follow directions; You will get confirmation email



AssetWorks Reports

- Click on link from FP&M confirmation email

<https://wiscsp.assetworkssso.io/fmax>



AssetWorks Reports

AiM

WorkDesk

Add

Restore

Menu

Report Listing


- 1003 - Bldg WO Summary - Closed and open work orders by building
- 1007 - Cust Work Ord Detl - Work order's current status and cost summary to date
- 1008 - Cust No Funding - Active customer numbers by Division
- 1012 - Cust Stmt by Div - AssetWorks charges by Division and Journal Number (Ref. used in WISDM)
- 1015 - Fac Mgr Contacts - Facility Manager list by Building
- 1016 - Cust St by Cust No - AssetWorks charges by Customer Number
- 1017 - Cust St by Div WO - AssetWorks charges by Division and Work Order Number

Still have Questions?

- AssetWorks Knowledge Base website: <https://kb.wisc.edu/fpm>

UNIVERSITY OF WISCONSIN KNOWLEDGEBASE

DOITMYUWUWPEOPLE



FACILITIES PLANNING & MANAGEMENT
KnowledgeBase

All Topics

SEARCH

Advanced

**ASSETWORKS LINKS
(EXTERNAL)** ^

[SUBMIT OR MANAGE WORK
REQUESTS](#) »

[AIM WORK ORDER REPORTS](#) »

[TRAINING TO ACCESS
ASSETWORKS](#) »

HOW TO SUBMIT A WORK REQUEST - ONLINE TUTORIAL ^

<https://rise.articulate.com/share/tm5PFrszljrhMFsJyj896HeGgkCNfNri#/>

CHEATSHEETS FOR AIM EXTERNAL USERS ^

[CheatSheet-AiM-How to export AiM report to Excel.pdf](#)

REQUEST/ UPDATE FP&M CUSTOMER NUMBER ^

<https://facilities.fpm.wisc.edu/customer-number-form/>

ACCESSING OLD WORK ORDER INFORMATION ^

<https://uwmadison.app.box.com/folder/81875624609>

<https://kb.wisc.edu/fpm/>



Jim Bogan

- Facilities Specialists Update

FS Updated Responsibilities

Shaun Frey – primary affiliation, campus buildings formerly associated with UW Extension.

- Outlying locations for the College of Agricultural and Life Sciences.
- Kegonsa Research Campus.

Chris Groenier – primary affiliation School of Veterinary Medicine.

- Selected animal related facilities.

Matt Harman – primary affiliation College of Letters and Science selected facilities/departments.

- Transportation Services parking facilities.

FS Updated Responsibilities

Andrew Henter (starts November 11) - primary affiliation College of Letters and Science selected facilities/departments.

- Library buildings

Paul Jasenski – primary affiliation, main campus locations for the College of Agricultural and Life Sciences.

Eddie Keiler – primary affiliation School of Education; Law School

- College of Letters and Science selected facilities/departments.

Kelly Kreklow – primary affiliation College of Engineering

- FP&M Division buildings.

FS Updated Responsibilities

Zhaleh Noubari – primary affiliation, School of Medicine and Public Health.

Marc Scateni (starts October 28) – primary affiliation University Housing.

- College of Letters and Science selected facilities/departments.

Paul Trgovcich – primary affiliation, University Athletics.

- campus electrical grid facilities.
- Recreation & Wellbeing.
- Wisconsin Union.

Building Manager List – website

FP&M Home:

<https://facilities.fpm.wisc.edu/>

Footer for home page, Quick Links, “For Facility Managers”:

<https://facilities.fpm.wisc.edu/facility-manager-tools/>

On Facility Manager Tools page, lower right, Lists, Building Contacts:

