

FACILITIES COORDINATORS QUARTERLY CONNECTION

AUGUST 28, 2018

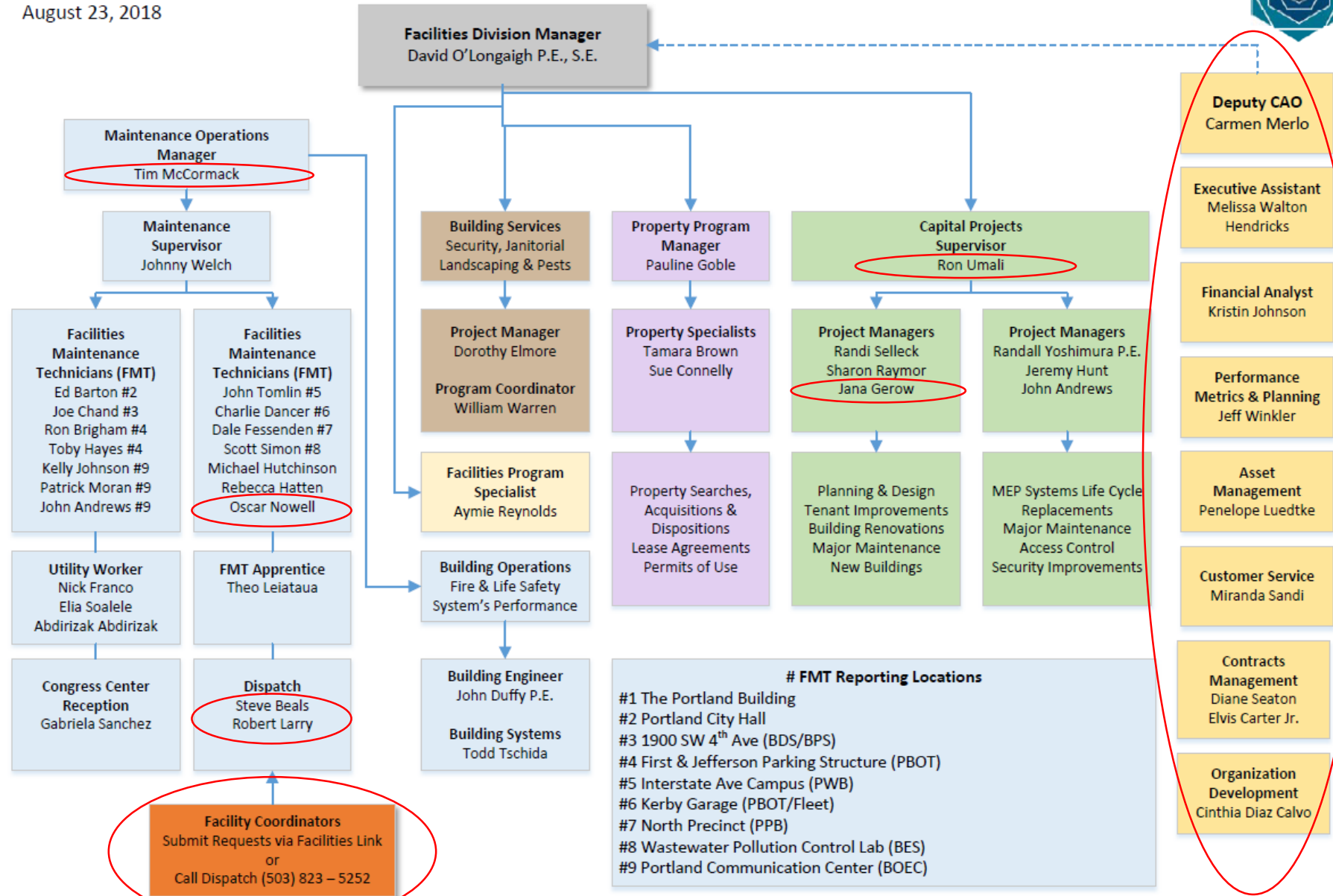
MEETING AGENDA

- Bureau News (10 mins)
- Project Updates (5 mins)
- Facilities Survey Response and Results (10 mins)
- Dispatch Introductions (5 mins)
- Facilities Link Dashboard (20 mins)
- Maintenance and Operations (5 mins)
- Security (5 mins)
- Fire Life and Safety (5 mins)
- Season Changes and Your Office Temperatures (5 mins)
- Questions (20 mins)

