

Status Report
Chief of Operations
December 9, 2009

Departmental Overview
John Donegan, Chief of Operations

Current Position Vacancies

Champion: Dieter Otto, John Donegan
Status to Date:

FM06-Custodian midnights in Physical Plant, position needs approval by the president's office.

FM06-Custodian midnights in Hill Hall, position needs approval by the president's office

MGIL-3 – Director Facilities Maintenance – Position has been posted.

FM25 - Elevator Repair/Control Specialist – Position posting request approval in progress.

Physical Plant Quality Council (PPQC)

The Ground and Custodial PPQC is in recess until fall.

The TOP (Trades, Operations and Planning) PPQC met on 12/2/09. The next issue of the TOP PPQC newsletter is now available. It can be viewed on-line at: <http://www.emich.edu/physplant/newsletter.html>

Budgets-See Below

Physical Plant Department
Budget Summary
November 30, 2009
(controllable budget categories only)

Department	Org	Original Budget 09-10	Adjusted Budget 09-10	Actual	Enc	Balance	% Exp (inc enc)	%Exp (exc)
Custodial	127150	388,507	388,437	188,050	7,282	213,105	45.1%	43.3%
Grounds	126600	407,214	407,214	132,110	24,958	250,148	38.6%	32.4%
Plant Supp	126000	353,223	113,223	62,867	4,784	45,772	59.6%	55.3%
		<u>1,148,944</u>	<u>908,874</u>	<u>362,827</u>	<u>37,024</u>	<u>509,023</u>	<u>44.0%</u>	<u>39.9%</u>
Elec	126850	213,725	213,725	150,723	32,838	30,163	85.9%	70.5%
Carp	126900	395,125	395,095	182,122	22,115	190,858	51.7%	46.1%
Plumb	127000	380,147	380,147	73,758	4,876	301,513	20.7%	19.4%
HVAC	126715	358,764	358,764	105,953	23,819	228,992	36.2%	29.5%
Heating PI	126350	195,913	195,913	83,522	4,300	108,091	44.8%	42.6%
		<u>1,543,674</u>	<u>1,543,644</u>	<u>596,079</u>	<u>87,948</u>	<u>859,617</u>	<u>44.3%</u>	<u>38.6%</u>
A&E	126650	76,258	75,878	15,181	1,801	58,896	22.4%	20.0%
Phys Plant Admin	125800	142,208	141,948	53,991	7,327	80,630	43.1%	38.0%
Total Operating		<u>2,911,084</u>	<u>2,670,344</u>	<u>1,028,078</u>	<u>134,101</u>	<u>1,508,166</u>	<u>43.5%</u>	<u>38.5%</u>
Other Physical Plant Managed Accounts								
Parson's Maintenance	127035	100,000	100,000	275	16,428	83,297	16.7%	0.3%
Fletcher School	127020	-	240,000	10,388	867	228,747	4.7%	4.3%
University House Oper.	126725	98,049	98,049	38,847	24,863	34,340	65.0%	39.6%
Waste Management	127100	92,262	92,262	44,243	8,633	39,386	57.3%	48.0%
Fire Ext Replacement	126700	45,731	45,731	11,068	-	34,663	24.2%	24.2%
Undistributed Maint Re	126775	(780,872)	(780,872)	(265,224)	-	(515,648)	34.0%	34.0%
Total General Fund		<u>2,466,254</u>	<u>2,485,514</u>	<u>867,672</u>	<u>184,891</u>	<u>1,412,951</u>	<u>42.7%</u>	<u>35.2%</u>
Parking Maintenance	A01350	65,000	65,000	15,498	6,681	42,821	34.1%	23.8%
Parking Grounds Oper.	A01450	65,000	65,000	2,035	3,798	59,167	9.0%	3.1%
Total Auxiliary Fund		<u>130,000</u>	<u>130,000</u>	<u>17,533</u>	<u>10,479</u>	<u>101,988</u>	<u>21.5%</u>	<u>13.5%</u>
Total (All Funds)		<u>2,596,254</u>	<u>2,595,514</u>	<u>885,205</u>	<u>195,370</u>	<u>1,514,939</u>	<u>41.6%</u>	<u>34.1%</u>
Note: Yellow and Blue Highlighted figures exceed by account or in total:								41.7%
Orange Highlighted transfers ins are under the expected percentage								
Reserves								
Vehicle & Equip Reser	U31800					11,831		
Landscape Reserve	U31850					85,098		
PP Equip & Turbine Re	U31925					367,000		
MiAPPA Conference	D48130					17,154		
Phys Plant Restricted	R62085		1,395	613	-	782		
Exceptional Expenses To Date								
Plumbing Jones Drain Cover & Club Pool Viewing Window						\$ 15,900		
Electrical Shop Porter Elevator Repair						56,036		
Repair Halle Tower Clock						5,411		
Carp Shop Hydrant Repairs						12,077		
Carp Shop Removal of carpet Pease Water Damage (potential insurance claim)						2,850		
						<u>\$ 92,275</u>		

Design and Construction

Scott Storrar, Director, Design and Construction

Updated 12/07/09

FF&E / Departmental Project Requests

FY 2009 Departmental Project Request Summary (includes requests up to 6/30/2009)

<i>Total Requests to date</i>	<i>Department Terminated / Denied / Duplicates</i>	<i>Unassigned Projects</i>	<i>Assigned / Projects Ongoing</i>	<i>Pending Department</i>	<i>Projects Completed</i>
86	20	0	4	2	60
<i>Open/Active Projects</i>	6 Projects 7.0%		<i>Cancelled/Complete Projects</i>	80 Projects 93.0%	

FY 2010 Departmental Project Request Summary (starts with requests after 7/1/2009)