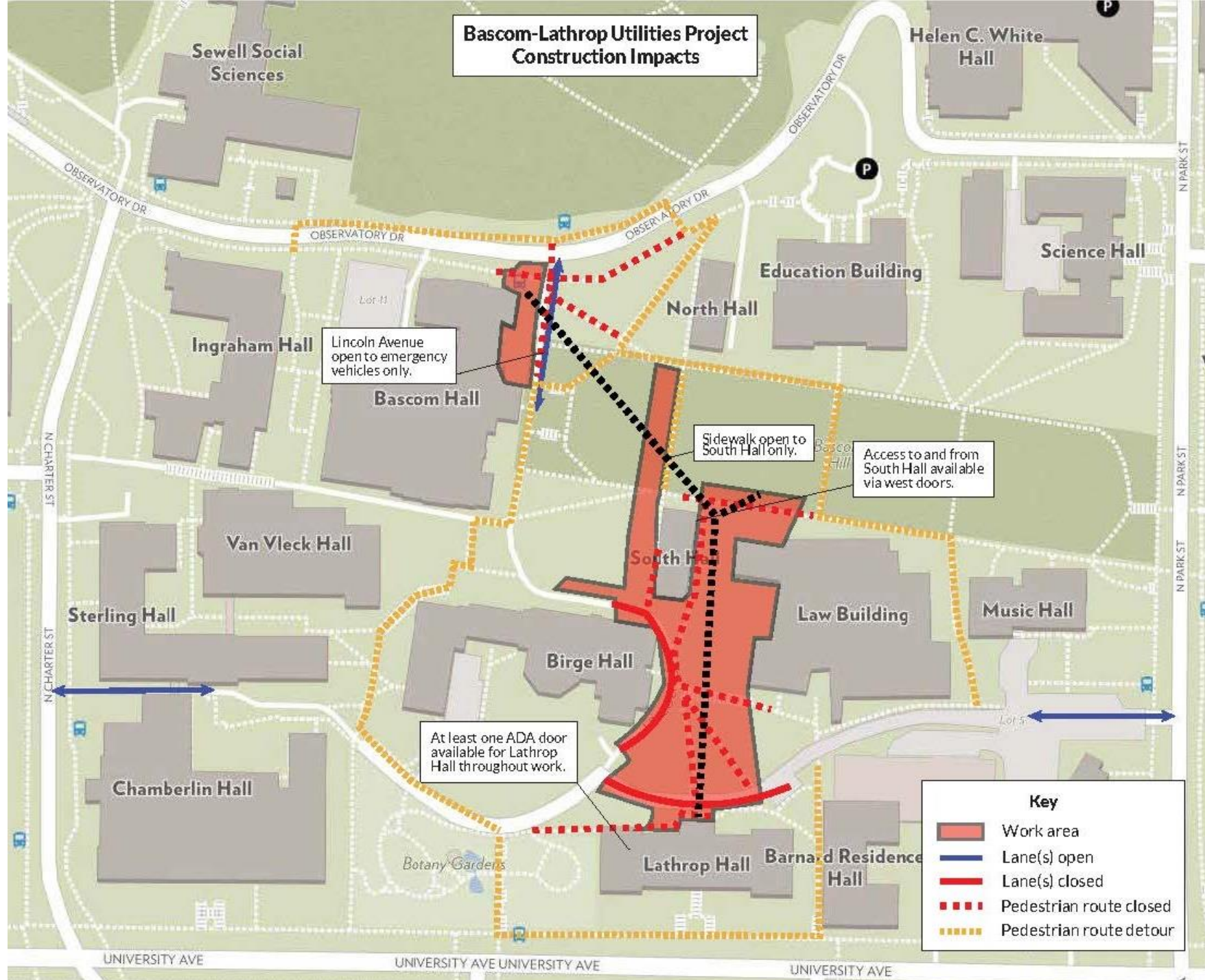
<https://facilities.fpm.wisc.edu/building-contacts/>



