Office of Facilities Management

High quality, professional services

Academic Year 2013-2014

UNIVERSITY OF TEXAS AT ARLINGTON

Compiled by: Athena Seaton
Mission Statement

The Mission of the Office of Facilities Management at the University of Texas at Arlington is to provide well maintained and clean campus facilities providing an environment that attracts and retains students and encourages the pursuit of knowledge, truth and excellence.

The Office of Facilities Management is committed to providing high quality professional services to the campus community in a timely, cost effective manner. Effective campus master planning will allow for the orderly development and renovation of the campus facilities and grounds to meet the many changing demands of the academic community taking advantage of the latest and planned technological advancements.
# Table of Contents

From the Assistant Vice President Bill Poole ....................................................... 4  
Facilities Management ......................................................................................... 5  
   Campus Master Plan ......................................................................................... 5  
   By the Numbers ............................................................................................... 6  
Director Highlights ............................................................................................. 7  
   LaTosha Carter, Assistant Director, Business Operations .............................. 7  
   Jeff Johnson, Director, Maintenance & Special Projects ............................. 7  
   Don Lange, Director, Auxiliary Operations & Logistics ............................. 8  
   Ragenna Prince, Assistant Director, Maintenance Operations .................. 8  
   Nick Schroeder, Director, Energy Management & Mechanical Operations ... 9  
   Troy Yoder, Director, Institutional Construction .................................... 9  
Operational Functions ......................................................................................... 10  
   Service Call Center (SCC) ............................................................................. 11  
Internal Business Operations ............................................................................. 11  
Shops .................................................................................................................. 13  
   Asbestos ........................................................................................................ 13  
   Automotive .................................................................................................... 14  
   Carpentry ....................................................................................................... 16  
   Custodial ........................................................................................................ 17  
   Electrical ....................................................................................................... 19  
   Evening Maintenance ................................................................................... 20  
   General Maintenance .................................................................................... 20  
   Grounds & Landscaping ............................................................................... 21  
   Housing ........................................................................................................ 23  
   HVAC ............................................................................................................ 24  
   Interior Design and Planning ..................................................................... 25  
   Plumbing ....................................................................................................... 27  
   Signs .............................................................................................................. 28  
   Thermal Energy ............................................................................................. 29  
   Additional Services ........................................................................................ 30  
   Contracted Services ...................................................................................... 31  
   Energy Conservation and Management .................................................... 32  
   Sustainability Program .................................................................................. 33  
A Community Together ...................................................................................... 35  
   Supporting Research ..................................................................................... 35  
   Supporting Students ....................................................................................... 35  
   Supporting Alumni and Visitors ................................................................... 36  
   Supporting the City of Arlington and The North Texas Council of Governments 36
MAVERICK SPIRIT at College Park Center.
Dear Colleagues,

Quite often, in an organization the size of our University, the group known as Facilities Management is not well known. This document is intended to highlight who we are, what we do, and the resulting value brought to the University.

We manage over 6,300,000 square feet of building and parking structure space; more than 100 buildings, and 424 acres. But did you know we maintain 8 swimming pools? We maintain residence halls and apartment buildings that are home to 5,200 students on campus. We maintain generators, special research support infrastructure, and roads! Our vehicle maintenance shop is responsible for over 300 University-owned licensed vehicles, utility vehicles and golf carts. We support student events from “move in day” to commencement, and everything in between.

We have our own greenhouse. Over 7,000 trees on campus are pruned and trimmed. Miles of sidewalks are maintained. We buff hallway floors regularly, vacuum carpets, and recover recyclables. Annually we spend as much as $4,000,000 on maintenance projects such as roof replacements, roadwork, brick and sidewalk repair, Heating-Ventilating-Air-Conditioning (HVAC) equipment and electrical upgrades. Over 50 renovation projects are designed each year by our in-house staff, with additional projects accomplished by contractors that we manage.

Our energy conservation and procurement program saves more than $4,000,000 per year in utility costs. We actively monitor HVAC systems across campus daily, using multiple computer-based programs, to ensure continual efficiencies and environmental comfort levels.

Our labor efficiency is a well-defined mix of in-house employees and specialized contractors. Our staff count is significantly less than many comparable institutions, and our metrics for maintenance and operation costs, often expressed in dollars per square foot annually, is lower.

Our organization is an integrated structure, with the maintenance and operations aspects fully engaged in such construction projects as the Engineering Research Complex and the College Park District. This assures the final product is user friendly and captures the experience and knowledge of our staff through design and construction. We are sustainable, with Engineering Research Building and College Park Center achieving USGBC “LEED Gold” certification, and College Park receiving Silver certification.

In the following pages, get to know us. We are proud to serve the faculty, staff, students, patrons and community that comprise the UT Arlington family. Many of our employees have served the University for multiple decades. I sometimes say, if you prick their finger, they bleed UT Arlington blood. They are proud of the appearance and function of the University. We take pride in having a campus that people enjoy. This is our home.

How can we serve you! 