<i>Total Requests to date</i>	<i>Department Terminated / Denied / Duplicates</i>	<i>Unassigned Projects</i>	<i>Assigned / Projects Ongoing</i>	<i>Pending Department</i>	<i>Projects Completed</i>
45	9	0	21	6	9
<i>Open/Active Projects</i>	27 Projects 60.0%		<i>Cancelled/Complete Projects</i>	18 Project 40.0%	

Capital Project Requests

FY 2010 Capital Project Request Summary

<i>Total Requests to date</i>	<i>Projects awaiting Review</i>	<i>Approved Projects</i>	<i>Denied Projects</i>	<i>Projects Ongoing</i>	<i>Projects Completed</i>
11	4	7	0	5	3

<u>Proj. #</u>	<u>Approved Projects</u>	<u>Budget/Estimate</u>	<u>Status</u>
#09001	RecIM Hot-tub	\$141,756	<i>Construction</i>
#09002	<i>Bowen Wrestling Locker Room</i>	<i>\$ 58,000</i>	<i>Closeout</i>

#09003	<i>Warner Rm. 241 / O&P Oven</i>	\$ 7,500	<i>Complete</i>
#09004	Welch Hall Foundation	TBD*	In Design
#09005	Porter ADA Doors	\$ 15,000	Ongoing
#09006	Porter Smart Classrooms	\$ 40,000	In Design
#09007	Roosevelt 6 & 16 Lab	Pending Approval	
#09008	Sculpture – Replace Kiln	\$23,650 + Kiln	<i>Estimated</i>
#09009	Halle Academic Resources	Pending Approval	
#09010	<i>DPS Parking Spaces</i>	<i>\$51,519.92*</i>	<i>Complete</i>
#09011	Coating Research Paint Floor	\$10,000 +/-	<i>Estimated</i>

* = Work scope was moved to be contained within a Planned Capital Project

Current Capital Projects Update (In Progress)

Mark Jefferson Science Complex

Champion: John Donegan, Wade Tornquist, Scott Storrar

Status to Date: Work completed including: Site mobilization, fire lane installation, fencing, parking modifications and signage, removed concrete foundation that was an unforeseen condition, stripped topsoil and stockpiled at WEMU for reuse later on in project, sanitary piping installation and tie in, auger cast piling, primary electrical cable splicing, conduit work in lower level of strong and electrical duct bank along West Circle Drive, temporary water main in courtyard, 60” storm underground detention systems, natural gas main reroute, courtyard lagging, temporary sanitary bypass in courtyard, tunnel excavation, parking lot

storm detention system, underpinning the interior wall of Strong hall stair and tie-in of new utility tunnel (steam, condensate, chilled water and compressed air). Minor site detour adjustments based on EMU community feedback.

Work in progress: Steel erection (North) continues, Retaining wall, fire proofing, MEP coordination, Wall system clip installation, south stair tower block, storm and acid waste risers, perimeter heat piping, primary electrical and basement floor demolition.

Estimated Completion: December 2012

Pray- Harrold Project

Champion: John Donegan, Wade Tornquist, Scott Storrar, Sean Braden

Status to Date: The Program Statement completed on 2/17/09, approved by the Board of Regents on 2/24/09, and approved by JCOS on 5/7/2009. Governor approved legislative bill on 7/10/2009. Design Development documents completed 9/18/2009. Design Development submission for State DMB approval ongoing. PM Proposals currently under evaluation. Early Bid Package in preparation for submission to

state on January 18, 2010. Construction Documents in preparation and scheduled for completion in March 2010.

Estimated Completion: September 2011 (Original December 2012)

Indoor Practice Facility

Champion: David Jaworski, Scott Storrar

Status to Date: Ground Breaking Ceremony took place on October 20, 2009. The site has been cleared and the center portion of the field area has had the stone base installed. The foundation contractor has installed the north, east, and west grade beam foundation, which is 2'4" wide by 6' in overall depth. The electrical, mechanical and masonry contractors have been finalized from a competitive bidding process administrated by Turner Construction, the Design-Builder. The Carpentry RFP is anticipated to be released for bid during the week of December 7-12, 2009. Painting, Flooring and other interior finish bids have been released and are due back December 7, 2009.

Estimated Completion: February 11, 2009 (Substantial Completion)

Safety/Security Project

Champion: Kevin Abbasse

External Mass Notification

Status to Date: A campus sound study was conducted to determine the location and number of speakers need for Mall Mass Notification. The study was submitted for EMU's review. Bids received October 9, 2009 and contract award to AF Smith. Pre-wiring completed. System Amplifiers and batteries arriving 12/8/09. Tower mountings to commence 12/8/09 on Phelps, Goddard and King. GE Securities technical support arriving 12/15/09 to perform commissioning activities related to the system.

Estimated Completion: January 1, 2010

University House sidewalk installation

Champion: Scott Storrar, Dieter Otto

Status to Date: The site restoration at the University House is complete new sod, mulch, and seed are in place. The easement of Roosevelt Boulevard was abandoned by City Council on March 3, 2009. EMU has sent correspondence to the City to also abandon a 66' wide easement of Collegewood Drive that the City was unaware of. The request to abandon easement has been rescheduled to be presented to City of Ypsilanti Council from August 17, 2009 to September 1st. The reason for the rescheduling is a result of the City not posting

the required public notification prior to the August 17th City Council meeting. City council on October 6, 2009 denied as a resolution and requested to be resubmitted as an ordinance; this process takes two meetings and a public notification.