Facility Managers Meeting

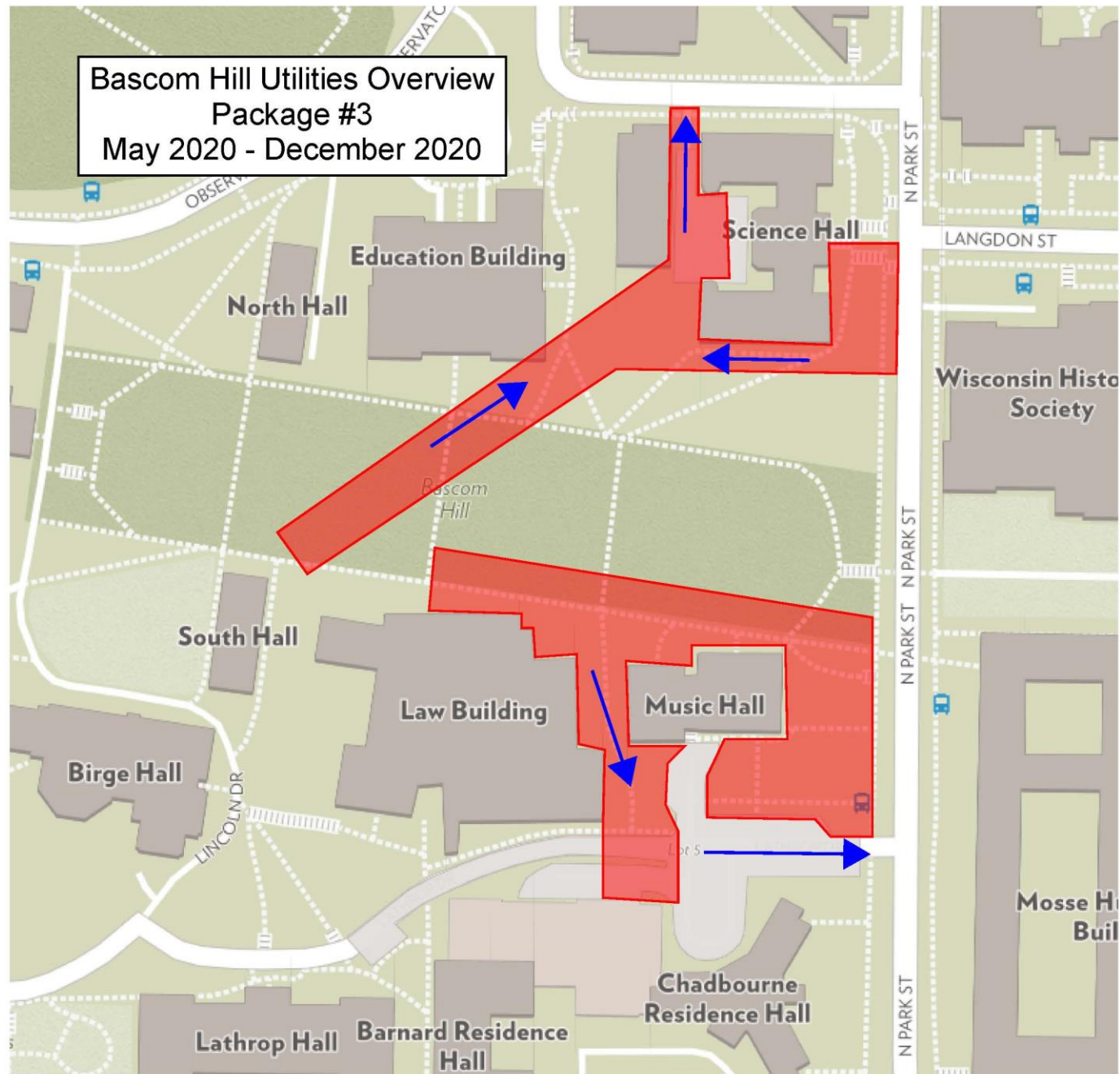
Christopher McMahan, Executive Director, Facility Planning & Delivery

- Capital Project Delivery – October 2019



Start Construction: Aug 2019
Sub. Completion: May 2020

**Bascom Hill Utilities Overview
Package #3
May 2020 - December 2020**



Start Construction: May 2020
Sub. Completion: December 2020

Capital Construction Projects – October 2019



WISCONSIN
UNIVERSITY OF WISCONSIN-MADISON
2017
Facilities Planning & Management



- ★ Projects in Construction
- ★ Projects in Design
- ★ Projects Recently Completed



Babcock Dairy Renovation & CDR Addition



Project Size:	84,350 GSF / 56,720 ASF
Budget:	\$46,920,000
Start Construction:	May 2018
Sub. Completion:	November 2020

Chemistry Addition & Renovation



Project Size:	245,840 GSF / 135,000 ASF
Budget:	\$133,100,000
Start Construction:	September 2018
Sub. Completion:	March 2022