Bill Poole
FACILITIES MANAGEMENT

Operating as a Business

Facilities Management provides much more than building repairs and operations. Our business model is built around the following vital roles necessary for successful campus operations:

1. Risk management and regulatory compliance
2. Academic, research, and auxiliary support
3. Extending capital asset useful lifecycle
4. Energy management
5. Administration and technical services
6. Maintaining an aesthetically pleasing campus

Campus Master Plan

Facilities Management supports the following principles/initiatives contained in the master plan:

* Enhancing quality of student life on campus
* Addressing growing demand for campus housing
* College Town development
* Grey to green/sustainability
* Stronger sense of place
* Redevelopment of campus edge
* Outdoor spaces
* Community engagement
<table>
<thead>
<tr>
<th>286</th>
<th>Office of Facilities Management Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>4,000</td>
<td>Years of cumulative service by OFM Staff (approximate)</td>
</tr>
<tr>
<td>50</td>
<td>Acres of landscaping (approximate)</td>
</tr>
<tr>
<td>7,000+</td>
<td>Trees on Campus</td>
</tr>
<tr>
<td>424</td>
<td>Acres of Property</td>
</tr>
<tr>
<td>136</td>
<td>Buildings (including leased space)</td>
</tr>
<tr>
<td>6,357,323</td>
<td>Square Feet (including parking structures)</td>
</tr>
<tr>
<td>34</td>
<td>Average years old of all building floor space</td>
</tr>
<tr>
<td>165</td>
<td>Classrooms</td>
</tr>
<tr>
<td>73</td>
<td>Teaching Labs</td>
</tr>
<tr>
<td>552</td>
<td>Research Labs</td>
</tr>
<tr>
<td>75,000</td>
<td>Signs on campus (indoor and outdoor)</td>
</tr>
<tr>
<td>2,183</td>
<td>Bed capacity in Residence Halls</td>
</tr>
<tr>
<td>2,726</td>
<td>Bed capacity in Apartments (Including Centennial Courts)</td>
</tr>
<tr>
<td>13</td>
<td>Houses</td>
</tr>
<tr>
<td>6,000</td>
<td>Overnight participants in Summer Camp Programs</td>
</tr>
<tr>
<td>99</td>
<td>Hotel guests</td>
</tr>
<tr>
<td>1,200</td>
<td>Miles of pipe (order-of-magnitude)</td>
</tr>
<tr>
<td>6</td>
<td>Lane-miles of University-owned roads</td>
</tr>
<tr>
<td>24</td>
<td>Miles of Sidewalk (approximate)</td>
</tr>
<tr>
<td>50+</td>
<td>Miles of Building Corridor (approximate)</td>
</tr>
<tr>
<td>25,000+</td>
<td>Doors on Campus</td>
</tr>
<tr>
<td>428</td>
<td>ADA Parking Spaces</td>
</tr>
<tr>
<td>15,033</td>
<td>Total Parking Spaces</td>
</tr>
<tr>
<td>485</td>
<td>Air Handling Units</td>
</tr>
<tr>
<td>429</td>
<td>Restrooms</td>
</tr>
<tr>
<td>100,000+</td>
<td>Indoor Lighting Fixtures</td>
</tr>
<tr>
<td>6,000+</td>
<td>Outdoor Lighting Fixtures</td>
</tr>
<tr>
<td>18,000</td>
<td>Tons of Air Conditioning (Chiller Cooling Capacity)</td>
</tr>
<tr>
<td>164,000</td>
<td>Pounds of 130# Steam per hour (Heating Capacity)</td>
</tr>
<tr>
<td>36,000</td>
<td>Maintenance Work Orders completed each year</td>
</tr>
<tr>
<td>350</td>
<td>Vehicles, “mules”, golf carts, grounds equip. maintained</td>
</tr>
<tr>
<td>575</td>
<td>Apartment Make-Readies completed each year</td>
</tr>
<tr>
<td>250</td>
<td>The Heights on Pecan Make-Readies completed each year</td>
</tr>
<tr>
<td>50</td>
<td>In-house projects each year (average)</td>
</tr>
<tr>
<td>$500,000</td>
<td>Estimated savings due to in-house construction each year</td>
</tr>
<tr>
<td>12+</td>
<td>Mid-size construction renovations each year</td>
</tr>
<tr>
<td>$400,000+</td>
<td>Estimated savings due to in-house project management/year</td>
</tr>
<tr>
<td>$12,261,357</td>
<td>Utilities Cost FY’2011</td>
</tr>
<tr>
<td>$8,926,512</td>
<td>Utilities Cost FY’2013</td>
</tr>
</tbody>
</table>
DIRECTOR HIGHLIGHTS

LaTosha Carter, Assistant Director, Business Operations

LaTosha Carter joined the University of Texas at Arlington family in the fall of 2006. Ms. Carter is an Assistant Director for the Office of Facilities Management, where she oversees the accounting and business operations. She holds a Bachelor of Business Administration degree in Accounting with cum laude honors from Jackson State University, Jackson, Mississippi and a Masters of Accounting and Financial Management from Keller Graduate School of Management, Milwaukee, Wisconsin. Her current responsibilities include overseeing the approval of all purchases, payroll, payments of invoices and interdepartmental charges for services. She is also responsible for financial planning for the department, preparing and monitoring Facilities Management budgets, projecting spending, special reporting for plant fund account balances, assisting with construction and renovation project reconciliations and close-outs, preparing and submitting reports to various federal and state agencies, and ensuring accounting and budgeting matters are managed in strict compliance with UT Arlington, UT System, and state and federal laws, regulations and procedures. Since coming to UT Arlington, she has served on the Parking Appeals Committee and as a Green Team Representative. Ms. Carter’s professional accounting career outside of UT Arlington includes employers such as the School of Business at the University of Wisconsin – Milwaukee and Procurement Services and Grants & Contracts at Jackson State University. Outside of professional interests, Ms. Carter travels widely and enjoys time with family and friends.

Jeff Johnson, Director, Maintenance & Special Projects

Jeff Johnson is the Director of Maintenance Operations and Special Projects. He has a degree from Lamar University with 32 years of facilities management, design, and construction experience. Mr. Johnson has held three positions since he arrived at UT Arlington in 1994--Assistant Director of Housing and University Center, Associate Director of Facilities Management, and Director of Facilities Management.

