

THE OFFICE OF FACILITIES MANAGEMENT 2018



CAREER DEVELOPMENT CENTER

Our mission is to provide well-maintained and clean campus facilities while providing an environment that attracts and retains students and encourages the pursuit of knowledge, truth, and excellence.

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CONTACT US

If you would like to email a Work Order Request, please send it to: www.uta.edu/fixit

Office of Facilities Management

FROM THE ASSISTANT VICE PRESIDENT BILL POOLE



Dear Colleagues,

Four years ago we published our first edition of this “magazine.” Since then our campus structure space has grown by more than 1,000,000 square feet. Managing this takes men and women who are *highly skilled, highly experienced, and highly dedicated*. It is a pleasure to be a part of this organization.

By August 2018, we will be managing over 6,800,000 square feet of building and parking structure space, more than 100 buildings, and over 420 acres. Annually we spend as much as \$5,000,000 on renovations and maintenance projects. Over fifty small construction renovation projects are completed each year by our in-house staff, with dozens more accomplished by contractors. We are pacesetters among similar institutions. Our energy conservation program has resulted in savings of more than \$3,000,000 per year in utility costs. We have one of the largest renewable energy photovoltaic electric generating installations in Texas.

Our organization is an integrated structure, with our staff engaged in such Capital Improvement construction projects as the Science & Engineering Innovation & Research Building, West Campus Student Center, and Residence Hall. This assures the final product captures the experience and knowledge of our staff through design and construction. We are sustainable, with new buildings incorporating energy efficiency design such as day-lighting, advanced energy control systems, state-of-the art HVAC and lighting equipment, and regional construction materials.

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

We meet with user groups on campus continually, evaluating requests for building modifications and improvements, even up to pre-programming for new buildings. We prepare budgets, schedules, design elements, and help faculty and staff with decisions that go into defining projects.

In the following pages, get to know us. We are proud to serve the faculty, staff, students, patrons, and community that comprise the UTA family. Many of our employees have served multiple decades. I sometimes say, if you prick their finger, they bleed UTA 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

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 and cost effective manner.

Effective campus master planning will allow for the orderly development and renovation of the campus facilities and grounds in order to meet the many changing demands of the academic community and their continual pursuit of incorporating the latest technological advancements.



OUR CONTRIBUTION TO THE CAMPUS STRATEGIC PLAN

- **RISK MANAGEMENT**
- **ENERGY MANAGEMENT**
- **SUPPORTING RESEARCH**
- **SUPPORTING ACADEMICS**
- **PROVIDING A NICE PLACE TO LIVE AND WORK**
- **FINANCIAL MANAGEMENT**
- **ONGOING OPERATIONS AND MAINTENANCE**

FACILITIES MANAGEMENT

The Office of Facilities Management oversees campus construction and maintenance operations.

We are committed to effective campus master planning, energy conservation and management, promoting orderly development, and the renovation of campus facilities to meet the ever changing demands of the academic and research community.

Campus Master Plan

Facilities Management supports the following principles/initiatives contained in the Campus 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



COLLEGE PARK CENTER

BY THE NUMBERS

426	Acres of Property
40+	Acres of landscaping
6,471,212	Square Feet (including parking structures) (January 2018)
34.68 years	Average age of all space
168	Classrooms
83	Teaching Labs: 270 including Special Class Labs
589	Research Labs
13,000+	Doors on Campus
2,181	Beds in Residence Halls
2,727	Beds in Apartments (Including Centennial Courts)
6	Lane-miles of University-owned Roads
24	Miles of Sidewalk (approximate)
50+	Miles of Building Corridor (approximate)
433	ADA Parking Spaces
17,800	Total Parking Spaces
10,000+	Outdoor Signage
750+	Air Handling Units
444	Restrooms
100,000+	Indoor Lighting Fixtures
4,000+	Outdoor Lighting Fixtures
18,000	Tons of Air Conditioning (Chiller Cooling Capacity)
158,000 lb./hr. at 80 psi	Pounds of 130# Steam per hour (Heating Capacity)
45,000+	Maintenance Work Orders completed each year
800+	Make-Readies completed in Housing each year
125+	In-house projects each year (average)
\$600,000+	Savings due to in-house construction each year
50+	Mid-size construction renovations each year
\$400,000+	Savings due to in-house project management/year
\$12,493,552	Utilities Cost FY'2011 (5,222,007 GSF)
\$10,327,318	Utilities Cost FY'2017 (6,471,212 GSF)

OFFICE OF FACILITIES MANAGEMENT DIRECTORS

LaTosha Carter, Director, Business Operations

LaTosha Carter joined The University of Texas at Arlington family in the fall of 2006. She is a Director for the Office of Facilities Management where she oversees the day-to-day accounting and business operations.



LaTosha 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 UTA, UT System, and State and Federal laws, regulations, and procedures. Since coming to UTA she has served on the Parking Appeals Committee and as a Green Team Representative. LaTosha's professional accounting career outside of UTA 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, LaTosha travels widely and enjoys time with family and friends.