Estimated Completion: December 9, 2008

Owen Outlet

Champion: John Donegan, Travis Temeyer, Scott Storrar

Status to Date: Final Hydrology study and Modeling revisions for the WCDC have been completed. Three (3) contractors mutually agreed upon for invitation to bid work (Sunset, Verdeterre & E.T MacKenzie). Bidding has been completed and conducted scope review with the preferred contractor (MacKenzie). Construction to begin 10/12/09. E.T. MacKenzie entered drain to verify conditions for construction start. Discovered concrete channel at proposed plate location that will not allow installation of originally designed stainless steel plate. Design drawing being revised to reflect discovered condition. Permit revision has been submitted. Revised costs were approved and E.T MacKenzie has been issued a contract from the City of Ypsilanti. Construction

commenced on December 5, 2009 and is to be completed December 11, 2009.

Estimated Completion: December 2009

Apartment Preparation

Champion: David Jaworski

Status to Date: The main summer prep season is complete and evaluation of vacant units will take place during the fall for potential prep. The total number of apartments affected during the summer for fall move-in was 174.

601 West Forest Improvements; Turret roof and exterior painting are completed.

Westview Veterans Park flagpoles and landscaping are complete. One 30' and five 20' poles were installed. The larger pole is for an American Flag, while the shorter poles signify the five branches of service.

Westview Apartments Select Unit Upgrade Project

Champion: David Jaworski

Status to Date: Surplus funds from project be used on various Westview "T" building apartments. These units would be additional to the original 23 apartments. WV-T-112 and 115 have been completed and 113, 114 & 116 are in progress. Drywall repairs, finish carpentry and cabinets have been completed while painting and flooring are next activities.

Estimated completion: September, 2009 (Original Units Completed)

Housing (Pittman)

Champion: Chris Longerbeam

Status to Date: T squared design selected for the A/E for Pittman Hall Renovation. Kickoff Documents sent to purchasing September 10, 2009 for bid release September 11, 2009. Bids received and contract awarded to PCI. Demo commenced October 19, 2009, millwork, desks and bath counters have been removed on all floors. Floor grinding complete on floors 10 thorough 3. Painting has commenced on November 9, 2009 and is complete on floors 6 through 10. Millwork starting on floors 10 and

9 along with access hole cut-outs for showers on all floors. Furnisher packages are out to bid through Purchasing due December 4, 2009.

Estimated Completion: January 1, 2010

Parking Structure Stair Well Clean-Up

Champion: Storrar/ Chris Longerbeam

John's Status Report:

Status to Date: Status to Date: Old doors demoed out along with painting and power washing complete. The new doors received and installation complete. Lighting upgrade costs received and submitting for budget increases and new LED lights starting installation week of September 28, 2009. Concrete approach pad poured and ADA door opener install complete. Stair tower lighting install complete. Miscellaneous Signage on order.

Way Finding

Champion: Chris Longerbeam, Allan Edwards

Status to Date: Sole Source for digital signage rejected by Purchasing.

Bid specifications written by Daktronics received and sent to purchasing for bid. Bids received October 23, 2009, Daktronics is the low bidder.

Bids received are over budget, funding increase required. Awaiting contract return week of November 9, 2009. EMU responding to Daktronics contract comments.

Estimated Completion: TBD

Eagle Crest Conference Center and Golf Club:

Champion: Sean Braden, Kay Sekerak, Amy Nolf

Status to Date: Exterior siding repairs completed week of June 15th and exterior painting of Golf Club, cart house, and restroom building completed.

Golf Club Board Room finishes selected and approved by Jim Hallman. Meeting held with Jim on August 4 to review second floor improvements scope of work. Exterior dimensional signage complete.

Board room complete. Second floor renovation scope review complete.

Contract execution in process. Received contracts and proof of

insurance from contractor 12/4/09. Bond to be delivered week of December 7th. To forward contracts to John for signature.

Estimated Completion: March 2010 for Second floor/TBD for all work

Flat Roof Repairs / Replacement

Champion: Scott Storrar, Travis Temeyer

Status to date: Status to date: NSA Architects awarded design services. Kick-off meeting completed on July 8, 2009. Ten roofs to receive either roof repairs or replacement. NSA Architects has surveyed the existing roofs and is in process of completing the construction documents. A construction document update meeting was held on August 5, 2009. NSA received comments from EMU to incorporate into the drawings. Construction documents were completed on August 21. Bidding and scope review completed with preferred contractor (Phoenix). Contract completed and Phoenix Contractors has commenced construction. The following roofs have been completed: Pittman, Hill, DC-1, Ford, Heating Plant, Cornell Courts – A, Cornell Courts – B, Brown, and Munson. The Central Stores roof is in progress. The original scope of masonry repairs at Roosevelt have been completed with additional scope items in progress.

Estimated Completion: December 4th

Foundation

Champion: Scott Storrar, Travis Temeyer

Status to date:

Starkweather, McKenny, Welch – S, P & Y Architects completed construction documents. Bids were received on November 13, 2009. Scope review meeting held on December 7, 2009 with RAM Construction.

Halle – Smith Group completing design documents. Preliminary invasive exploratory investigation completed. SmithGroup determining additional locations for exploratory investigation. Preliminary investigation showed extensive water intrusion beneath slab and roof deck of auditorium at column location. Water is being pooled on top of roof deck. Additional investigation has been completed. Final report submitted to EMU on November 20, 2009 and is currently being reviewed.

Estimated Completion Date: TBD

FYC - Elevator Replacement

Champion: Chris Longerbeam

Status to Date: Design kickoff meeting with IDS being held on Tuesday August 4th. Documents issued for bid October 12, 2009, walkthrough held October 16, 2009 and bids due October 28, 2009. Bids received and over budget, funding increase requested and emailed housing for their endorsement to transfer funding from another FY 09 – 10 project. Contract awarded to Detroit Elevator. Construction planned to commence end of winter semester.