As Director, some of the construction projects he has overseen have included: Arbor Oaks Apartments, Arlington Hall, Chemistry & Physics Building, Continuing Education and Workforce Development Center, Kalpana Chawla Hall, Meadow Run Apartments, Recreational Sports Complex Renovations, Studio Arts Center, Timberbrook Apartments, and major campus drainage corrections on 1st Street, Mitchell Street, and Spaniolo Drive along with several hundred minor renovations of Housing and E&G buildings, classrooms, and offices. He currently manages minor renovations and oversees the Carpentry, Electric, Paint, Plumbing, and Sign Shops. He also manages the campus Grounds Operation, campus Roof Management Program, and Parking Lot maintenance and repairs.
Don Lange, Director, Auxiliary Operations & Logistics

Don Lange is the Director of Auxiliary Operations and Logistics in the Office of Facilities Management. Mr. Lange Graduated in 1989 with a Bachelor of Science Degree in Business Administration from Ferris State University. Mr. Lange has been at UT Arlington since 1999 and has had many roles throughout the years. His current responsibilities includes overseeing maintenance, renovations, property improvements and new construction for all apartments, residence halls, houses and the University Center. He is also responsible for Custodial Services for the entire campus, the Asbestos Shop, and the Preventative Maintenance Evening Shift that responds to after hour campus emergencies. He is also involved in planning of new housing facilities on campus, such as the recently completed Vandergriff Hall and The Lofts. In this capacity he works directly with campus stakeholders in the programming and design of the structure. During construction he and his staff maintain constant oversight of the process and provide input for on-going decisions. Mr. Lange has over 130 colleagues reporting to him which includes 5 supervisors.

Ragenna Prince, Assistant Director, Maintenance Operations

Ragenna Prince is the Assistant Director of Maintenance Operations in the Office of Facilities Management. Mrs. Prince has been at UT Arlington since 2001 and has had many roles throughout the years. Mrs. Prince came from the Office of Facilities Management at Texas Woman’s University prior to joining UT Arlington. Her current responsibilities include overseeing the Service Call Center Automotive Shop, maintenance and repairs for 87 elevators on campus as well as elevator modernizations. Mrs. Prince also produces various technical reports for UT System and Texas Higher Education Coordinating Board, including the annual Master Planning and Capital Improvements Program report; the financing requests for LERR projects, and the annual maintenance report for the UT System Office of Facilities Planning and Construction. She is the administrator and contact person for Facilities Management's maintenance program, maintaining service account, and managing Facilities Management internal systems analysis (MP2). With Mrs. Prince’s understanding of the campus, she serves as back-up support for Facilities Management’s Assistant Vice President and Directors.

“The four building blocks of the universe are fire, water, gravel and vinyl.”

Dave Berry
Nick Schroeder, Director, Energy Management & Mechanical Operations

Nick Schroeder serves as Director of Energy and Mechanical Operations in the Office of Facilities Management. Mr. Schroeder graduated from the University of Texas at Austin with a Bachelor of Science in Mechanical Engineering and joined UT Arlington in 2008. He is a licensed Professional Engineer in the state of Texas, has earned his accreditation as a Certified Energy Manager from the Association of Energy Engineers, and is also a LEED Accredited Professional. He oversees the HVAC shop and Thermal Energy Plant, as well as supporting UT Arlington in all manners of energy, utilities, infrastructure, and engineering management capacities. Mr. Schroeder serves as Energy and Water workgroup Chair for the University Sustainability Committee. Mr. Schroeder volunteers as Faculty Sponsor for Capstone Design senior project teams in the College of Engineering. In 2010 he was responsible for obtaining the federal grant which allowed construction of the photovoltaic panel system located on the College Park parking structure. With an Oncor incentive of $393,410.65 for the project, there was no net cost to the University. The system generates approximately $4,000 in electricity each month.

Troy Yoder, Director, Institutional Construction

Mr. Yoder is a licensed Architect and the new Director of Institutional Construction in the Office of Facilities Management. He has twenty years of design, construction and project management experience including feasibility studies, master planning, programming, design and construction document production and construction management. Mr. Yoder has served as the design team leader for many diverse project types including religious, educational, healthcare, local and federal government, institutional and sports architecture and was the Project Architect for the UT Arlington College Park Center while working for HKS Architects. He attended the UT Arlington School of Architecture and is a long time resident of Arlington. Currently, he is responsible for the design and construction of major renovation and new construction projects on the campus including research laboratories, instructional space, athletic space, office space and student spaces. He also manages the Computer Aided Design (CAD) team, Computer Aided Space Inventory Management System (CASIM), Renovation Design & Construction Management team, the campus master plan, the interior finish of the library and is responsible for establishing and maintaining adherence to campus design standards. Mr. Yoder works closely with university Administrators, faculty, staff and students to ensure that physical space needs are met across the campus.
OPERATIONAL FUNCTIONS

Facilities management operates in today’s complex and ever-changing environment. Our menu of services include custodial care, maintenance services, grounds care, utilities production and distribution, energy management, master planning and other areas. Depending on the season, internal support services such as communications, accounting, information technology, human resources, safety and other “life support services” may be added to the effective operations of the facilities management organization.

OFM manages over 600 work orders, manages an average of 3 million dollars in renovations and one large and detailed construction project a year.

The interdependency with others on campus is a sign of a forward thinking team that affects the future viability of the campus. By taking a broader view of our responsibilities and opportunities, we have created a shared context around the value we bring to the institution that is UT Arlington.