Jeff Johnson, Director, Maintenance Operations & Special Projects



Jeff Johnson is the Director of Maintenance Operations and Special Projects.

Mr. Johnson has a Bachelor's degree from Lamar University in Beaumont, Texas, and 38 years in facilities management, design, and construction. He has been with UT Arlington since 1994.

Jeff has held the positions of Assistant Director of Housing and University Center Operations, Associate Director, and Director of Facilities Management.

He manages special projects, in-house renovation projects, and oversees Maintenance Operations which includes the Carpentry, Electric, Painting, Signage, Plumbing, and Grounds Shops.

Don Lange, Director, Auxiliary Operations & Logistics



Don Lange is the Director of Auxiliary Operations and Logistics in the Office of Facilities Management. He oversees maintenance, renovations, property improvements, and new construction for all apartments, residence halls, houses, and the University Center.

He works closely with the Department of Apartment and Residence Life and University Housing.

He is also responsible for Custodial Services for the entire campus, the Preventative Maintenance Evening Shift that responds to after-hours campus emergencies, and the Asbestos Team which manages the removal of asbestos containing building materials from campus facilities.

Mr. Lange has been at UT Arlington since 1999 and has held several positions across campus before coming to Facilities Management in 2003. He received his Bachelor of Science degree in Business Administration from Ferris State University.

Ragenna Prince, Director, Facilities Services



Ragenna Prince is the Director of Facility Services 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 the Service Call Center, Automotive Shop, managing various reports to UT System and Texas Higher Education Coordinating Board, administrator and contact person for Facilities Management's maintenance program, maintaining service accounts, and managing Facilities Management's internal Systems Analysis.

Mrs. Prince also oversees maintenance and repairs for 97 elevators on campus as well as modernizations. With Mrs. Prince's understanding of the campus, she serves as back-up support for Facilities Management's Assistant Vice President and its Directors.

Troy Yoder, Director, Institutional Construction



Troy Yoder is an Architect and manages the University's design and construction departments as the Director of Institutional Construction in the Office of Facilities Management. He has twenty-four years of design, construction, and project management experience including feasibility studies, master planning, programming, design development, and construction/contract administration.

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. Mr. Yoder was the Project Architect for College Park Center prior to starting his role here at the University. He attended the UT Arlington School of Architecture and is a long-time resident of Arlington.

Currently he is responsible for design and construction of major renovation and new construction projects on campus including research laboratories, instructional space, athletic space, office space, and student spaces.

He also manages the Computer-aided Design (CAD) team, the Computer Aided Space Inventory Management System (CASIM) team, University design standards, and exterior aesthetic standards as well as the Campus Master Plan. Mr. Yoder works closely with campus administration, faculty, staff, and students to ensure their physical space needs are met across the campus.

Gary Glinsky, Assistant Director, Auxiliary Operations & Logistics



Gary Glinsky is the Assistant Director of Auxiliary Operations & Logistics of Facilities Management. Mr. Glinsky has been at UT Arlington since 1983 and has had various roles throughout the years.

Mr. Glinsky started his career as a Maintenance Worker II then advanced to a Plumber III and from there to Maintenance Supervisor; in spring 2017 Mr. Glinsky was promoted to Assistant Director.

His current responsibilities include overseeing the OFM Custodial Department and serving as the custodial service contact for academic buildings.

He also oversees the Housing maintenance department for the cleaning and make-ready needs for all residence halls and apartment communities throughout campus.

He works closely with Apartment and Residence Life and University Housing to meet strategic goals and sets deadlines for student housing projects.

Mary Deane, Assistant Director, Business Operations



Mary Deane is the Assistant Director of Business Operations. Mary Deane joined The University of Texas at Arlington family in the fall of 2007.

As an Assistant Director for the Office of Facilities Management she assists in overseeing the accounting and business operations. Her current responsibilities focus mainly on monitoring the budgets of construction projects and special reporting for plant fund account balances.

Prior to joining Facilities Management in 2014, Mary held positions in the Office of Graduate Studies and the Office of Information Technology.

Mary holds a Bachelor of Science degree in Business Administration from the University of North Carolina at Chapel Hill. She is originally from North Carolina where she still has many family and friends.



Science & Engineering Innovation & Research (SEIR) Building Groundbreaking: October 27, 2016

SUPPORTING RESEARCH at UT ARLINGTON

As a Carnegie Research-1 “highest research activity” institution, UTA registered 59,019 students in the last IPEDS 12-month reporting period. With a projected global enrollment of more than 60,000 in AY 2017-18, UTA will be one of the largest institutions in The University of Texas System and in the State of Texas.

Facilities Management supports not only the day-to-day operations and maintenance of research space on campus, but also undertakes various renovations of research space for new programs each year, as highlighted herein.