Linden Drive Parking Garage



Project Size:	190,200 GSF / 180,690 ASF (600 spaces - net+120)
Budget:	\$23,647,000
Start Construction:	September 2019
Sub. Completion:	December 2020

Lowell Renovations Floors 2-4



Project Size:	11,000 GSF
Budget:	\$4,005,000
Start Construction:	August 2019
Sub. Completion:	May 2020

Meat Science & Animal Biologics – Phase I



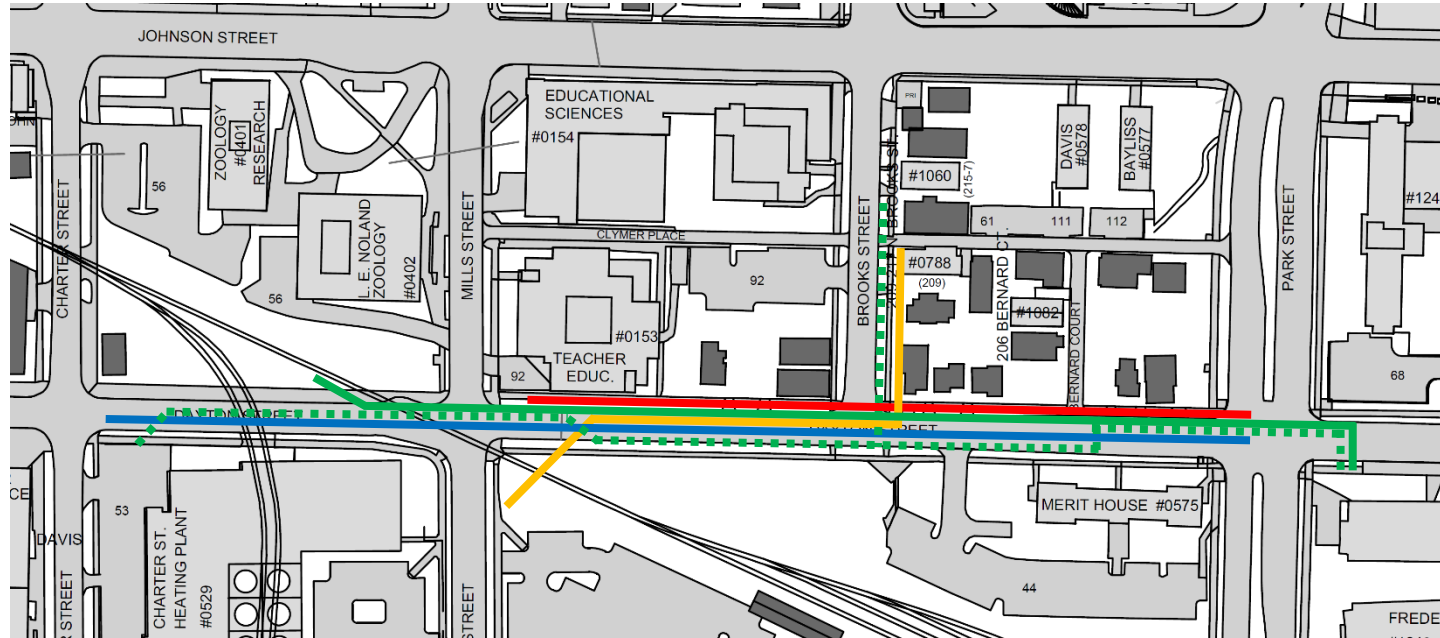
Project Size:	67,540 GSF / 37,308 ASF
Budget:	\$50,077,000
Start Construction:	December 2016
Sub. Completion:	November 2019

MSC Kinesiology Renovation



Project Size:	59,685 GSF / 36,179 ASF
Budget:	\$12,000,000
Start Construction:	November 2019
Sub. Completion	August 2020

South Campus Utility Improvements



Project Size:	N. Charter Street to N. Park Street along W. Dayton Street
Budget:	\$22,760,000
Start Construction:	April 2019
Sub. Completion:	April 2020

SERF Facility Replacement (The Nick)