- Request/FIX IT Site
- Procedures for renovations (with deans and professors)
- Deferred maintenance projects
- Landscape enhancements (daily, weekly, monthly)
- Aim to be proactive and reactive
- Preventative maintenance schedule

“Good buildings come from good people, and all problems are solved by good design.”
Stephen Gardiner

PROJECT HIGHLIGHT
BASEBALL AND SOFTBALL FACILITIES IMPROVEMENTS

Spring 2013, the baseball and softball facility was renovated. With capital improvements, two buildings were built for indoor batting practice. The bullpen area for the baseball fields were reconfigured and the natural field was replaced with artificial turf with improved outfield fencing. New dugouts and minor electrical improvements were completed and drainage deficiencies on the field were corrected. Softball and baseball players will have clubhouses and training facilities worthy of a world-class collegiate program by January 2015 as a result of a $5.5 million softball/baseball complex expansion and renovation plan.
SERVICE CALL CENTER (SCC)

The Service Call Center is the single point of contact between the Office of Facilities Management and other departments for maintenance and repair discrepancies, and provides the status of maintenance and repair work until its completion. The primary means for departments to request maintenance/repair (M & R) service is by telephone or online at www.uta.edu/fixit. The Service Call Center can be contacted by phone at Extension 2-2000 (this number is call-forwarded to the Thermal Energy Plant for emergency contact after normal working hours and on weekends).

The responsibilities of the Service Call Center will include the following:
- Accepting the verbal and online requests for maintenance/repair service and providing a work order number to the customer.
- The assignment of priorities to the maintenance/repair work to maximize the service by the Office of Facilities Management to the University's departments.
- The scheduling and monitoring of work in progress.
- The coordination of various trades with parts/materials availability to minimize backlogs and unnecessary delays.

WHO ARE YOU GOING TO CALL

Is your faucet leaking?

Every telephone call and every work request for Institutional or Departmental service is initiated by a work order. Only the Office of Facilities Management can initiate a Work Order form which contributes to a high level of efficiency, better coordination, more accurate record-keeping and better management of our resources. This system has flexibility which permits the establishment of priority work without losing sight of the more routine functions. The creation of work orders from requests that have been phoned in as well as those received online for maintenance/repair service are forwarded to the appropriate shops/trades for accomplishment.

Call Center Representatives (from left): Sue Duncan, Beverly Moore, Tiffany Nagle
INTERNAL BUSINESS OPERATIONS

Facilities is allocated funding only for the maintenance and repair of University building infrastructure, grounds, and support systems in Educational and General (E&G) space. Other Facilities services and maintenance and repair of department owned equipment are charged to the requesting department.

Facilities is not allocated funds for Auxiliary buildings and support systems. Any services provided by Facilities will be billable to the owners of the building or space.

Equipment that is not part of the building system for which Facilities has full operating control, regardless of whether it was installed at the time of construction or added later, is the responsibility of the department that owns and/or controls the equipment to fund its repair, maintenance, or replacement.

OFFICE HIGHLIGHT:
BUSINESS OPERATIONS

From left top row: Judy McKinney, Lisa Richardson, Helen Eustace, Carol Yao, Denise Ward
From left bottom row: Viki Lewis, LaTosha Carter, Brenda Fisher
SHOPS

ASBESTOS

Asbestos Shop responds to all asbestos, mold or mildew concerns. UT Arlington’s Asbestos Program was implemented and licensed through the Texas Department of State Health Services (DSHS) in 1996. The University holds DSHS licenses as an Asbestos Consultant Agency, Asbestos Abatement contractor, and Asbestos Transporter. The Program has four full time employees who hold various DSHS licenses such as Asbestos Inspector, Asbestos Abatement Supervisor, Asbestos Air Monitoring Technician, and Asbestos Abatement Worker. The Program is administered by a DSHS licensed Asbestos Individual Consultant with more than 20 years of asbestos management experience. His license encompasses all components of an Asbestos Inspector, Asbestos Management Planner, Asbestos Project Designer, and Asbestos Air Monitoring Technician.

UT Arlington’s Program contains both a comprehensive Operations and Maintenance (O&M) element and renovations element. Asbestos surveys have been completed on all campus buildings to identify any and all asbestos-containing materials and their locations. The University community contacts the Asbestos Program to determine if an asbestos-containing material will be disturbed before completing any maintenance or renovation task. If it is determined an asbestos-containing material may be disturbed, the Asbestos program completes the abatement following safe and proper procedures.

PROJECT HIGHLIGHT
ASBESTOS AWARENESS

In order to avoid being exposed to asbestos, you must be aware of the locations it is likely to be found. If you do not know whether something is asbestos or not, assume that it is until it is verified otherwise. Remember that you cannot tell if floor or ceiling tiles contain asbestos just by looking at them.

If you have reason to suspect that something is asbestos, either because it is labeled as such, or because it is something that is likely to contain asbestos (9” floor tile, for example), DO NOT DISTURB IT! Never...Drill, Hammer, Cut, Saw, Break, Damage, Move or Disturb any asbestos-containing materials or suspected materials. Call the Service Center 2-2000.
AUTOMOTIVE

The Facilities Management Automotive Shop has the responsibility for maintaining all files for preventive maintenance servicing and repair of campus vehicles. All vehicles are identified by a UT Arlington logo or emblem. On a periodic basis, vehicles are called in for routine service and/or the annual state inspection.

The Automotive Shop is responsible for:
- Vehicle maintenance including oil changes, state inspections, fluid replacements, braking system check, etc.
- The exterior cleaning and maintenance of University vehicles
- Informing each University department of the need to maintain the cleanliness of the interior of their assigned vehicle(s).
- Repair service also extends to UT Arlington vehicles which break down while on the road. Facilities Management maintenance personnel will go out and bring the disabled vehicle back to the campus for repairs.

FUELING TRANSPORTATION

The Automotive services will continue to provide refueling facilities for all University vehicles. Under state contract, the University is able to purchase gasoline below retail prices. All vehicle users purchase fuel from facilities to minimize fuel costs.