Research expenditures in the past year rose to \$94 million. The University is investing \$125 million in the new Science and Engineering Innovation and Research (SEIR) building, which will span 220,000 square feet and open in July 2018.

SEIR supports the growth of the Colleges of Engineering, Nursing and Health Innovation, and Science, areas in which UTA is committed to support recruitment and retention of students interested in STEM fields.

This brings the University’s total footprint for research to 475,272 square feet across 35 buildings.

PROJECT HIGHLIGHT

Shimadzu Center for Advanced Analytical Chemistry

The Shimadzu Center for Advanced Analytical Chemistry provides users with a full suite of the most up-to-date analytical chemistry instrumentation designed to support research from across vastly different disciplines.

The center houses a wide range of mass spectrometry, chromatography and spectroscopy instruments, assembled to meet the needs for analysis in such fields as biochemistry, bioengineering, biology, chemistry, environmental science, food science, forensics, and material sciences.



SUPPORTING STUDENTS at UT Arlington

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 facility, a wellness center, and cutting-edge research and teaching facilities.



Facilities Management supports the 330 campus organizations for various student events and activities such as lecture series, exhibitions, performances,

summer camps, and hundreds of other programs as well as traditions like Homecoming, Move-In Day, Oozeball, Bedraces, the Maverick Stampedo, and the various NCAA Division I athletics.

SUPPORTING THE CITY OF ARLINGTON and THE NORTH TEXAS COUNCIL OF GOVERNMENTS

UT Arlington has invested millions of dollars in the past few years developing campus infrastructure and enhancements. Working with the City of Arlington and the North Texas Council of Governments, UT Arlington collaborates on projects such as The Green at College Park for a true college town environment. New LED street lighting and pedestrian lighting has been installed across campus, on city streets, and at intersections.



DAY-TO-DAY OPERATIONS

Facilities Management strives to operate efficiently in today’s complex and ever-changing environment. Our services include **custodial care, maintenance services, grounds care, utilities production and distribution, energy management, master planning, furniture and interior finishes design, space planning and management, underground utilities mapping, architectural planning and design review, academic department support for renovations and program changes, internal OIT support for the OFM day-to-day operation and daily management of campus operational challenges. We collaborate with many other campus departments (see back cover).**

OFM manages over 45,000 work orders annually along with an average of \$5 million of renovations and large construction projects each year.

The interdependency with other departments 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.

Some of our services and responsibilities include:

- ✓ Receive service request online at: <https://www.uta.edu/fixit>
- ✓ Procedures for renovations
- ✓ Deferred maintenance projects
- ✓ Landscape enhancements (daily, weekly, monthly)
- ✓ Aim to be both proactive and reactive
- ✓ Maintaining a preventative maintenance schedule



SERVICE CALL CENTER

The Service Call Center (SCC) is the single point of contact between the Office of Facilities Management and other departments for maintenance and repair (M&R) requests. The SCC also provides the requestor with the status of maintenance and repair work until job completion.

The primary means to request M&R service is by telephone extension 2-2000 or online at www.uta.edu/fixit. For after-hours and weekend emergency response, calls to the SCC are forwarded to the Thermal Energy Plant for maintenance worker dispatch.

Reports of electrical outages are reported to the SCC which in turn forwards a list of all affected buildings to the University Police Department.



Service Call Center Representatives (from left)
Tiffany Nagle, Beverly Moore, Sue Duncan

The responsibilities of the *Service Call Center* includes the following:

- Accepting verbal and online requests for maintenance/repair service and providing a work order number to customers
- The assignment of priorities to maintenance/repair work in order 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 between various trades for parts/materials availability to minimize backlogs and unnecessary delays

Emergency Electrical Outage Protocol

- Reports of electrical outages are forwarded to the SCC which in turn forwards a list of all affected buildings to the University Police Department
- The University Police Department makes a campus-wide announcement of the reported outage and provides instruction
- SCC forwards updates provided by the Electrical Shop every 15 minutes regarding other buildings affected, estimated time the buildings will be back in service, and any other pertinent information
- If a campus-wide outage occurs, within an hour the President, or his designee, contact the appropriate campus community members with information about the outage and provide instructions. Facilities Management does not have the authority to send people home or cancel classes



WHO ARE YOU GOING TO CALL...?

Is your faucet leaking?

The Work Order System is the heart of the facilities maintenance activity on campus. Every telephone call (**2-2000**) and service request for Institutional or Departmental service is initiated by a work order provided from the Service Call Center.

The system has flexibility which permits establishing priority of the work being requested without losing sight of the more routine functions.

Orders that have been phoned in, as well as the requests received online for maintenance/repair service, are forwarded to the appropriate shops/trades for completion. Emergency calls such as leaks, floods, elevator, fire, etc. are immediately reported to their respective shops.

This system contributes to a high level of efficiency, better coordination, and more accurate records, along with better management of our resources.