Estimated Completion: August 15, 2010

FYC - Window Replacement

Champion: Chris Longerbeam

Status to Date: AE bid docs for Programming and Design Services will be sent to purchasing for bid September 16, 2009. Bids received September 30, 2009 and contract award in progress. Use and Finance statement approved by JCOS on December 4, 2010. Next step is to have an FPC internal meeting to determine project scope specifics prior to meeting with architect.

Estimated Completion: August 15, 2010

FORD - ADA Restroom & Ramp Upgrades / Elevator

Champion: Chris Longerbeam

Status to Date: Niagara Murano selected for the design, kickoff meeting held week of August 17th and a pulmonary site analysis conducted week of August 24th. Review of elevator locations and restroom layout underway. Meeting held September 17, 2009 to review 2 ramp options, elevator placement and restroom configuration sketches submitted. Held meeting for end-user to review planned changes on October 15, 2009. Site reviews conducted week of November 16, 2009 to confirm existing fielded conditions. CD drawing phase in progress and bidding anticipated week of January 5, 2010.

Pending Authorization/ In Planning

Board Room A/V Upgrade

Status to Date: ROM estimate developed. Authorization given to proceed. Meet with Jacky Kurtz review scope and additional

requirements. Reviewed proposal submitted and having Wiltec revise proposal to meet current needs. Wiltec revising proposal to better meet the needs of the project. Proposal received the week of July 13th. Specified equipment not available until December 2009 so we are looking at alternates to maintain the required standards for this project.

Maintenance and Operations

Bilal Sarsour, Director, Facilities Maintenance

Updated 12/09/09

Trades Yearly Performance Summary			
December 6, 2008 through December 5, 2009			
Work Orders Requested	Work Orders Completed	Open Work Orders	Completion Ratio
14,674	13,602	1,072	92.69%

Computer Refresh

Champion: Allan Edwards

- All Refresh computer have been received.
- 13 of 15 have been distributed to end user.

Estimated Completion: Dec 22, 2009

The Maintenance Authority (TMA)

- Preventive/Planned Maintenance Program

Champion: Bilal Sarsour

Status to Date: We are in the process of developing a preventative maintenance program within our work order system. PM schedules are being inputted into TMA and training will commence once

completed. A meeting was held with Trent to discuss the process and what next steps are needed. PM task codes need to be created and the frequency of the tasks defined. Ability to modify task codes should be limited to primary TMA administrator. Equipment tags need to be modified to a standard format. Approximately 90% of the 3,362 equipment tags in TMA have been modified to comply with the new format proposed by Trent.

Estimated Completion: TBD

- Inventory Management Program

Champion: Kevin Abbasse

Status to Date: The process of configuring and implementing an inventory management system as required by the Internal Audit is in progress Trent will return on September 13th. Working remaining includes but is not limited to, completing consolidation of part on racks, identifying the parts, counting all identified parts, bar coding of all parts and/or bin locations, entering the data, and training of all Physical Plant personnel required to use the system.

Estimated Completion: TBD

Backflow Preventers Installation

Champion: Kevin Abbasse, Dennis Paul

Status to Date:

- YCUA has installed one-backflow preventers on Oakwood and another at Sherzer.
- YCUA is currently installing a back-flow preventer at the Mark Jefferson/ McKenny Union site. Completed
- This makes five of the fourteen-backflow preventers that they will install on a schedule of two per year.
- YCUA would like to install a backflow preventer on the 12 inch line running parallel to the College Place roadway this spring. This would require the University to turn ownership of this line over to YCUA and because of its location, would require significant repaving to occur on the College Place pavement. We are trying to coordinate the resurfacing initiative of College Place with the installation of this back flow preventer.

Estimated Completion: 2013

Energy Conservation and Sustainability

Champion: Steve Moore

- Energy Performance Contract

Champion: Steve Moore

Status to Date: Brown/Munson Windows – The first windows were installed beginning August 24. Construction will start at 9 am and end no later than 9 pm each day. The current plan calls for construction Monday through Thursday each week. The schedule will be to have about 9 windows installed per day. All notifications are being handled by Lewis Savage in coordination with Steve Moore. 546 of 727 (75%) of the windows have been installed as of 12/8/09. The project is on schedule and will be complete no later than March 15, 2010.

DC-3 Complex Boiler – Switchover of the domestic hot water system has occurred. Kitchen hood work is finished and tested. A new DTE natural gas meter was installed to complete heating boiler installation and switched over on 12/3/09. Boiler startup occurred on 10/7/09 and heat was provided to the towers starting on that date. Project is on schedule and should be substantially complete by the end of December.

Wise Heating System – The major work is complete for the Wise heating system changeover. Heat was provided beginning on 9/29/09. Commissioning and balancing of each thermostat will

occur during the Christmas break. Heat will still be available without these activities, but the system will not be optimized until it is commissioned and balanced. Project is substantially complete.

Estimated Completion: March, 2010

- Energy Conservation and Sustainability Education

Champion: Steve Moore

Status to Date: Recycling-Phase I – Recycling stations have been placed in the residence halls. Recycling dumpsters are being changed out over the few weeks to improve their appearance. Bins have been placed in the following buildings: Strong, Convocation Center, Physical Plant, Mark Jefferson, Rackham, Hover, Halle, Briggs, Brown, McKenny, Starkweather, Ford, Welch, Sherzer, and King.

Campus Forums – Forums are being planned for next semester for faculty/staff and possibly department-wide forums.

Policies & Procedures-Phase I – Initial work has begun on an energy standard for campus, including construction and operating standards. The policy will be complete by the end of December.

Parking & Transportation-Phase I – The parking committee was approached last spring about setting aside spots for carpooling and other alternative vehicles. Additional research must be done in order to justify and optimize these parking options. This work will be complete and recommendations will be made to the parking committee by February of 2010.