Project Size:	248,300 GSF / 170,800 ASF
Budget:	\$96,541,000
Start Construction:	October 2017
Sub. Completion:	January 2020

WIMR West Wedge Addition

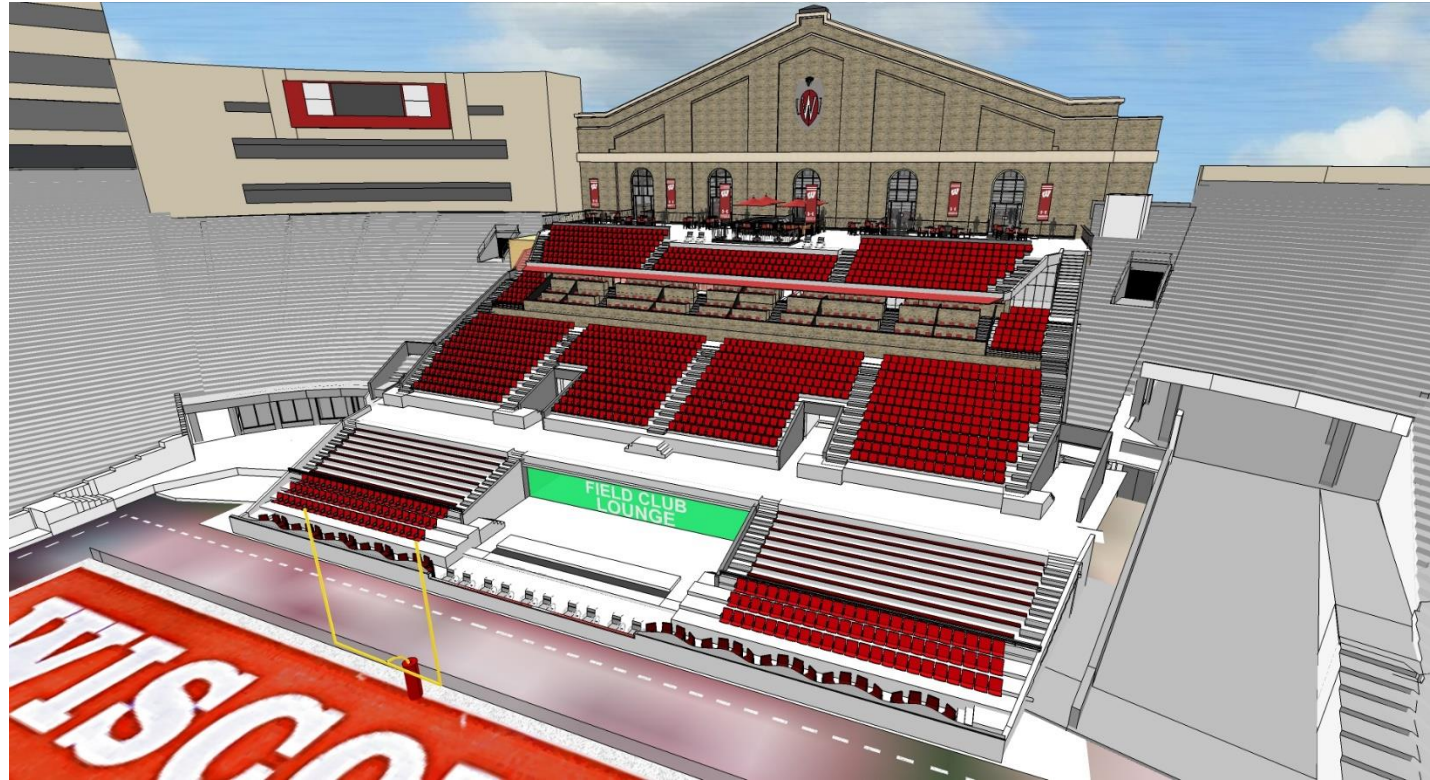


Project Size:	36,868 GSF / 20,981 ASF
Budget:	\$21,169,400
Construction Start:	March 2018
Sub. Completion:	September 2019