EMAIL work orders to WOSC@uta.edu

UTA SHOPS

THE ASBESTOS SHOP

The Asbestos Shop responds to all asbestos and mold/mildew concerns.

UT Arlington's Asbestos Program was implemented and licensed through the Texas Department of State Health Services (DSHS) in 1996.

UT Arlington holds DSHS licenses as an Asbestos Consultant Agency, Asbestos Abatement Contractor, and Asbestos Transporter.

The shop 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.

UT Arlington's Program contains both a comprehensive Operations and Maintenance (O&M) element as well as a renovation element.

An asbestos survey has been completed on all campus buildings to identify any and all possible asbestos-containing materials and their locations.



PROJECT HIGHLIGHT

COOPER CHASE APARTMENTS ABATEMENT

Cooper Chase Apartments were abated and demolished in 2017. This development was located at UTA Boulevard and Cooper Street.

This abatement and demolition project was part of UT Arlington's continuing effort to improve the campus and allow for campus improvements including nearby construction of a new residence hall (page 40).



CUSTODIAL DEPARTMENT

The Custodial Department is the largest department within Facilities Management. Custodial maintains, cleans, and protects the interior of all University buildings.

Preparing and maintaining the facilities for University sponsored and/or approved events is another function of Custodial Services.

Additional services performed by Custodial include:

- Providing daily cleaning and sanitizing of University classrooms, faculty and staff offices, meeting rooms, labs, performance halls, lounges, hallways, and stairwells
- Cleaning and sanitizing public areas and restrooms
- Restocking 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
- Final cleanup of all in-house construction projects





AUTOMOTIVE SHOP

The Automotive Shop is responsible for preventive maintenance, servicing, and the repair of campus vehicles. All vehicles are identified by a UT Arlington logo and vehicle number.

On a periodic basis vehicles are called in for routine service and/or the annual state inspection.



FACILITIES HIGHLIGHT

AUTOMOTIVE SHOP'S VEHICLE INVENTORY

Types of university vehicles (All Departments on Campus):

- Maintenance utility vehicles (“mules”) and golf carts - **100**
- Passenger cars - **22**
- Cargo and passenger vans - **83**
- SUVs - **12**
- Trucks - **74**
- All Grounds equipment - **71**
- Electric vehicles - **4**

(Numbers above include 40 vehicles assigned to Police Department)

The Automotive Shop is responsible for all of the following:

- Vehicle maintenance including oil changes, state inspections, fluid replacements, brake system checks, etc
- As a sustainability measure the Auto Shop has equipment that allows refrigerant recovery and recycling for vehicles AC refrigerant. This allows for the reuse of refrigerant amounting to a \$200 per vehicle savings
- Exterior cleaning and maintenance of university vehicles
- Maintains and services 37 generators and fuels 29 of those, with the remaining eight generators using natural gas



“OUR AUTO SHOP S-T-R-E-T-C-H-E-S TO GET THE JOB DONE”

Fueling Station

The Automotive Shop provides a fueling station for University vehicles. Under state contract, the university is able to purchase gasoline below retail prices, thereby minimizing fuel costs for departments and their university owned vehicles. All vehicle users purchase fuel from Facilities Management to minimize fuel costs.



CARPENTRY SHOP

The Carpentry Shop maintains, services, repairs, and secures all 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
- Installation and repair of 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
- In-house renovation projects



PROJECT HIGHLIGHT

LIFE SCIENCE LECTURE HALL, IN-HOUSE RENOVATION

The Life Science Lecture Hall renovation was an in-house summer project, which consisted of four rooms: LS 118, 119, 122 and 124. The in-house project cost \$429,000, and by completing the project in-house it saved the University approximately \$175,000.

- The following OFM shops led this renovation: The Carpenter Shop, the Electric Shop, the Design Team, the A Team, the HVAC Shop, and the Paint/Sign Shop
- Seating was original to the building which was built in 1965. The outdated and broken seating was replaced with newer and larger seating for students and is compatible for both left and right handed students
- The professors' lecterns were replaced with newer technology ports along with overhead teaching technology and the white boards were replaced with new glass white boards
- ADA compliant handrails and fixed tables were added
- New heating and cooling systems, along with new flooring, were installed for greater environmental comforts and better sound acoustics

The original fire-rated solid maple wall finish was left to uphold the original aesthetic of the rooms

BEFORE



AFTER



ELECTRICAL SHOP

The Electric Shop has a proud record of providing quality service to University staff and faculty.

The Electric Shop is responsible for all electrical needs throughout campus. This includes research needs, emergency generators, over 4,000 exterior lights, more than 100,000 interior lights, the campus high-voltage 15KV infrastructure, high voltage transformers, switchgear, and all electrical work orders.

The shop also supports the on-going construction throughout campus and building renovations.

The shop currently has seven journeyman and two apprentice electricians responsible for over six million square feet of multi-functional buildings, with more to come.

Over the past five years, the Electric Shop has added thousands of LED lights throughout the interior and exterior of campus buildings which has enhanced energy savings and safety.