Contests – Data is being collected for the recycling contest in the dorms. The EMU Energy Idol contest is open for submissions thanks to lots of work by Allan Edwards. The first contest will end in December and the last one will end next May.

Sustainability Expo – The first sustainability expo on campus will be held in the Student Center. Initial planning began in October, and the event will be complete either in January or March (to align with Green Week).

Estimated Completion: Varies

Utilities

Champion: Steve Moore and Ray Sowers

- Energy Budgets

Status to Date: Electrical consumption was down 3.7% FYTD 09-10 compared to FY 08-09 (through November). November electric was lowest November since 2001.

Steam production was down 17.3% FYTD 09-10 compared to FY 08-09 (through November). November steam was lowest November since 2001.

Estimated Completion: Ongoing

Natural Gas Purchases

Champion: Ray Sowers

Status to Date:

- NG for FY09/10 purchased from Enbridge and Integrys through June 2010, which is approximately 80% of the non-cogeneration gas.
- Mi Coop has been provided FY10 quantities to purchase.
- Gas to operate Cogeneration system purchased below cogeneration breakeven through Oct. 09. Accumulated

cogeneration saving for the 12-month period is estimated at \$104,000.

- Natural Gas Purchasing Strategy being formalized.
- Current month NYMEX NG prices have rebounded from a 7 year low to values in the \$4.00 to \$5.00/mmBtu vicinity.
- NYMEX plus Margin and Basis plus transportation for FY 2010/11 which is next EMU gas purchase needed is averaging approximately \$7.00/mmBtu
- MI-Coop had not purchased Nov 09 quantity of 10,000mmbtu. Current Pool price was \$5.75 and market price was \$4.53. Withdrew pool purchase and made direct purchase from Coop. Saving \$12,200.
- NG Storage – allowing storage to fall below 82k maximum. Plan to keep storage between 65k to 70k to allow Cogen down time.
Estimated Completion: Ongoing

Degree Days

Champion: Steve Moore

Status to Date: November was warmer than normal weather-wise, helping EMU's utilities use to continue its decline.

HDD	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
2002	1036	938	902	520	391	33	1	5	65	550	820	1142
2003	1421	1219	954	560	320	80	1	5	148	496	674	1041
2004	1444	1122	806	493	203	61	15	41	83	421	679	1153
2005	1312	1065	1037	483	328	23	2	6	51	406	685	1259
2006	965	1035	892	440	245	23	2	1	151	528	730	919
2007	1157	1346	810	581	212	31	10	19	93	287	808	1170
2008	1181	1210	1034	453	319	20	6	8	88	524	828	1217
2009	1546	1048	869	525	239	67	18	26	90	508	641	0

CDD	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
2002	0	0	0	25	19	172	310	209	113	21	0	0
2003	0	0	0	4	0	73	171	176	13	0	0	0
2004	0	0	0	6	36	82	154	85	64	0	0	0
2005	0	0	0	0	4	226	260	243	75	16	0	0
2006	0	0	0	2	54	104	283	190	19	2	0	0
2007	0	0	2	0	41	153	171	228	75	41	0	0
2008	0	0	0	0	16	148	216	150	41	0	0	0
2009	0	0	0	14	5	99	96	162	50	0	0	0

Carpenter Shop

Carpenter Shop Yearly Performance Summary December 6, 2008 through December 5, 2009			
Work Orders		Work Orders	
		Open Work Orders	
			Completion Ratio

Requested		Completed			
5,571		5,228		343	93.84%

Champion: John Lamb, Kevin Abbasse

Major activities

- Rynearson Stadium preventive maintenance – painting is complete
- E Room roof repairs – in progress, Caulking is complete and the roofing is in progress
- Painting and flagging of campus fire hydrants – painting complete and flags ordered
- Key Ring / Lost Reduction Project in progress
- General service work for fall semester
- Pergola project



Carpenter Shop Lost Time Report
Fiscal Year 2009-2010

Carpenter, Lock, Paint & Shops Lost Time- 10 employees													
July 09-June 10													Total
													YTD
Category	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Annual	138	127	70										
Sick	52.5	51	28										
Bereavement													
Jury Duty													
LOA													

Total Lost Time	190.5	178	98										
Gross Available Work Hours*	1,680	1,760	1,760										
Net Time Worked	1,490	1582	1,661										
Lost Time (%)	12%	10%	5.5%										
*Holidays and scheduled shutdowns are not included in Gross available hours													

Carpenter, Lock and Paint Shop Overtime Report September 2009

Category	Operations (hrs)		Events (hrs)		Projects (hrs)		Total (hrs)
	EMERGENCY CALL -INS HRS	Availability	Scheduled	Call-in	Scheduled	Call-in	
FM	57	36					93
PT		12					12
Total	57	48					105

Updated through 09/28/09

Electric Shop

Electric/Elevator Shop Yearly Performance Summary December 6, 2008 through December 5, 2009						
Work Orders Requested		Work Orders Completed		Open Work Orders		Completion Ratio
4,178		3,733		445		89.35%

Champion: Dave Painter, Ray Sowers

Major activities

- Pierce tower clock – Completed. Exceptional costs for Pierce clocks: \$4,943.00
- Electrician provided for St. Joe Ball on 12/5/09
- DTE contacted about light at Huron River Dr. and Westview Dr waiting on proposal.
- Routine Maintenance.

Elevator Shop

Champion: Dave Painter, Ray Sowers

Major activities

- Roosevelt elevator hydraulic pump motor failure. Exceptional cost: \$4,494.00
- Routine Maintenance and Preventive Maintenance.