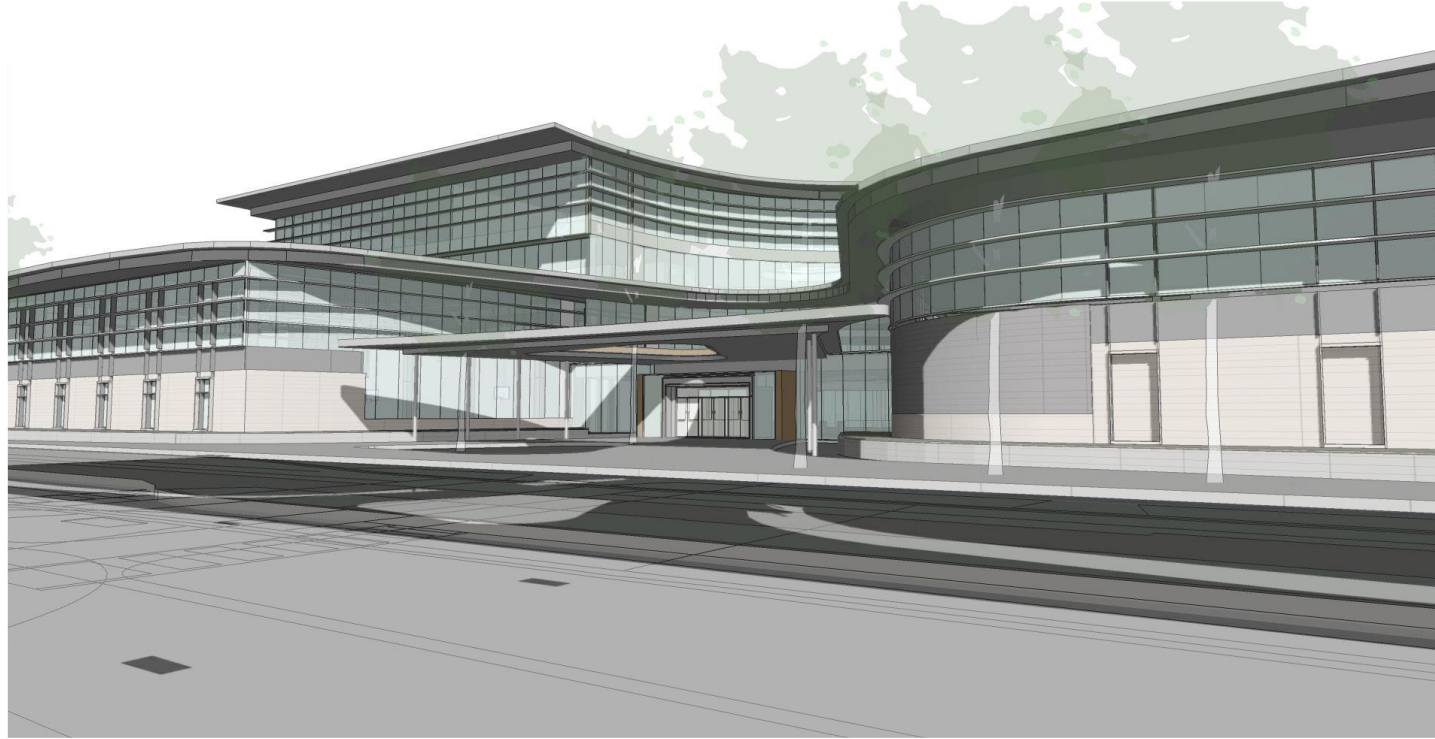
IN DESIGN

Camp Randall and Field House Renovation



Budget:	\$77,646,000
Start Construction:	November 2021
Sub. Completion:	October 2023

Gymnasium / Natatorium Replacement



Project Size:	262,108 GSF / 170,200 ASF
Budget:	\$95,000,000
Start Construction:	February 2021
Sub Completion:	December 2022

Kohl Center Addition



Budget:	\$42,772,000
Start Construction:	March 2021
Sub. Completion:	July 2023

Sellery Hall Renovation & Addition



Project Size:	330,931 GSF / 219,196 (+250 replacement beds)
Budget:	\$78,811,000
Start Construction:	July 2020
Sub. Completion:	August 2023

Veterinary Medicine Addition & Renovation



Budget:	\$107,500,000
Start Construction:	June 2021
Sub. Complete:	April 2023