

UCI Facilities Management UNIT RESPONSIBILITIES – January, 2011

ADMINISTRATION	BUILDING RECORDS	BUILDING MAINT.	BUILDING SERVICES	BUSINESS OFFICE	CARPENTRY SHOP	CENTRAL PLANT	CUSTODIAL SERVICES	ELECTRICAL SHOP
AVC Administrative Support Budget & Finance Computers/Information Management Customer Survey & Analysis Internal Operating Guidelines Organization Charts Campus Policy & Procedures Utility & natural gas procurement	Archive as built drawings Archive building documentation Update plans for renovations Convert and maintain electronic floor plans	General building maintenance including lights & ballasts, window coverings & screens; projection screens; caulking compound, glazing, & other sealants; stair treads; soap, toilet paper, & towel dispensers; ceramic tile; ceiling tiles & T-bar ceilings Roofing systems Classroom maintenance including audio visual, seating, lighting Annual fire extinguisher service Graffiti removal	Office & laboratory moving Salvage delivery & pick-ups Special event set-ups & support Classroom support Disabled student services support	Payroll Procurement Travel & reimbursement Recharge program Blanket service agreements General ledger transactions & reconciliation	Small renovation projects: remodeling, building walls, adding/moving doors Door repairs Modular furniture install, reconfigure Custom wood projects: cabinet making, shelving & picture framing Seismic safety Building safety issues: decks, doors & stairs	Plant Operations Utility generation & distribution systems 66 kv Substation Utility Tunnel Sewer lines Maintain equipment in campus buildings Manage utility infrastructure issues Maintain emergency generators Restore power during an outage High voltage maintenance Document electrical infrastructure Serve as back-up to service desk	Classroom cleaning Laboratory cleaning Office cleaning Maintain the exterior of the building plazas Inspect & maintain restrooms Strip & refinish floors; shampoo carpets	Maintain & repair campus electrical system & emergency electrical systems Restore power after failure Maintain street & parking lot lights, walkway & building lights Retrofit lighting with efficient fixtures and occupancy sensors Provide support for the high voltage system
ELEVATOR PROGRAM	ENERGY TEAM	ENGINEERING GROUP	EXTERIOR CONST.	FLEET SERVICES	GROUNDS	HUMAN RESOURCES	HVAC	INTEGRATED PEST MGT.
Vendor blanket award & oversight • Preventative maintenance • Repair Respond to entrapment	Propose fund & implement the SEP (Strategic Energy Plan) for utility reduction program Utility consumption tracking & reporting Coordinate activities with peripheral stakeholders - EH&S, Purchasing, & D&CS	Design Review capital projects & renovations Set campus standards & design criteria with D&CS Representation at campus groups including Emergency Operations, Public Health, Space & Facilities Planning Campus planning support, Climate Registry, Environmental clean up, FRRM (Facilities Replacement & Renewal Model)	Trip Hazards Hardscape construction & repair Installation of 6" & 12" campus lettering Hang pole banners Perform demolition & excavation Operation of backhoe, bobcat, skid steer loader, augers, & compaction equipment	Vehicle repair, maintenance, & parts procurement State & federal fuel & smog Vehicle specifications/ purchase Fuel procurement: • Gasoline & diesel (regular & bio fuels) • Propane Fuel card management Short term rentals Site monitoring (AQMD, CARB) Bus maintenance - ASUCI	Landscaping & maintenance Irrigation Tree trimming Shrub pruning Planting & plant care	Personnel issues: • Hiring • Corrective Action New employee orientation Benefits Performance Evaluation Union Negotiations Staffing Needs Analysis	Maintain heating, ventilation, air conditioning & exhaust systems Operate & maintain building automation networks Test & maintain air flow & temperature alarms for research labs & vivaria Maintain/certify fume hoods Ensure proper directional air flow for research buildings & labs	Vendor blanket award & oversight Response to service calls West Nile Virus Program (with EH&S)
LOCK SHOP	PLUMBING SHOP	RECYCLING & REFUSE	REFRIGERATION	RENOVATION TEAM	SECURITY	SHEETMETAL	SIGN SHOP	TRADES CONSTRUCTION
Install lock & hardware Cut & issue keys Install, repair, & program stand alone access systems Program & issue badges for card reader systems Install & repair automatic door operators Alarm systems	Install, repair & maintain plumbing fixtures Maintain domestic & acid waste water systems Work with central plant & HVAC to maintain building utilities Maintain domestic & industrial water systems Maintain sewers & storm drain systems	Supply & distribute recycling bins Collect waste for recycling Collect non-recyclable waste & haul to disposal site Street sweeping Recycle program development & awareness Waste tracking	Install, repair & maintain campus refrigeration equipment Maintain refrigerant recordkeeping for EPA filing Respond to environmental room alarms & equipment failures Retrofit CFC to HFC refrigerants.	Renovation Projects: • Assessment • Project Management • EH&S, Campus & Environ. Planning coordination Contract Services Project Accounting Construction inspections Building warranty admin	Design, install, repair & maintain security systems Install, maintain & repair hard wire access systems & panels & function boards to control all access systems	Sheet metal cutting, punching forming, fabrication & welding	Safety/Code compliance signage installation & maintenance Promotional banners Research posters Graphic design, printing & mounting Building directory maintenance	Coordinate & manage trades construction projects from estimating through completion
SAFETY	SERVICE DESK	SHOP STORES						
Coordinate safety measures Disseminate information Maintain internal SNAP content Liaison with EH&S	Accept service requests via phone and fax Input requests into FACserv Call out facilities staff to jobs using 800 MHz radio system	Order, stock and distribute inventory of parts and tools to facilities management units Special order items as needed						