SHOP HIGHLIGHT

FLEET VEHICLES RENTAL

There are four 15 passenger vans available for departments on campus to rent for special trips. They must have an approved UT Arlington driver (someone who has completed the 15 passenger van training with EH&S). The renting department is responsible for the driver, vehicle, gasoline, oil, and any necessary repairs while in their possession. In case of an accident, the renting department is also responsible for costs to repair or replace a damaged vehicle. Rental fees are charged per vehicle, per day or a portion thereof. The amount of gasoline used is determined by OFM personnel who fill the tank at the end of each rental. Mileage is determined by a beginning and ending odometer reading.
Types of University vehicles:

- Maintenance utility vehicles ("mules") and golf cars - 92
- Passenger cars - 22
- Cargo and passenger vans - 83
- SUVs - 12
- Trucks - 74
- All Grounds equipment - 60
- Electric vehicles - 12
CARPENTRY

The Carpentry Shop maintains, services, repairs, and secures all the University buildings and exterior resources regarding structure, aesthetics, and functionality. The Carpentry shop also prepares and maintains University facilities for University sponsored and/or approved events.

Staffed with skilled craftsmen, some of the Carpentry Shop work includes:

- Repair or configuration of modular office furniture
- Repair of torn carpeting
- Repair of existing doors, door stops, enclosures, hinges and door closures
- Install and repair acoustical ceiling tiles
- Repair of molding and cove bases
- Installation of chalkboards and white boards
- Repair of cracked or broken windows
- Construction of walls and partitions
- Cabinet and bookshelf construction
- Drywall installation, plastering and wall texturing
- Trim and finish carpentry work

PROJECT HIGHLIGHT

SWIFT CENTER DANCE STUDIO

In 2012, OFM Carpentry Crew led the renovation of the dance studio. Restrooms were also renovated by the Plumbing, Carpentry, Painting and Electrical Shops. The studio is used for dance classes for Continuing Education and dance auditions.
The custodial department is the largest department within Facilities. Custodial Services maintains, cleans, and protects the interior of all University buildings. Preparing and maintaining facilities for University sponsored and/or approved events is another function of custodial services.

Some of the services performed include:
- Custodial services provides daily cleaning and sanitizing for the University classrooms, faculty and staff offices, meeting rooms, labs, performance halls, lounges, hallways, and stairwells.
- Cleaning and sanitizing public areas and restrooms
- Restock of all restrooms
- Carpet cleaning
- Floor cleaning and refinishing
- Extermination and pest control
- Recycled paper removal
- Spill cleanup
- Interior trash removal and recycle pickup
- Emergencies such as flood remediation
- Pool maintenance
- Event support
“It is not the beauty of a building you should look at; it’s the construction of the foundation that will stand the test of time.”

David Allan Coe
ELECTRICAL

The Electric Shop staff has a proud record of providing quality service to all of our University staff and faculty. The Electric Shop is responsible for the needs of over 5 million square feet of multi-functional buildings, and over 2000 exterior pole lights throughout the campus. Services range from routine work orders to maintaining the electrical infrastructure of the campus, including emergency generators. The shop also supports research needs, and ongoing special projects throughout the campus. The shop currently has 11 outstanding journeyman electricians with over 324 years combined experience in the electrical trade.

LED Lighting

Over the past five years, the Electric Shop has added LED lighting indoors and outdoors to provide energy savings and safety. LED lighting provides more lighting for pedestrian walkways and vehicles along the roadways.

PROJECT HIGHLIGHT
CARLISLE HALL

The Electric Shop is capable of designing and changing out the electrical distribution throughout the campus. In the past year, the shop has changed out the main switchboards in Carlisle Hall and the Geoscience buildings to help with research needs of the campus.
EVENING MAINTENANCE
Facilities staff will address any call taken during the evening hours for emergency maintenance.

Emergencies include:

- Any type of spills
- Exposure of any bodily fluids
- Toilet malfunctions
- Temperature monitoring including too hot/too cold calls
- Equipment repair
- Facilitate support for electrical outages during evenings
- Respond to parking lots lights out
- Door repairs
- Facilitate support during weather events in the evenings
- Depletion of restroom supplies

GENERAL MAINTENANCE
Construction Services is responsible for the University’s Maintenance, Deferred Maintenance and Capital Improvement projects. They help coordinate the construction, renovation and repair projects of outside contractors and our own construction shops. To ensure quality construction projects, they manage schedules, budgets, payments, and required testing and inspections. In addition, they oversee contractor performance for compliance with construction documents, the approved schedule, quality of workmanship, quality and quantity of materials, and construction industry standards. They also maintain files and records of construction projects.

"The ultimate test of man's conscience may be his willingness to sacrifice something today for future generations whose words of thanks will not be heard."

Gaylord Nelson
**GROUNDS & LANDSCAPING**

The Grounds Department makes every effort to present an attractive and pleasant environment for every person that studies, works or visits the campus at UT Arlington. The Grounds Staff maintains the landscape throughout the 400 acre campus, designs and installs new plantings, manages irrigation, prunes trees, maintains the hard-surfaces, and supplies interior plants for special events.

The staff is on call to collect and dispose of debris caused by severe weather and to apply sand and ice melt to walkways, streets and parking lots after winter storms.

**Responsibilities:**

- Maintenance of turf grass, ornamental plants and trees
- Landscape design and installation
- Irrigation design, installation and repair
- Integrated Pest Management for plant pathogens
- Sports field maintenance
- Supply interior plants for special events
- Clean hard-surfaces and collect trash and recycling
- Maintains College Park garages, trash maintenance
- Assist other Facility Management shops as needed or required
- On call for emergency landscape repairs or winter storms
HOUSING

Housing Maintenance is responsible for all student houses, residence halls, apartments, Maverick Stadium and University Center to create a vibrant and inviting residential environment that adds to the college experience. UT Arlington offers a wide array of housing options that supports academic growth and community respect.