Electrical/Elevator Shop Lost Time													
July 2009-June 2010													Total
													YTD
Category	July	Aug	Sept	Oct	Nov	De c	Jan	Feb	Mar	Apr	May	Jun	
Annual	161	58.75	75	88.5	56								383.25
Sick	96	88	46.5	77	47								307.5
Bereavement	8			24									32
Jury Duty			24										24
LOA													0
Total Lost Time	265	146.8	145.5	189.5	103.0								746.75
Gross Available Work Hours*	1408.0	1344	1408	1408	1176.0								5568.0
Net Time Worked	1143.0	1197.2	1270.5	1218.5	1073.5								4829.2
Lost Time (%)	18.8%	10.9%	10.3%	13.5%	9.1%								13.4%
*Holidays and scheduled shutdowns are not included in Gross available hours												Updated 12/05/09	

Electric/Elevator Shop Overtime Report Fiscal Year 2009-2010

Category	Operations (hrs)			Events (hrs)		Total (hrs)
	Scheduled	Emergency Call-in	Availability	Scheduled	Call-in	
FM	9.0	135	243.0	172.75	6	565.75
PT			66.0			66.0
Total	9.0	135	309.0	172.75	6	631.75

Updated through 12/05/09

Heating Plant

Heating Plant Yearly Performance Summary December 6, 2008 through December 5, 2009			
Work Orders Requested	Work Orders Completed	Open Work Orders	Completion Ratio
14	13	1	92.86%

Champion: Henry Braunz, Ray Sowers

Major activities

- Turbine Maintenance RFP completed. Bids due Nov 2.
- Monitoring new DTE D6 and R3 rate for utility cost impact.

- DTE Billing corrections for past year received and under review.
- Working on RO system, water treatment contract, and air compressor replacement.
- Redundant water supply still not restored due to MJ project.
- VFD for HP Feed Water Pump #2 installation in progress. Operational at full speed. VFD Controls remain.
- Fish Lake visit to explore conversion to sustainable off grid campus. Engineers from Stanley Consultants to provide budgetary figure and write up to present in Washington to congressman for potential earmark funding.
- Routine Maintenance and Preventive Maintenance.

Heating Plant Lost Time												Total	
July 2009-June 2010												YTD	
Category	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	
Annual	136	56	120	24	24	0							336
Sick	40	28	0	26.5	18.75	9.75							92
Bereavement	4	.5	16	24									44.5
Jury Duty													
LOA		24	32										56
Total Lost Time	180	108.5	168	74.5	42.75	9.75							528.5
Gross Available Work Hours*	1080.5	953.5	932	951.5	873	157.75							3707
Net Time Worked	916.5	845	756	669	841.75	148							3186.5
Lost Time (%)	16.7%	11.4%	18%	7.8%	5.0%	6.0%							14.3%
*Holidays and scheduled shutdowns are not included in Gross available hours												Updated	

HVAC/R Shop:

HVAC/R Shop Yearly Performance Summary December 6, 2008 through December 5, 2009			
Work Orders Requested	Work Orders Completed	Open Work Orders	Completion Ratio
2,281	2,037	244	89..30%

HVAC/R Shop Overtime Report Fiscal Year 2009-2010

Category	Operations (hrs)			Events (hrs)		Projects (hrs)		Total (hrs)
	Scheduled	Call-in	Availability	Scheduled	Call-in	Scheduled	Call-in	
FM	6.5	46.5	117.0			32.5		202.5
PT			63.0					54.0
Total	6.5	46.5	180.0	0	0	32.5	0	265.5

Updated through 12/05/09

HVAC/R Shop Lost Time Report Fiscal Year 2009-2010

Category	July, 2009	August, 2009	September, 2009	October, 2009	November, 2009	December, 2009	January, 2010	February, 2010	March, 2010	April, 2010	May, 2010	June, 2010	Totals, Fiscal Year to Date**
Annual	67.0	64.0	36.0	24.5	32.5	20.0							244.0
Sick	231.0	90.0	81.5	39.0	47.5	16.0							505.0
Bereavement	8.0		4.0										12.0
Jury Duty													
LOA					48.0								48.0
Total Lost Time	306.0	154.0	121.5	63.5	128.0	36.0							809.0
Gross Available Work Hours*	1,304.0	1,016.0	1,072.0	1,384.0	1,184.0	256.0							6,216.0
Net Time Worked	998.0	862.0	950.5	1,320.5	1,056.0	220.0							5,407.0
Lost Time (%)	23.5%	15.2%	11.3%	4.6%	10.8%	14.1%							13.0%

*Excludes holidays and seasonal days

**Updated through 12/05/09

TMA Inventory Management Program

Champion: Bilal Sarsour, Mark Monarch

Status to Date: Assisting with setup of Inventory Management Program including identification, sorting, and placement of parts.

Estimated completion date: TBD



Fletcher Heating System

Champion: Bilal Sarsour, Mark Monarch

Status to Date: Boiler CSD-1 inspection has been completed and the boiler is running. Fan coil unit heaters have been serviced and are operational. Maintenance and testing of the air handling units serving the gymnasium is still needed.

Estimated completion date: December 2009.

Westview Temperature Alarms

Champion: Bilal Sarsour, Mark Monarch

Status to Date: Researching alarm systems to minimize freeze up issues at Westview apartment complex. Preliminary estimates are ranging from \$25K to \$55K depending on the desired level of protection. May need assistance from IT to determine feasibility. Sample output can be viewed at 164.76.238.52

Estimated completion date: TBD

Campus Coil Winterization

Champion: Bilal Sarsour, Mark Monarch

Status to Date: Winterization of air handling unit cooling coils is in progress. Coils have been drained. Coils are being filled/flushed with propylene glycol as needed.

