

17.0 FACILITIES MAINTENANCE ELEMENT

17.1 EXISTING CONTEXT

Facilities Maintenance in higher education encompass a broad range of services including the maintenance of existing facilities and their systems, utilities, grounds and amenities, waste disposal, and planning / implementation for new growth. Underlying the importance of this functional area is the substantial financial and other resources needed for facilities maintenance and operation.

At UWF, these needs are accomplished through the Facilities Management Department including sub-departments of Administration, Building Services, Materials Management, Landscape Services, Maintenance Services, and Utility Services.

17.2 EXISTING CONDITIONS

GENERAL

Operation and maintenance of the University's buildings and grounds is the responsibility of the Facilities Management, a division of Administrative Affairs. The day-to-day mission of this department is to provide services to all campus buildings, grounds, utilities, infrastructure, and equipment, solid waste removal, and to provide the means to seek, contract, and work with outside contractors for areas or items that the University does not have the in-house resources to undertake. The staff of Facilities Management is comprised of HVAC and electrical operators, utilities managers, general grounds and landscape maintenance personnel, custodial, and materials handling personnel.

HOUSING AND RESIDENCE LIFE

The Housing and Residence Life Department maintains the on-campus residential facilities.

SOLID WASTE

Solid Waste collections are addressed through a private contractor. There are a series of dumpster locations placed throughout the University, typically in parking lots, where there is convenient truck access for emptying and disposal.

SERVICE ROUTES

Services routes to facilities consist primarily of paved roads and paths which are shared with vehicular and pedestrian transportation, and/or the existing sidewalk system. Transportation and parking on unpaved grounds is also routine where paved paths do not exist.

GROUNDS MAINTENANCE

The university has prided itself on maintaining a natural environment where possible. As such there are several grounds areas of the campus which receive little to no maintenance or irrigation. There are a few areas of significant landscaping such as at the main entrance off University Parkway, and the areas located near buildings 10, 11 and 12. The primary areas of irrigated and maintained lawns (excluding recreational areas) are located in the central academic core near the University Commons Facility and Library.

17.3 ANALYSIS

General

The general maintenance of facilities, utilities, infrastructure, custodial needs, and grounds seems to be working at acceptable levels to serve the current University needs. However, as the campus grows, and the initiatives of this Master plan are implemented, additional resources and methodologies may be required.

Solid Waste

The current system of solid waste collection via dumpster is convenient, and perhaps efficient, but also is an eye sore to the general campus environment. Attention should be given to more sensitive means of solid waste collection, and to occur in less visible or non-public spaces.

Service Routes

The conflict of pedestrian, vehicular, and service routes throughout the developed core of the developed campus is fairly universal. The lack of designation further causes confusion for visitors and those who are not acclimated to the current campus culture. New facilities need to provide adequate provision for service access. Remedial effort to existing facilities should be addressed where possible.

Grounds Maintenance

Additional maintained green space and landscaped areas are needed to improve campus life and encourage the integration of students, faculty, and staff. Accordingly, irrigation, landscaping, and maintenance are necessary to increase to support this agenda.

17.4 PLAN FRAMEWORK

GOAL 1701

Develop and maintain a reliable and inviting high quality sustainable physical facilities resource base to support the University's Strategic Plan consistent with the Campus Master Plan

Objective 1701.1

Co-chair the Facilities Planning Committee to update the Five-Year PECO and Alec P. Courtelis Fixed Capital Outlay (Major Capital) Plan through the University Planning Council.

Policy 1701.1.1

Present the proposed Fixed Capital Outlay plan to the Board of Trustees in June of each year. This requires the milestone deadlines are adhered to with University Committee completion prior to the end of the academic year and aligned with the University Planning Council's calendar.

Objective 1701.2

Complete the Fixed Capital Outlay (Major Capital) Plan documents following the required format with appropriate documentation.

Policy 1701.2.1

Submit the updated Plan to the Board of Governors Educational Facilities Office by August 1 of each year.

Objective 1701.3

Assure appropriate planning, design, and construction of funded projects is completed.

Policy 1701.3.1

Assure the funds are expended as planned and within budget, or modifications made as determined necessary by the Chief Facilities Officer, are communicated appropriately to impacted colleagues, within 31 months from July 1 of the calendar year the funds are appropriated by the Legislature and released by Board of Governor's Budget Office.

Objective 1701.4

Annually update the Five-Year PECO Formula Funded/Minor Projects Plan through the Facilities Planning Committee and University Planning Council.

Policy 1701.4.1

Assure the planned projects and required modifications as determined by the Chief Facilities Officer and communicated as appropriate to impacted colleagues, are completed within budget and 31 months from July 1 of the year the funds are released by Board of Governor's Budget Office.

Objective 1701.5

Maintain a Three-Year Capital Improvement Trust Fund (CITF) plan. Partner with the Vice President for Student Affairs to assist with this Division and staff to maintain a facility plan to utilize the \$4.76 per semester credit hour for the purpose of student-related non-instructional facility construction and/or renovation.

Policy 1701.5.1

Assure the planned projects and required modifications as determined by the Chief Facilities Officer and communicated as appropriate to impacted colleagues, are completed within budget.

Objective 1701.6

Provide safe, reliable, effective, and efficient services at competitive cost to support the University service to the citizens of Florida.

GOAL 1702

Provide safe, reliable, effective, and efficient services at competitive cost to support the University service to the citizens of Florida.

Objective 1702.1

Attract and retain experienced and motivated staff that provides essential customer service to support a sustainable physical resource environment.

Policy 1702.1.1

Annually, or at a frequency required, review with the Human Resources Office to research market data on equitable wages and salaries for comparable Facilities Services Organization position responsibilities.

Objective 1702.2

Increase growth and development technical and non-technical training opportunities for staff at all levels

Policy 1702.2.1

Provide effective expense and equipment resources to Organization staff within the fiscal year operating or carry forward budget limits.

Objective 1702.3

Assure departments annually update the expense needs correlated with the Budget Council calendar and maintain a multiple year equipment replacement schedule of priorities and cost estimates.

Policy 1702.3.1

Improve the perception of the Facilities Services Organization as a valuable resource and customer service team for campus users.

GOAL 1703

Communicate regularly with Senior Administration, Academic Deans, and Extended Cabinet members, and other campus leaders to discuss strategic topics of interest.

Objective 1703.1

Proactively communicate with various external stakeholders to discuss and resolve problems.

Policy 1703.1.1

Meet monthly, or as required, with the Vice President, other Division Vice Presidents, Academic Deans, and Executive Vice President to discuss Facilities Services Organization topics requiring team strategy, communication, and guidance.