PROJECT HIGHLIGHT:
VANDERGRIFF HALL AND THE LOFTS

With the development of the College Park District, a residence hall and an apartment building were added to Housing. Both have vinyl plank flooring, bedroom options, wi-fi and cable service, on-site staff, student lounges, covered parking garage and 24 hour maintenance service. Vandergriff Hall has a spacious double bedroom configuration that is fully furnished with a computer lounge, gaming area, laundry facility and common area kitchen. The Lofts also have spacious one bedroom apartments, walk-in closets and ceiling fans.
HVAC

The Heating Ventilation and Air Conditioning (HVAC) shop maintains the temperature control for most buildings on campus.

HVAC systems include all heating, cooling and ventilating equipment serving the campus. Overall, the existing UT Arlington campus facilities include approximately 2,100 pieces of air handling HVAC equipment, of which more than 450 are considered major air handling units. The remaining equipment includes various types of equipment, including chillers, boilers, ice machines, and residential air conditioning units.

The HVAC shop utilizes and maintains one of the largest Energy Management System installations in the region. Over 100,000 points are used to monitor and control temperature, humidity, and CO₂ levels in the offices, classrooms, and labs both on and off campus.

Research spaces requiring conditioned 100% outside air, clean rooms requiring HEPA filtration with tight temperature and humidity control, and energy recovery systems located in the supply and exhaust air in the newest buildings are also maintained by the HVAC shop. Keeping the equipment running and implementing newer control strategies helps to keep the utility costs down and a stronger bottom line for UTA’s campus.
INTERIOR DESIGN AND PLANNING

The Design and Planning services assist in various phases of the design and planning process regarding University resources, while assuring compliance with applicable regulations and codes for the maintenance, operation and protection of the University facilities. The Office of Facilities Management is responsible for maintenance and repair of installed furnishings and classroom furniture in campus buildings excluding the Auxiliary funded facilities. Examples of these installed furnishings are: counters, cabinets, permanent bookshelves, display cases, permanent bulletin boards, classroom furniture and the furnishings that would not appear on a department equipment and furniture account.

They provide:
- Architectural and engineering CADD services
- Design of University project bid packages
- Archival of construction and architectural documents
- Construction contractor relations and assist in projects as needed
- Interior space planning including furniture layout and design
- Assist in capital project planning

Members of the design team (from left): Dave Brown, Lauren McLain, Curt Kuhlmann, Sam Montee, Paul Kelley, and Amelia Whatley.

DEPARTMENT HIGHLIGHT:
CASIM (COMPUTER-AIDED SPACE INVENTORY MANAGEMENT)

Implemented in 2010, CASIM is a convenient web-based platform on which the Office of Facilities Management connects to every department across campus in order to collect space inventory data and track departmental locations. By virtue of the annual CASIM room survey, completed by each space-occupying department, and the direct interface between CASIM and the design team’s CADD floor plans, the system successfully tracks the ever-changing renovations, relocations, and repurposing of the University’s 4.7 million interior square feet.

2013 Accomplishment: UT Arlington received a 96% accuracy rating during the THECB’s space inventory audit.

2012 Accomplishment: Based on CASIM data and working closely with other departments for scheduling data, Facilities Management identified 34 poorly utilized classrooms, proposed the repurposing of 10 of those rooms, and introduced a strategic reclassification of the remaining 24 rooms. Facilities Management’s utilization efforts led to an overall utilization improvement of 50 points, taking the University’s overall Space Utilization Efficiency rating from 66% to 91%.
PROJECT HIGHLIGHT

Hammond Hall Restroom Renovations
In 2013, Hammond Hall restrooms had a complete renovation. The restrooms were transformed from dark, outdated colors to a brighter, updated tiled environment.

PAINTING & SIGN SHOP

Paint Shop staff is comprised of a commendable team of professional painters who take great pride in their work. Their responsibility includes touch ups, painting rooms or a complete building, special projects and athletic fields and courts. They maintain street markings such as cross walks, as needed, and perform graffiti abatement as quickly as possible. Academic buildings on campus that require paint or signs should have work orders issued to this shop.

Responsibilities include:
- Interior walls and office furniture restoration
- Refresh athletic fields and courts
- Street markings
- Graffiti abatement
- Building and room identification
- Signs for safety issues or hazards
PLUMBING

Plumbing Shop provides service for all water or plumbing related concerns in all academic buildings. This also includes any gas problems in areas such as the chemistry labs. They are responsible for all sanitary sewers, potable water systems, natural gas, domestic water heating systems, industrial water systems, heat exchangers, backflow preventers, toilets, lavatories, drinking fountains, eye washes, emergency showers, lab sinks, lab faucets, lab gas piping (vacuum, air, natural gas), RO water systems, DI water systems, high purity systems, new installations, pipe covering, and renovation projects.

Other responsibilities include:

- Equipment room upgrades
- Bathroom upgrades
- Backflow Prevention Certification
- Prepare estimates for plumbing related system modifications for in-house renovation projects

PROJECT HIGHLIGHT
GAS METERS

Over the past 10 years, 64 individual gas meters have been eliminated to allow natural gas to be purchased. This eliminated the meter charges and retail rates and over the past 5 years, there was an additional consolidation from 12 to 5 meters. With the College Park District, centralizing a meter has saved $21,600 annually and overall, the University is saving $72,000 annually on meter charges alone.
The Sign Shop is responsible for the design, installation and maintenance of the University's signage.