BUREAU NEWS

David O'Longaigh PE, SE
OMF Facilities Division Manager

- OMF Facilities
- New Brand
- Reporting to Carmen Merlo, DCAO
- Business as usual
- Staff Updates



PROJECT UPDATES

Ron Umali, Supervising Project Manager

Police

- Justice Center – Re-pipe substantial completion, UPS replacement in design phase, Elevator modernization consultant contract awarded
- North Precinct – Locker room on the last phase of project, Skybridge starting soon
- Training Center – Roof top units replacement nearing completion
- Kelly Building – Boiler replacement starting in a couple of weeks

BDS – 2500 Hearing Room substantial completion, Permit Center nearing close out

PBOT – Elevator modernization at 3rd & Alder and 1st & Jefferson SmartPark underway

City Hall – Security enhancements on 5th Ave entrance

SURVEY RESPONSE BY THE NUMBERS

Miranda Sandi, Project Coordinator

- Survey Link & Webinar Invitation Recipients 283
 - Initial list of 294 List edited by responses to initial invitation
- Webinar Attendees 19
 - 6% of Invitees
- Survey Respondents 68
 - 21% of Total Invitees
- 20% of Survey Respondents attended the Webinar
- 50% of Respondents were Facilities Coordinators

SURVEY RESULTS & RANDOM FACTS

Miranda Sandi, Project Coordinator

- Commissioner Fritz took the Survey!
- 70% interested in more training on billable work.
- 78% have an evacuation route and have completed a drill
- Facilities Link & Dispatch – Further information and messaging is needed

SURVEY OUTCOME

Miranda Sandi, Project Coordinator

- We are developing training for billable vs. non billable work orders.
- With the interest in more communication, we are developing Building Contact Lists.
- Facilities Link will have more messaging and outreach.

SURVEY OUTCOME

Miranda Sandi, Project Coordinator

- Security Updates (access, security personnel, etc.) 64%
- Fire Life and Safety Updates (training, committee meetings etc.) 64%
- Building Services Updates (custodial, landscaping, pest control, etc.) 41%
- General Monthly Newsletter 45%
- In Development: Building Maintenance Updates 44%
- In Development: Project Updates 36%
- In Development: Service Level Agreements 31%



Steven Beals



Robert (Bobby) Larry

FACILITIES DISPATCH

Johnny Welch, Facilities Supervisor

Introducing our new Facilities Dispatch Team:

- Managing phones
 - Facilities Link
 - Work orders
 - Meeting requests
- ...and more

[FACILITIES SERVICE CATALOG](#)

FACILITIES LINK DASHBOARD

[FULL SERVICE CATALOG](#)



OPERATIONS & MAINTENANCE

Tim McCormack,
Operations & Maintenance Manager

- Intro and Background
- Recognizing FC value
- Services Catalogue
- Feedback on services





SECURITY

Dorothy Elmore, Security Manager

- Security Stakeholders Steering Committee (SSSC)
- Security Inquiry
- Access Requests



FIRE & LIFE SAFETY

Todd Tschida, Building Systems Specialist

- Elevators – new Kone contract
- AED replacements
- Fire drills



SEASON CHANGES & YOUR OFFICE TEMPERATURES

Johnny Welch, Facilities Supervisor

- Office temperatures range from 68°F - 76°F
- LEED EB Standards & Industry codes
- Personal temperatures & building temperatures
- Building heating systems
- Circuit Overloads
 - 16 amps on one Circuit for 8 cubes.
 - One personal space heater draws 12.5 amps.



QUESTIONS?