Several campus buildings have had new generators installed and the electrical distribution system has been upgraded along with the campus 15KV power distribution.





FACILITIES HIGHLIGHT

The Electric Shop is capable of designing and changing out the electrical distribution throughout the campus.

In the past year, the shop has designed and installed the underground 15KV distribution on the west side of campus for the new parking garage, dining hall, and residence hall.

The Electric Shop also designed and installed new classroom lighting (see page 22) in the Life Science Building as well as new installations in our parking lots including Lot 51 and 53.

Currently they are working to enhance UT Arlington's campus edge with outdoor lighting upgrades.

GROUNDS and LANDSCAPING

The Grounds and Landscaping personnel make every effort to present an attractive and aesthetically-pleasing environment for every person who visits, studies, or works on the UT Arlington campus. They enhance the look of the campus with new landscape installations and spring/fall color changes. Interior plants can be requested for special events.

In order to provide a pleasant outdoor environment, the Grounds and Landscaping crew manages and maintains campus landscaping with the assistance of several teams including: the mowing crew, detail crew, flower crew, mall crew, irrigation crew, general utility crew, and chemical application crew along with greenhouse operations.

Additionally, the grounds crew produce all seasonal colors in the greenhouse from seeds as well as all mulch and compost from debris collected across campus.

In the event of severe weather the team removes any fallen trees and debris and after ice or snowfall they apply sand and ice melt to campus streets and walkways.

Grounds Maintenance, Landscaping, and Irrigation responsibilities include:

- Mowing, weed eating, and trimming all campus turf grass
- Athletic and recreation sports field care
- Irrigation design, installation, and repair
- Tree and shrub trimming
- General outdoor campus cleaning
- Weed, insect, and mud control
- Emergency landscape repair after outdoor functions
- Irrigation and sprinklers
- Special events assistance





(FOUR NEW EMPLOYEES IN RECENT MONTHS! WELCOME!)

HOUSING MAINTENANCE

Housing Maintenance maintains all student houses, residence halls, apartments, and the 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 support academic growth and community respect.

It is our mission to provide safe, academically friendly, and socially responsive living communities on the UT Arlington campus.

Housing Maintenance is committed to supporting the housing needs of over 5,000 students.



PROJECT HIGHLIGHT

HOUSING MAINTANCE: MAKE-READIES

The Make Ready is evaluated by the Housing Maintenance Supervisor. It's then scheduled for repairs and completed to meet the Housing Office's move in dates.

Below are a few of the make ready technician's duties that include repairs or replacement of the following;

- ✓ Painting
- ✓ Carpet/Flooring
- ✓ Cabinetry/Countertops
- ✓ Window Treatments/Screens
- ✓ Plumbing Fixtures/Hardware
- ✓ Appliances
- ✓ Electrical Circuitry
- ✓ Ceiling fans/Lighting

When the make ready crew has completed the unit, it then moves into the cleaning phase, which is scheduled and managed by the Operations Supervisor.

HOUSING HOUSEKEEPING

Housing Housekeeping is the key to keeping all common areas, residence halls, and apartments clean. They support Make Ready cleaning when units become vacant. During the summer months, the team focuses on deep cleaning and supporting summer conferences.

There are over 70 summer conferences with over 7,000 participants from May to August. The conferences and camps include on campus departments such as band camp, engineering camp, cheer and basketball camp, as well as off campus groups such as Special Olympics and a Chinese youth camp that learns about their culture and heritage.

Additionally, the Housekeeping staff cleans the guest apartments, which are hotel type units that require daily cleaning and five star customer service. The guest apartments sleep faculty and staff candidates, campus dignitaries, and special guests of President Karbhari.

This team is a cohesive group of cleaning professionals.



EVENING MAINTENANCE

Facilities staff will address any calls taken during the evening hours for emergency maintenance.

Emergencies include:

- Floods, leaks, spills, etc.
- Toilet malfunctions
- Temperature monitoring (hot/cold calls)
- Equipment repair
- Facilitate support for electrical outages during evenings
- Facilitate support during weather events in the evenings
- Respond to parking lots lights out
- Door repairs
- Depletion of restroom supplies



The Service Call Center **emergency calls** are forwarded to the **THERMAL ENERGY PLANT (TEP)** after hours. TEP will contact the proper on-call technicians when emergencies arise. They will also pass along non-emergency calls for the next business day. **Call 817-272-2000!**

HVAC MAINTENANCE

The Heating, Ventilation, and Air Conditioning Shop maintains the temperature control for most buildings on campus.

HVAC systems include all heating, cooling, and ventilation equipment serving the campus.

Overall, the existing UTA 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 units, including “window-type” air conditioning units.



PAINT and SIGN SHOP

Paint Shop staff is comprised of a commendable team of professional painters who take great pride in their work. Their responsibilities include touch ups, painting rooms or a complete building, special projects, and athletic fields and courts.