Estimated completion date: December 2009

Chiller Eddy Current Testing

Champion: Bilal Sarsour, Mark Monarch

Status to Date: Obtaining quote from T&M contractor to perform 5 year eddy current testing on four (4) absorbers. The units are located at Alexander and Pierce.

Estimated completion date: February 2010

Absorber 3 Year Overhauls

Champion: Bilal Sarsour, Mark Monarch

Status to Date: Obtaining quote from T&M contractor to perform 3 year overhauls on four (4) absorbers. The units are located at Alexander, Porter, and Pierce.

Estimated completion date: February 2010

Plumbing Shop:

Plumbing Shop Yearly Performance Summary December 6, 2008 through December 5, 2009			
Work Orders Requested	Work Orders Completed	Open Work Orders	Completion Ratio
2,630	2,591	39	98.52%

Plumbing Shop Overtime Report
Fiscal Year 2009-2010

Category	Operations (hrs)			Events (hrs)		Projects (hrs)		Total (hrs)
	Scheduled	Call-in	Availability	Scheduled	Call-in	Scheduled	Call-in	
FM	7.5	75.0	123.0	80.5	6.0	30.0		322.0
PT	3.0		66.0			12.0		81.0
Total	10.5	75.0	189.0	80.5	6.0	42.0		403.0

Plumbing Shop Lost Time Report Fiscal Year 2009-2010

Category	July, 2009	August, 2009	September, 2009	October, 2009	November, 2009	December, 2009	January, 2010	February, 2010	March, 2010	April, 2010	May, 2010	June, 2010	Totals, Fiscal Year to Date**
Annual	72.0	184.0	65.0	56.0	92.0	8.0							477.0
Sick	94.0	67.0	57.5	69.5	28.5								316.5
Bereavement	20.0		4										24.0
Jury Duty													
LOA													
Total Lost Time	186.0	251.0	126.5	125.5	120.5	8.0							817.5
Gross Available Work Hours*	1,232.0	1,184.0	1,168.0	1,240.0	1,028.0	232.0							6,084.0
Net Time Worked	1,046.0	933.0	1,041.5	1,114.5	907.5	224.0							5,266.5
Lost Time (%)	15.1%	21.2%	10.8%	10.1%	11.7%	3.4%							13.4%

*Excludes holidays and seasonal days

**Updated through 12/05/09

TMA Inventory Management Program

Champion: Bilal Sarsour, Dennis Paul

Status to Date: Assisting with setup of Inventory Management Program including identification, sorting, and placement of parts.

Estimated completion date: TBD

Hill Hall Shower Valves

Champion: Bilal Sarsour, Dennis Paul

Status to Date: Replaced 48 shower valve balance cartridges. These cartridges have been an issue in the past and we should consider changing to a different style of shower valve to prevent these issues in the future. Further evaluation is required. Working with Chris Longerbeam to resolve this issue.

Estimated completion date: TBD

Olds Pool Filter VFD

Champion: Bilal Sarsour, Dennis Paul

Status to Date: The variable frequency drive for pool pump 2 has failed. A replacement VFD has been purchased and is ready to be installed.

Estimated completion date: December 2009

Oestrike Stadium Winterization

Champion: Bilal Sarsour, Dennis Paul

Status to Date: The stadium has been fully winterized.

Estimated completion date: Completed

Snow Water Main Repair

Champion: Bilal Sarsour, Dennis Paul

Status to Date: The water main repair at Snow has been completed.

Estimated completion date: Completed

Ford Hall Steam Line Repair

Champion: Bilal Sarsour, Dennis Paul

Status to Date: Steam line leak in the crawl space at Ford has been repaired. The repaired area needs to be re-insulated.

Estimated completion date: December 2009

Porter Steam Line Repair

Champion: Bilal Sarsour, Dennis Paul

Status to Date: A steam leak on an 8" line in the tunnel leading to Porter and a steam leak on a 4" line in the Porter mechanical room have been repaired. The repaired areas needs to be re-insulated.

Estimated completion date: December 2009

Custodial, Grounds and Motor Vehicle Operations

Dieter Otto, Director, Custodial, Grounds and Motor Vehicle Operations

Updated 12/08/09

Custodial and Grounds Lost Time Report

Fiscal Year 2009-2010

Category	July, 2009	August, 2009	September, 2009	October, 2009	November, 2009	December, 2009	January, 2010	February, 2010	March, 2010	April, 2010	May, 2010	June, 2010	Totals, Fiscal Year to Date**
Annual	1907	1351	1069	1033									5360
Sick	1473	1201	1347	1203									5224
Bereavement	148	8	28	12									196
Jury Duty													
LOA	453	773	484	425									2135
Total Lost Time	3981	3333	2928	2673									12,915
Gross Available Work Hours*	20,944	19,992	20,832	21,266									83,034
Net Time Worked	16,963	16,654	17,894	18,953									70,469
Lost Time (%)	19.0%	16.7%	14.1%	12.6%									15.6%

*Excludes holidays and seasonal days

**Updated through 10/31/09

Last year Date, July 2008 to June 009

Hours Available: 251,928

Annual	Sick	LOA	Total Loss
16,546.0	11,655.0	11,467.0	39,688 (15.75%)

Ford Lake boathouse Proposal

Meeting was held with Ypsilanti Township, Washtenaw County Parks, Eastern Michigan University, Kirk Profit state consultant, and Saline School on getting a matching grant from the state for a boat house on Ford Lake. The State of Michigan gives out between 4-5 million dollars for community projects and this appears to be an opportunity for Eastern to develop another strong community project. The committee has come up with a location at Lake side park that fits the requirements of the row team.

