

FACILITIES 2018-19 GOALS

| Priority | Category | Goal Description |
|---|---|--|
| Environmental Health & Safety | | |
| 1 | Responsible Stewardship | Online New Employee Orientation 1) Develop online orientation for both staff and faculty 2) Implement course through Canvas by May 1, 2019 (HR assistance in support/tracking) |
| 2 | Responsible Stewardship | Hazardous Waste Compliance Initiative- Implement subpart K lab specific waste procedures 1) Develop structure/plan for program change 2) Develop lab specific plans for all affected laboratories 3) Implement lab specific waste plans in current lab safety program 4) Train lab personnel on procedures (Canvas course) |
| 3 | Responsible Stewardship | Outlier Safety Program Compliance / Training Needs Assessment - Perform a safety needs assessment of areas that are not traditionally well embedded in safety training and compliance initiatives. These areas include athletics, Campus Enterprises, Student Recreation, Theater, Art, School of Education. The assessments will include review of applicable job descriptions, meetings with supervisors responsible for these areas, development of its specific safety plans, job safety analysis and safety training assessments. |
| Capital Improvement Administration | | |
| 1 | Customer Service | Develop and deliver CI financial process training to FDC, Facilities Operations and Accounting |
| 2 | Responsible Stewardship | Complete and publish updated CI procurement desk reference manual |
| 3 | Responsible Stewardship | Adopt transition to Banner 9 |
| Facilities Operations | | |
| 1 | Customer Service | Generate a Facilities Project Transition Policy in collaboration with FDC to cover inspections, punchlist, warranty, project documentation, M&V, etc. including Capital Facilities Foundation and Dining Services projects. First draft policy submitted for review by 10/31/18; finalized by 3/1/19. |
| 2 | Employee Engagement | Identify, implement, and support initiatives from review of System Office Employee Engagement survey to improve level of employee engagement. |
| 3 | Responsible Stewardship | Timekeeping Initiative: examine timekeeping process, generate written recommendations to improve by 10/1/18, and implement at least one initiative by 3/1/19. |
| 4 | Responsible Stewardship | Evaluate and propose an improved inventory control method for Facility Services and Zone/HVAC supply storage areas within Campus Supply preferably utilizing TMA. Scope also includes establishment of some metric of inventory use within buildings or zones for benchmarking, tracking, and comparison purposes. |
| Facilities Design and Construction | | |
| 1 | Customer Service/ Employee Engagement | Enhance Electrical Utility GIS Connectivity Complete campus electrical data into GIS mapping Illustrate full main electrical distribution connectivity Testing connectivity and correct breaks Flow analysis effect of opening and closing switches |
| 2 | Customer Service | Restructure Facilities Design and Construction to provide better customer service Phase 1: develop restructure plan, financial implications and roll out strategy Phase 2: Develop a position hiring priority. Advertise and hire new positions in priority order. Phase 3: Discuss new structure with key departments FDC works with on a regular basis. Phase 4: Develop an approach to balance of capacity and demand under new structure |
| 3 | Customer Service/ Responsible Stewardship | Determine a documented, efficient and robust process for project turnover to Facilities operations, campus auxiliaries, space management, police, EHS, and others. Phase 1: Review the data provides by AVC facilities and determine path forward to better turnover Phase 2: Develop key member involved or affected by project turnover and Schedule meetings to determine information that are currently receiving method information transmitted and any information need or more efficient delivery system Phase 3: Review, develop and/or propose modifications to process for review by these impacted Phase 4: Plan into active service |
| HUB | | |
| 1 | Customer Service | Update HUB Manual and Host a HUB Training Class for All Project Administrators regarding participation, bidding, project close-out (reporting) and G.S. 143-128 requirements. |
| 2 | Responsible Stewardship | Meet or exceed UNCG HUB goal of overall 30% participation in the construction program |
| 3 | Responsible Stewardship | Meet or exceed UNCG goal of overall HUB participation in the construction program |
| 4 | Responsible Stewardship | Increase contractor participation in the informal project construction program |
| 5 | Responsible Stewardship | Meet or exceed UNCG HUB goal of 10% on commodities |
| Sustainability | | |
| 1 | Responsible Stewardship | STARS - Coordinate a complete UNCG AASHE STARS 2.1 submittal endorsed by UNCG Chief Sustainability Officer and key stakeholders |
| 2 | Responsible Stewardship | CAP - Support evolution of Climate Action Plan to being integrated with annual staff work planning processes and simultaneously stewarded by the Sustainability Council |
| 3 | Responsible Stewardship | App Mid-Year - Coordinate successful one day App Energy Mid-Year 2019 in early Spring 2019 |