They maintain street markings such as crosswalks and perform graffiti abatement as quickly as possible. Academic buildings on campus that require painting or signage should have work orders issued to this shop.

Responsibilities include:

- Interior walls and office furniture restoration
- Refreshing of athletic fields and courts
- Street markings
- Graffiti abatement



The Sign Shop is responsible for the design, installation, and maintenance of the University's signage. See the Project Highlight on page 33 for example of one recent project.

The Sign Shop provides the following services:

- Consulting and estimating for projects
- Building interior signage for public areas (stair, floor level, restrooms)
- Temporary signage for events
- Digital prints and artwork
- Exterior way-finding signage fabrication and installation
- Vehicle fleet markings and decals
- Interior building nameplate and/or office numbering signage
- Signage for safety issues or hazards



PROJECT HIGHLIGHT

PARKING GARAGE WEST CAMPUS

Parking Garage West is a five-story concrete cast-in-place post tension structure. The garage is over 500,000 GSF and provides approximately 1,500 parking spaces on the west side of the campus.

All signage was designed, fabricated, and installed by in-house staff from the sign shop.



Having the signage and most of the utilities completed in-house saved the University approximately \$200,000 in project costs.



PLUMBING SHOP

The Plumbing Shop provides service for all water or plumbing-related concerns.

They are responsible for all sanitary sewers, potable water systems, natural gas, domestic heating water systems, industrial water systems, heat exchangers, backflow preventers, toilets, lavatories, drinking fountains, eye wash stations, emergency showers, lab sinks, lab faucets, and lab gas piping (vacuum, air, and natural gas). The Plumbing Shop supports specialty systems associated with research activities such as reverse osmosis (RO) water systems, deionized (DI) water systems, high purity systems, new installations, pipe covering, and renovation projects.

In 2017 the Plumbing Shop was instrumental, along with the Electrical Shop, in designing and installing site utilities for the new West Campus Parking Garage (page 33), West Campus Residence Hall (page 40), and West Campus Student Center (page 37) and SEIR Building (page 35). This in-house construction has saved the University approximately \$750,000 and allowed the projects to achieve schedule deadlines.



The Plumbing Shop responsibilities also include:

- Equipment room upgrades
- Restroom upgrades
- Backflow prevention certification
- Preparing estimates for plumbing-related system modifications on in-house renovation projects



FACILITIES HIGHLIGHT

NATURAL GAS METERS

Over the past twelve years, 71 individual gas meters have been eliminated by combining services into a few master meters which allow the University to avoid monthly individual meter charges.

With completion of latest project the total savings for natural gas meters for the University is over \$100,000 annually. Over a 10 year period this amounts to over a million dollars in cost avoidance.

PROJECT HIGHLIGHT

UTA Science & Engineering Innovation & Research (SEIR) Building

This 220,000 SF, five-level building with research and teaching laboratories, **will be completed in the summer of 2018**. The facility includes a four-story research wing, two-story classroom wing with 900 seats in four lecture rooms, and a basement-level laboratory space.

The SEIR Building will specifically house programs in the College of Engineering, College of Science, and College of Nursing and Health Innovation.



ENERGY MANAGEMENT and CONSERVATION

Energy Management

UT Arlington continues to make improvements to our facility infrastructure allowing the university to achieve and maintain utility consumption reductions.

Below are just a few of our improvements:

- Utilization of an Energy Management System connected to nearly all buildings on campus provides energy metering and management services such as automated and schedule-based temperature setback control to a majority of building HVAC systems; several buildings on campus utilize dual-technology occupancy sensors to control lighting
- Tracking of monthly energy usage in key buildings in order to quickly identify and correct possible operational issues affecting energy consumption
- New software installed to provide real-time analysis of our Thermal Energy Plant's performance. This results in early detection of the Plant's inefficiencies and sequencing errors so they can be minimized by timely correction



Over the last seven years the total energy cost avoidance attributable to UT Arlington's Procurement Contracts exceeded \$20,000,000 and the cost avoidance attributable to UT Arlington's Performance Contracts was over \$13,000,000.

Energy Conservation

During the last decade, chiller replacements have been part of the energy conservation efforts. Each new chiller is 30% more energy efficient than previous chillers.

HVAC system upgrades included replacing constant volume cooling units with variable volume (VAV) units. These units "throttle" heating and cooling air flow to reduce energy consumption in large HVAC units. High efficiency motors have been installed across campus to reduce energy consumption. This has the added benefit of updating equipment resulting in cost avoidance for motor replacement.

Many building roofs are now coated with white TPC (called a "cool roof") to reduce the heat and radiance of the sun and summer heat. See below for before and after pictures of Trimble Hall.



PROJECT HIGHLIGHT

West Campus Student Center

The West Campus Student Center is approximately 40,000 GSF and is a multi-function facility with a cost of \$21M and is set for completion in the summer of 2018. Construction Management was completely in-house. This facility will provide both indoor and outdoor dining for students on the west side of our campus with an “All You Care to Eat” option and retail outlets such as Starbucks.

