ABC 2016 Fall Summit

Facilities Management & Development

Who are we? An Overview

September 7, 2016

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

Cal Poly
Organization Structure

Facilities Customer & Business Services

- Facilities Help Center
  - Your Service Connection!
  - 756-5555
  - facilities-cbs@calpoly.edu
- Campus Lost & Found
  - 756-2321
  - lost-and-found@calpoly.edu
- Budget and Finance
- Event Support
Facilities Operations

- Skilled Trades
  - Carpentry
  - Lock Shop
  - Plumbing
  - Building Services
  - Central Plant
  - Paint
  - Electrical
  - Poly Canyon Village

- Transportation

- Surplus & Moving

Custodial
- Landscape

Environmental Health & Safety

- Building Environmental Safety
- Water Quality
- Ergonomics
- Safety Training
Energy Utilities & Sustainability

- Drought Action Plan
- Climate Action Plan
- Sustainability Initiatives
- Zero Waste

Facilities Planning & Capital Projects

- Major Capital Projects (Over $656,000)
  - 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?

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Facilities Planning & Capital Projects

- Planning
  - Campus Master Plan
  - Community Liaison

- Space Management
  - Building Floor Plans

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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*

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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?

Where to find Facilities Information

- Facilities Web Site
  - [https://afd.calpoly.edu/facilities/](https://afd.calpoly.edu/facilities/)
- Facebook
  - [fb.me/CALPOLYFMD](https://fb.me/CALPOLYFMD)
- Twitter
  - [https://twitter.com/CPFacilities](https://twitter.com/CPFacilities)

Additional Sessions

- Additional Sessions & Training
  - Facilities Minor Project Process
  - Facilities Service Request & Project Portlet Demo
  - Confidential Document Shredding & Security
  - Facilities - What's New? Did You Know?
  - Facilities Financials
  - Office Ergonomics: Let's get comfortable
  - Environmental Health & Safety
  - Permits, Furniture, and All That Stuff
  - Sustainability Initiatives
  - Transportation & Vehicle Services
Facilities Overview

Jessica Hunter
Facilities Customer Service Specialist
jhunter@calpoly.edu
756-7568