ABC 2015 Fall Summit

Facilities Overview

Who are we?

September 9th & 10th, 2015

Agenda

- Our mission
- Major Responsibilities
- Organization Structure
- Service Requests
- Timelines
- Maintenance versus Chargeback
- Contact Information
- Questions
What do we do?

“Our goal is to provide, maintain, and enhance the built environment in support of Cal Poly's academic mission”

Major Responsibilities
Facilities Customer & Business Services

- Facilities Help Center
  - Your Service Connection!
  - 756-5555
- Campus Lost & Found
- Campus Mail Distribution
- Budget and Finance
- Event Support
Facilities Management

- Facilities Operations
  - Custodial
  - Landscape
  - Transportation
  - Surplus
  - Skilled Trades
  - Lock Shop (Keys)

Facilities Management

- Environmental Health & Safety
  - Water Quality
  - Ergonomics
  - Safety Training
Facilities Management

- Energy Utilities & Sustainability
  - Green Campus
  - Drought Action Plan
  - Water Conservation
  - Energy Conservation

Facilities Planning & Capital Projects

- Major Capital Projects (Over $634,000)
  - New Construction
  - Infrastructure
  - Major Repairs
Facilities Planning & Capital Projects

- Minor Capital Projects
  - Office or Lab Remodel
  - Security Alarms
  - Install New Flooring

Did you know you can track your projects now via the Project Portlet?

Facilities Planning & Capital Projects

- Planning
  - Campus Master Plan
  - Community Liaison

- Space Management
  - Building Floor Plans
Service Requests

- Work Order
  - Typically Involves Single Trade
  - Minor Requests
    - Install Blinds, Additional Cleaning, Key core change etc.
  - Events
  - Permits

- Project
  - Typically Involves Multiple Trades
  - May involve external contractors or vendors

Timelines
Why does it take so long?

- Scheduling
  - Coordination and Communication
  - Access to Facility
  - Neighbors
  - Design & Plan Check
  - Prioritization
Who pays for what?

- Maintenance
  - My light bulb burned out!

- Chargeback
  - I want a different light bulb!

Who to contact?

- Your Service Connection!
  - Facilities Help Desk
    - 756-5555
    - facilities-cbs@calpoly.edu
    - Cal Poly Portal – Single Click Facilities Requests
  - Project Manager
  - Customer Service Specialist – Jessica Hunter
    - 756-7568
    - jhunter@calpoly.edu
Want more?

- Information
  - Facilities Web Site
    https://afd.calpoly.edu/facilities/
  - Facebook

- Additional Sessions & Training
  - Minor Project Process
  - Maintenance & Services
  - Service Requests & Project Portlet

Facilities Overview

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