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
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?*
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?

- Where to find Facilities Information
  - Facilities Web Site
    - https://afd.calpoly.edu/facilities/
  - Facebook
    - fb.me/CALPOLYFMD
  - Twitter
    - 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

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