The West Campus Student Center will seat a minimum of 350 in the dining area. The building will be used for more than just preparing, serving, catering, and eating meals. **It will also provide a “Third Place” which includes the following function areas on the second floor:**

- Resting
- Social Interaction
- Meetings
- Collaborations
- Studying
- Computer Use
- Quiet Zones



| *West Campus Student Center (as of January 2018)*



INTERIOR DESIGN and PLANNING

The Design and Planning Services group assists 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 University facilities.

The Office of Facilities Management is responsible for maintenance and repair of installed furnishings and classroom furniture in campus buildings excluding auxiliary-funded facilities.

The Design and Planning services group provides:

- Architectural and engineering CADD services
- Design of University project bid packages
- Archival of construction and architectural documents
- Construction contractor relations and assistance in projects as needed
- Interior space planning including furniture layout, design, and procurement assistance
- Assistance in capital projects planning, submitted review, and design quality assurance
- Space inventory reporting for building and room occupancy and use

In-house Design and Planning Services results in significant savings to the University compared to comparable services by outside consultants. Additionally, a much larger workload can be facilitated in a much shorter time span.



INSTITUTIONAL CONSTRUCTION SERVICES

Institutional Construction Services is responsible for overseeing Job Order Contractors (JOC) as they perform construction-related services across campus including minor renovations, major renovations, new construction, and capital projects.

The Construction Project Coordinators manage projects that are performed by outside contractors, separate from the UTA shops. They manage schedules, budgets, payments, and required testing and inspections.

They carefully coordinate involvement from different University departments (page 51) and manage moving campus users in and out of renovated spaces.

In addition, they oversee contractor performance for compliance with construction documents and UTA standards, quality of workmanship, quality and quantity of materials, and construction industry standards.

They also maintain files and records of construction projects.



PROJECT HIGHLIGHT

WEST CAMPUS RESIDENCE HALL: 2018



- Barbecue Zone
- Billiards and Game Tables
- Card-Controlled Access
- Community Kitchens and TV Lounges on each floor
- Computer Lab with Printer
- Fire Sprinkler System
- Free WIFI and High-Speed Wired Internet Connection
- Fully Furnished
- Laundry Facilities with Unlimited Laundry Use
- Premium TV Services
- Private Study Rooms, Group Study Rooms and Meeting Rooms
- Relaxation Room with Zero-Gravity Chairs
- Study Garden
- 24-Hour Maintenance



SUSTAINABILITY PROGRAMS

Sustainability Programs have made additional progress as they focus 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.

Buildings

All University buildings support the University recycling program. UTA recycles approximately 400,000 pounds of paper each year and more than 3,000 pounds of plastic and aluminum. In addition, Facilities Management recycles steel, copper, and aluminum from construction projects.



Energy Conservation

1,638 photovoltaic panels are located on the College Park Garages. With an ARRA grant and funding from TPC, UT Arlington's net cost was zero after the Oncon incentives. The panels average \$4,000 electrical generations per month. They have a peak capacity of 43 kW.



Grounds Conservation

- **On-site greenhouse** – From seed to tree, plants are grown and cared for in our on-site greenhouse. Ferns, tropical shrubs, and other decorative plants from the greenhouse may be seen at luncheons, dinners, and other special events at the University Center.
- **Recycling tree debris** – Tree limbs are not wasted in the landfill but are chipped and spread on campus planting beds as mulch.
- **Leaf Vacuum** – A recently purchased leaf collector unit reduces manual collection of fallen leaves and lessens the use of leaf blowers. Leaves go to the compost site and are combined with campus kitchen waste to produce compost.
- **Mulching mowers** – Mulching grass clippings saves labor and provides extra organic material to campus lawns.
- **Compost** – Every year **about 50 tons of leaves**, kitchen scraps, and coffee grounds don't go to the landfill. Instead, they are made into compost, a valuable soil amendment. This is returned to the campus as water-saving mulch or is tilled into poor soil at construction sites to create optimal growing conditions in new planting beds.



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.



UTA Bike Share Program

"UTA has wanted to launch a bike-share program for some time," said Meghna Tare, Director of the UTA Office of Sustainability. "UTA is continuing to grow as the model 21st century urban research university and this partnership will allow access to transportation for more students."

UTA students, faculty, and staff can join the bike-share program for a \$25 annual fee. Bikes are then free for the first two hours of use and \$1 for every hour after.

The new bikes on campus are funded in large part by a \$58,000 donation from Green Mountain Energy Sun Club, a non-profit that supports organizations looking to become more sustainable through renewable energy, energy efficiency, and resource.



OFM INTERNAL BUSINESS OPERATIONS

Accounting Services is dedicated to the timely provision of quality accounting, project management, and procurement services to the Facilities Management departments.