The Sign Shop provides the following services:
- Consulting and estimating for projects
- Building interior signs for public areas (stair, floor level, rest rooms)
- Temporary signs for events
- Digital prints and artwork
- Exterior way-finding sign fabrication and installation
- Vehicle fleet markings and decals
- Interior building nameplate and/or office numbering signage

"The world as we have created it is a process of our thinking. It cannot be changed without changing our thinking."
Albert Einstein
THERMAL ENERGY

SCC emergency calls are forwarded here after hours. TEP will contact the proper on call technicians when emergencies arise. They will also pass along non-emergency calls when needed for next business day.
Additional services

Facilities Management supports non-core services on campus:

- Temporary signs for events and wayfinding for new facilities
- Maintenance of campus banners
- Parade support
- Move-in day
- Oozeball setup (University tradition)
- Bedraces (University tradition)
- International week
- Earth Day
- Mav Cookout
- Activities Fair and Career Fair
- Distinguished Alumni Gala
**Contracted services**

Some services are contracted on a monthly basis or as needed.

<table>
<thead>
<tr>
<th>Services</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA compliance inspections</td>
<td>Interior plant service agreement</td>
</tr>
<tr>
<td>Asbestos Laboratory Analytical Services</td>
<td>Kitchen Vent-a-hood cleaning</td>
</tr>
<tr>
<td>Asbestos Disposal Services</td>
<td>Larger electrical projects – Switchgear upgrades, egress lighting, generator installations</td>
</tr>
<tr>
<td>Architectural Design Services (mid-size and larger projects)</td>
<td>Larger mechanical HVAC work</td>
</tr>
<tr>
<td>Automatic building door repairs</td>
<td>Large painting projects</td>
</tr>
<tr>
<td>Building exterior waterproofing</td>
<td>Maintenance of special research support systems</td>
</tr>
<tr>
<td>Building demolition</td>
<td>Maintenance of large air-cooled HVAC chillers</td>
</tr>
<tr>
<td>Carpet and flooring installation</td>
<td>Outdoor Warning Systems Preventative Maintenance</td>
</tr>
<tr>
<td>Concrete work including ADA walkway corrections</td>
<td>Parking Lot Striping</td>
</tr>
<tr>
<td>Construction management (CIP projects, via OFPC)</td>
<td>TEP: Maintenance of Large Chillers and Boilers</td>
</tr>
<tr>
<td>Custodial Services (transitioning)</td>
<td>TEP: Cooling Tower Refurbishments</td>
</tr>
<tr>
<td>Door replacements (large projects – Fire Doors as example)</td>
<td>TEP: Other major equipment overhauls – Pumps, large valves, controllers</td>
</tr>
<tr>
<td>Elevator Maintenance, emergency response and inspections</td>
<td>Tile and brick repairs</td>
</tr>
<tr>
<td>Emergency flood &amp; disaster mitigation and clean-up services</td>
<td>Pest Control</td>
</tr>
<tr>
<td>Emergency Generators – Preventative Maintenance</td>
<td>Pool equipment repairs</td>
</tr>
<tr>
<td>Energy Management System maintenance</td>
<td>Road resurfacing</td>
</tr>
<tr>
<td>Energy Conservation Maintenance Contracts – Self-funded by energy savings</td>
<td>Roofing Repairs &amp; Replacements</td>
</tr>
<tr>
<td>Engineering Design Services</td>
<td>Security Camera Maintenance</td>
</tr>
<tr>
<td>Fixed Seating Maintenance and Repair</td>
<td>Storm Drainage major pipe upgrades</td>
</tr>
<tr>
<td>Food Production Equipment repair service agreement</td>
<td>Trash Removal (Dumpsters)</td>
</tr>
<tr>
<td>Glazing replacement</td>
<td>Tree Removal</td>
</tr>
<tr>
<td>Grease Trap pumping</td>
<td>Window cleaning</td>
</tr>
<tr>
<td>Housing support – Lawn care; HVAC filter changes; large scale carpet cleaning</td>
<td>Vehicle glass replacement</td>
</tr>
<tr>
<td>Housing Make-Readies:</td>
<td>Vehicle inspections</td>
</tr>
<tr>
<td>Housing: Counter and tub refinishing and fiberglass repair</td>
<td>Vehicle maintenance level 2</td>
</tr>
<tr>
<td>Housing: Minor electrical repairs in apartments</td>
<td>Uniform services</td>
</tr>
<tr>
<td>Insulation services (pipe and HVAC)</td>
<td>Welding services</td>
</tr>
</tbody>
</table>
ENERGY CONSERVATION AND MANAGEMENT

Energy Conservation

During the past four years, chiller replacements have been part of the energy conservations efforts. Each chiller replaced weighed 3,000 tons but is 30% more energy efficient than previous chillers.

Part of the HVAC system upgrades included several VAV replacements. High efficiency motors have been installed across campus to reduce energy consumption, which has the added benefit of updating equipment resulting in cost avoidance for motor replacement as a separate cost.

Many building roofs are coated with white TPC (called a “cool roof”). This coating reduces the heat and radiance of the sun and summer heat.

Trimble Hall is pictured (BEFORE AND AFTER)
SUSTAINABILITY PROGRAM

Programs made additional progress as they focused on reducing costs, enhancing system reliability, and gaining on sustainable goals. Facilities Management is committed to sustainability by designing, building, operating and maintaining our building environment in a way that minimizes our impact on the natural environment.

Sustainability – Building recycling
All University buildings uphold the University recycling program.

Sustainability – Energy conservation
Photovoltaic Panels are located upon the College Park Garages. With an ARRA grant and funding from TPC, UT Arlington’s net cost was zero after the Oncor incentives. The panels average $4,000 electrical generations per month.

