

BRIDGE Group Meeting

Date: 07.19.11

Agenda

1. FM Sign Shop
2. Hiring Architects & Engineers
3. Saturday Support Buildings
4. FM FY 12 Rates
5. Green Team Cleaning Update

1. FM Sign Shop

Mike Berthelsen welcomed everyone to the meeting and then Bill Paulus introduced FM's Sign Shop Manager Scott Saunders. Scott walked the group through the Sign Shop's history and how they've progressed from hand painted signs to high tech, computer generated signs. He said the sign shop provides services for the life of the project from idea creation, through production to installation. A major reason for using the Sign Shop is their familiarity with University standards, they work closely with U relations to provide products that comply with all requirements. Sign shop contact information can be found at:

<http://signs.umn.edu/>

Q&A

Do you do installation as part of the same work order for creation and production?

Yes.

Who is on the Sign Committee, how often do they meet and how long does it take to get a decision from them and is there an appeal process?

The Committee is made up of Roberta Juarez – Disability Services, Orlyn Miller – CPPM, Clayton Talbot – Codes, Mic Ramolae - Parking and Transportation Services, Drew Swain - U Relations, Les Potts – FM Landcare, Scott Saunders – FM Sign Shop and Bill O'Neill – FM District Operations. Rather than having regularly scheduled meetings, the group deliberates over e-mail as projects arise. If necessary they call a meeting to discuss a project. A decision around a project can normally be made within a week after such a meeting. The Committee is very deliberative in their process, however if you disagree with their findings, you can approach Vice President O'Brien.

Is there any formal program to remove the paper signs that get posted around campus?

FM's custodial crews are diligent about removing those type of signs in public spaces.

They do not remove them in department spaces unless directed to do so. The bulletin

boards in Moos tower are cleaned off every two weeks and if signage lists a specific date that has passed it is also removed.

Is there any temporary signage that departments can use for a specific event?

If you can give FM some lead time, there are some A-frame or sandwich board signs that can be used for events.

2. Hiring Architects & Engineers

Mike distributed the policy and administrative procedure that points out that architects and engineers can only be hired through CPPM.

<http://www.policy.umn.edu/Policies/Finance/Procurement/PROFESSIONALSERVICE.html>

http://www.policy.umn.edu/Policies/Finance/Procurement/PROFESSIONALSERVICE_PROC01.html

He mentioned that this has been an issue with some departments who secure the services on their own and then bring it to U Construction to have the project built. The problem with this approach is those plans often don't take the entire building into consideration and can trigger code requirements.

Q&A

UDS works with designers of branded concepts like Starbucks where they have designs that are already set. How do we square the differences?

Please start by making sure CPPM is part of the discussion. Laurie Scheich and Mike Perkins can be brought into the mix if necessary. It's also important to remember to do a CPR. That launches our whole process and circumventing it always causes problems down the road.

3. Saturday Support Buildings

Brad explained that after a successful first year, the program to focus activity into selected buildings during the weekends was being expanded from 8 to 11 buildings. FM and OCM are partnering to direct events into the following buildings from 8:00 am to 4:00 pm on Saturdays:

- Blegen
- CSOM
- Folwell
- Hanson
- Humphrey
- Keller (EECSI)
- McNeal
- Nicholson
- Rapson

- Ruttan (CoB)
- STSS

This will not impact buildings with libraries, student unions, and rec sports facilities that remain open on weekends, and are unaffected by Saturday restrictions. Organizations can still choose to use other spaces outside of these ours but are subject to fees. The program does not impact individual access to departmental spaces, as long as the faculty or staff person has a key or keycard access they will be able to use their space.

4. FM FY 12 Rates

Mike distributed two pieces of information. The first was a rate sheet detailing the rates FM will be charging in the upcoming year and the second a handout that will be used in meeting with Deans. He said that Vice President O'Brien and he will be meeting with the Deans to learn about their upcoming programming needs. Mike noted that FM's portion of the O&M cost pool will be 2.6% lower this year. He also pointed out that electric rates will increase 1.5% while steam rate will decrease 1.7%.

Q&A

Do these rates apply when the district contracts with an outside vendor? Do those vendors charge trip costs?

No the rates do not apply. The District passes the costs through with no mark up. Vendors typically charge trip costs for their work.

Speaking of vendors when does the new fire alarm program effect?

It will begin in September and October. We found it most cost effective to split the work among three vendors. This keeps prices competitive and ensures that we've got the expertise to work on any of the systems at all times.

5. Green Team Cleaning Update

Brad gave an overview of the custodial training program. In preparation for the change from area cleaning where one person does all the tasks in an assigned area to the team cleaning model where tasks are split amongst specialists, all FM custodians and supervisors (including Mike Berthelsen) are attending 16 hours of training.

Setting context was important so that FM's staff know why the changes are being made and the benefits to of the system. Knowing that budget cuts would require 52 fewer custodians, team cleaning gives FM a way to cover the same space without drastically cutting service level standards. In addition it provides:

- Flexibility to deal with unique events
- Consistency in how space is cleaned and in dealing with absences
- Safety in that team member are not alone in buildings
- Accountability because there are more eyes reviewing a space

After setting context, the training is broken down into the four primary roles of each team:

- Point Technician – first person in the space, prepares area for vacuum technician, empties trash/recycling, cleans marker boards, spot cleans
- Vacuum Technician – second person in, vacuums space
- Restroom Technician – responsible for hygienic cleaning of bathrooms doesn't clean any other areas
- Utility Technician – final person through area, removes large debris, changes light bulbs, cleans elevators, uses riding equipment where appropriate, closes communication loop with supervisor.

To account for different learning styles as well as a large population of employees that have English as a second language, the custodial training involves lecture, reading and hands on components for each role.

FM has made a significant investment in new equipment which is both hygienically and ergonomically superior to the products used to date. For example, microfiber cloth which attracts dust and debris, will be used in all spaces. It will be laundered and reused over several years making it a green alternative to disposable rags. Hygiene will also be improved by using mops with removable heads and dual chamber buckets so that the same dirty water isn't reused. For example, a mop head will be used in a single bathroom and then put into the laundry eliminating cross contamination between facilities.

FM will be using only six chemicals among the teams which reduces exposure opportunities for the custodians, saves the institution money and is more environmentally sustainable. FM is partnering with DEHS to take air samples before the switch to establish a baseline for tracking air quality improvements.

Custodial staff will be using a number of ergonomically correct pieces of equipment that keep their bodies in neutral positions including mops, nifty nabbers (think high-tech pick-up sticks), toilet bowl brushes and back pack vacuums. The added benefit of the equipment is that it will increase production rates.

Brad said custodians were most concerned with using back pack vacuums because they assumed they would be loud, heavy and hot. The FM Safety department conducted tests of the back pack vacuums and the upright vacuums currently being used. They found the back packs were quieter, lighter and required less force to use. To ensure they don't heat up, custodians will be instructed to clean the back pack vacuum filters every two hours. This will help the motors run more efficiently and reduce heat.

Brad mentioned that after going through the training, the resistance to the new model seems to have been reduced.