They provide support for all centralized accounting services such as vouchering, billing, records keeping, and financial reporting. Accounting Services also provides all administrative, clerical, office management, and personnel (including time reporting) functions for the entire Facilities Management operation.

Accounting Services also responds to related requests from outside entities.



PROJECT HIGHLIGHT

VIVARIUM in LIFE SCIENCE

This \$3.4M (Total Project Cost) renovation on the 5th floor of the Life Science Building created a “Barrier Facility” within the existing Vivarium. The barrier provides a germ-free environment, protecting immune compromised animal colonies from contaminants and disease while they’re being used for research.

The project includes a complete replacement of the mechanical / exhaust system and significant upgrades to the plumbing and electrical systems.

The barrier includes a new pass-through autoclave, pass-through biosafety cabinets, and gowning transitional space entry through an air curtain.



Vivarium HVAC Upgrade

The HVAC Shop coordinated the efforts to replace all the VAV terminal boxes at the Life Science Building. The existing terminal boxes were pneumatic and the new boxes were upgraded to electronic controls which allows Facilities Management to see the temperatures through the EMS system.

Over \$1.6M was spent on the HVAC renovation for the Vivarium at the Life Science Building to include a barrier concept. The barrier isolates animals from the surrounding areas by cascading airflows and pressures along with entry controls to keep bacteria from contaminating the space.

This allows for additional research activities that the existing facility could not support. The new Vivarium will be accredited by AAALAC, an international vivarium association, and will be able to attract new researchers to UT Arlington.

The upgrades include replacing the existing air handling unit that serves the Vivarium with a larger unit, replacing the failed humidifier, and replacing the existing exhaust fans on the roof with larger new lab exhaust fans to accommodate the newly increased airflow requirements.

New Vivarium specific equipment was installed as well such as a lab air compressor, sterilizers, misting tunnel, reverse osmosis water treatment system, and an air entry shower.



PROJECT HIGHLIGHT

LIFE SCIENCE LAB RENOVATIONS

Life Science Bldg.: Freshman Biology Lab (Rooms 226 & 229)

Renovations on the 2nd floor of the Life Science building bring new life to the 50- year old Freshman Biology labs, managed in-house.

The new labs provide a much improved learning and teaching environment and include updated lab equipment, casework, lab benches, AV, flooring, ceilings, lighting, and judicious use of glass to promote a modern, welcoming, and open feel.

The mechanical systems were replaced and now include snorkels at each lab bench to provide exhaust for lab projects that typically create odors.

Electrical and plumbing systems were all replaced and brought up to code and safety standards, and the new labs are all completely ADA compliant and accessible.



Life Science Bldg.: Microbiology Class Lab (Room 338)

Similar to the freshman biology lab renovations, the microbiology labs on the 3rd floor of Life Science were also completely renovated.

Seamless floors and clean room ceiling tiles were required to provide a more sterile environment for the experiments taking place in these labs.

The new fixed lab benches are packed with utilities including water, gas, air and electricity. The project also included new autoclaves and environmental chambers to replace the built-in chambers that were original to the building.



Life Science Bldg.: Biology Research Lab (Room 216)

Biology research labs on the 2nd floor of Life Science were renovated to provide updated finishes, lighting, mechanical, electrical, plumbing systems, lab equipment, and modern moveable lab benches and shelving so researchers can customize their space for optimal use. Utilities to the lab benches are fed from the ceiling with flexible connections.



AROUND CAMPUS



ADDITIONAL SERVICES

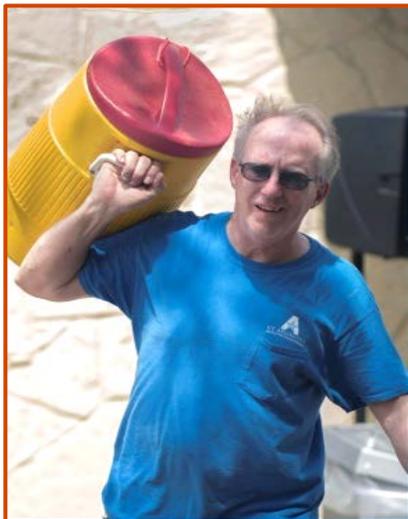
Facilities Management supports non-core services on campus:

- Temporary signs for events and wayfinding for new facilities
- Maintenance of campus banners
- Parade support
- Move-in Day
- Ooze ball setup (University tradition)
- Bedraces (University tradition)
- International Week
- Earth Day
- Mav Cookout
- Activities Fair
- Distinguished Alumni Gala



MAVERICK SPIRIT

OFM employees enjoying their annual picnic



PROGRESS THROUGH COLLABORATION

Facilities Management practices and promotes an open exchange of ideas and information within and among all levels of our organization as well as with our customers and other stakeholders.

Working with other departments, Facilities Management effectively responds to concerns regarding construction, maintenance, renovation, safety, security, OIT, and EH&S projects.

A monthly meeting is held with departments shown below to review details associated with each project.