“No one is useless in this world who lightens the burden of it for anyone else.”
Charles Dickens
Sustainability - Grounds Conservation
Sustainability is practiced by specifying and installing native or adapted plant material, managing irrigation to eliminate run-off, recycling tree and plant debris, which is converted into compost and mulch, implementing Integrated Pest Management and collecting recycled materials campus-wide.

Cultivating on site greenhouse – from seed to tree, plants are grown and cared for in on site greenhouse
Recycle chipping tree debris -Tree limbs are not hauled to landfill but all debris is mulched and reused

Leaf Vacuum - Recently purchased leaf collector unit reduces manual movement of leaves and reduces the use of leaf blowers. Leaves go to the compost center and are reused.
Compost - Top soil is the final result of smaller debris and leaves.
Vehicle Refrigerant Recovery - Refrigerant recover unit for vehicle AC refrigerant. This allows auto shop to reuse refrigerant amounting to a $200 per vehicle savings.

Sustainability - Water conservation
LEED Award

The Green at College Park, located at 601 S. Pecan Street, is a focal point along the City of Arlington’s Center Street Pedestrian Trail. Constructed with sustainability in mind, The Green is an inviting 4.62-acre urban oasis and green space for the University community, neighbors and downtown visitors. The Green features a large lawn, a curved stone wall that offers seating, paving materials made from recycled bottles that will allow water to permeate, native grasses, adaptive plants, and a dry creek bed that will help manage rainwater and storm water runoff that drains into Johnson Creek.
A COMMUNITY TOGETHER

SUPPORTING RESEARCH

With more than 4,000 students and 22,000 alumni, the College of Engineering is the fourth-largest in Texas, providing the local, regional, and national workforce with motivated and highly skilled graduates. Research expenditures in the past year have grown to more than $40 million, and the University recently invested $160 million to construct an additional 295,000 square feet of engineering facilities. This brings the college’s total footprint to 417,359 square feet in more than 16 buildings, including the new 234,000-square-foot Engineering Research Building, the Nanotechnology Research and Teaching Facility, and the Automation and Robotics Research Institute.

SUPPORTING STUDENTS

UT Arlington has transformed its student experience over the past few years. Students encounter virtually every amenity a major urban university is expected to have – modern residence halls and apartments, a state-of-the-art events center, a bustling student recreational and wellness center and cutting-edge research and teaching facilities. Facilities Management supports the 330 campus organizations of various student events and activities (lecture series, exhibitions, performances, summer camps and hundreds of other programs and traditions like homecoming, Move-In day, Oozeball, Bedraces and the Maverick Stampede) and the various NCAA Division I athletics.

PROJECT:
LAB RENOVATIONS

In the Fall 2012, Facilities has continued support of research by renovating the various space and labs in the following buildings:

- Nedderman Hall
- Geoscience
- Life Science
- Science Hall
- Nanofab

Learn more about the Engineering Facilities at UT Arlington at http://www.uta.edu/engineering/about/facilities/index.php
SUPPORTING ALUMNI AND VISITORS
UT Arlington engages in establishing and promoting a lasting, supportive relationship among students, alumni, the University and the community. The University welcomes more than 80,000 alumni and visitors to stay connected to the thriving colleges, new and expanding programs and vibrant campus life. Service to the University is the driving force of our department. A positive physical environment of University buildings and University grounds is a key factor in the overall health and safety of students, staff, alumni and visitors. University buildings and grounds are designed and maintained to be free of health and safety hazards, and to promote learning. Lighting and aesthetic characteristics such as architecture, landscaping, color, artwork, acoustics, flexible spaces, and movable furniture, with designated areas of quiet and/or celebration make the University a comfortable setting for productive activity.

SUPPORTING THE CITY OF ARLINGTON AND THE NORTH TEXAS COUNCIL OF GOVERNMENTS
UT Arlington has invested millions of dollars in the past few years to develop campus infrastructure and enhancements. Working with the City of Arlington and the North Texas Council of Governments, UT Arlington collaborates on projects to enhance the downtown area for a true college town environment.
PROGRESS THROUGH COLLABORATION

We practice and promote an open exchange of ideas and information within and among all levels of our organization, and with our customers and other stakeholders.

Working with other areas, Facilities Management responds to concerns regarding renovation projects. A master project list and monthly meetings are conducted to review details with all departments (listed below). The project list is shared with the President and Vice President.
BUILDING FOR SUCCESS

The UT Arlington campus spans 420 acres and includes more than 100 buildings, some dating from 1919. In the past three years, campus construction projects totaling almost $300 million have buoyed development in downtown Arlington.

Students and faculty work at some of the most advanced learning environments in Texas, including the clean room in our nanofab lab, the kilns in our glass-blowing studios, the neonatal intensive care unit in our Smart Hospital, and the brain injuries laboratory in our Maverick Activities Center. New, state-of-the-art facilities like the Engineering Research Building and College Park Center are popping up around campus as the University adds more programs and increases its student body.

PROJECT:

YWCA

The 10,400-square-foot childcare center at the corner of Davis Drive and UTA Blvd. replaces the YWCA’s former location, a 20-year-old building on the opposite corner of the UT Arlington campus. Carrizo Oil & Gas Inc. of Houston provided $1.12 million for construction of the facility. UT Arlington contributed $780,000 and the YWCA contributed $100,000. The YWCA also contributed more than $200,000 in playscapes and new equipment for classrooms, kitchen and multi-purpose area.

The new center has the capacity to serve 131 children, from infants to pre-school age. In addition to serving the greater Arlington community, the center also serves families living in homeless shelters or domestic violence shelters whose children are transported to the center daily through a partnership with Mission Arlington.
Sustainability
Recycling center in the Engineering Research Building

CONSTRUCTION:
Nick Myers and Matt Walker