Grounds: Zone Manager Operation and Events

Champion: Chris Grant

Roy Rose, Corey Whitney

Grounds:

- New shifts as of Dec 1st (5am-1:30pm)
- 1 afternoon person from 2pm-10:30pm (Chad Humble)
- 1 midnight person from 10pm- 6:30am (Hans Rehder)

Regular Maintenance:

- Mowing and weed whipping berms
- Leaf pickup
- Trash pick-up
- Contractor completed fall clean-up tasks at Westview, Convo, Ryneerson and Cooper

Projects:

- DC3 dock rock walls are completed
- Light pole bases for new sidewalk by North Lot retention pond are installed.
Still waiting on fixtures to be delivered to complete project
- Westview military flag pole landscaping project completed
- Installed new pads for Westviews recycle bins and dumpster
- Spread 21AA at approach across from sculpture studio for varsity softball and marching band access
- Drilled (6) cores for sign installation at Bowen Field House
- Drilled (2) cores for sign installation at Snow Health Center

Trees/Plants:

- Pruned trees on Oakwood and around parking structure
- Installed (32) trees in various locations on north campus

Signs:

- Installed (11) new pre-paid parking signs in various locations around campus
- Install (2) new signs and frames at Green Lot 2
- Installed parking sign in Convo lot for Athletic Director
- Replaced (6) faded parking signs at Westview parking area

Irrigation Repairs:

- Repaired heads at lake house wall where new rock wall was installed
- Moved heads at baseball for fence project
- Repaired damage to irrigation at Ryneerson (Wiltech-no dig permit done)

Miscellaneous:

- Painting of large recycle bins underway (changing 2 two blue color)
- Tested new loader to see if it would pick up bleachers (not safe)
- Repaired bike path bollards
- Removed the remaining annuals at the towers
- Pick up rocks in grass around Ann Street Lot left over by contractor
- Transported machine to Sill Hall and unloaded
- Unloaded pole for mass communication system in Green Lot 2

- Removed leaves and straw bales from front of Fletcher
- Removed (3) branches for installation of new berms along Cornell St
- Remove fence at Fletcher for dirt placement
- Move equipment for electrical project at Central Stores

Winter Prep Projects

- Installed whips on fire hydrants for the winter
- Started process of making salt brine to store for winter maintenance
- Put benches up for winter storage at MJ wall
- Filled salt bay with 150 tons of salt
- Installed drive markers at University House
- Installed X-mass lights at University House
- Installed salt spreaders on #124, #51, #4663, #4668, #4842, #59
- Installed plows on #59, #51 (Kubotas)

Custodial: Zone Manager Operation and Events

Champion: Diane Lynn-Veals

Dave Ackley, Jerry Bidlack

Athletics:

- Operations meeting for games on 11/16, 11/23, 11/30 and 12/7 --10AM, at the Convocation Center.

- November 22nd –Jr. Football game no coverage
- December 14th, wrestling event at Bowen Field house—8AM-8PM.
Athletics have asked for an open top and custodial contractors to cover.
They will also be utilizing the locker rooms.

University House:

- Floor drains backed up on Thanksgiving weekend. Called HVAC first and then Dennis Paul. He called in Michigan Rooter to snake drains out.
- Purchased flat screen TV's for three of the rooms.
- Comcast cable was interrupted due to digital upgrade. Comcast came out to install adapter which disabled the security cameras on the TV's. Met with Paragon Site and Sound and sent Sue the estimate to bring camera system up to date.
- Instead of decals on doors placed signage at various places in the West wing explaining how to properly lock doors.
- Worked with student to type up an operations manual for the University House
- Stored scrubber in closet off laundry room for winter

Maintenance

- HVAC adjusted floor heat in Great room and master bathroom
- Fire Protection and Safety will be out for general maintenance on hood in Dining Service kitchen 12/23

- HVAC installed parts on furnace in basement
- AR Baker Kneads will fix Dining Services stove 12/9

Events:

- Nov 30th-Dec 3rd—Holiday Parties
- December 4th—President's Luncheon/EMU Foundation Arts Stewardship
- December 5th—Foot ball recruit lunch
- December 6th—Sunday Jazz brunch
- December 8th—WCC Breakfast
- December 9th—Graduate/Faculty council Reception
- December 11th—Football Recruit dinner
- December 15th—EMUF Emeritus Holiday Social
- December 18th—Football Recruit dinner
- December 19th—Commencement Speaker Reception

Parson Center

- RFP for Custodial /Maintenance person is due back 12/16.
- Spoke with Sally Lucas concerning a schedule for Parson's Center. She will be speaking with Mary Ellen from the board because she has taken over as far as scheduling for Biology and Psychology. She said that she would let me know today if possible.

- DM Burr will be at Parson's on Monday to check the facilities (cleaning) and to install a twist n fill chemical dispenser in Custodial closet.

Custodial

- Nov. 21st (Saturday), Right Way Janitorial called to report to me that a gun clip was found in one of the classrooms on the South side. I called DPS and they requested that they turn it to DPS in which they did. Pam was notified.
- COB--cleaned flood in mechanical room 1st floor
- Pray-H—Cleaned up after company snaked out bathrooms drains by computer suite in bottom level.
- Mckenny—Veterans area shampooed, scrub/wax floor
- Placed Recycling containers in Strong, Sherzer, Welch, Rackham, Ford, Briggs, MJ,
- Demo scheduled for Friday at Fletcher—demonstrating “green” machines
- Custodian Sharon van Wright retiring 12/18
- Spoke with Custodial department at Western Michigan concerning procedures on custodians changing lights
- Jerry Bidlack updated Custodial list for Custodians who are interested in working Grounds for Snow removal.
- Will be working with the Michigan Works program again for free labor.

Events

Quirk --Dec. 4th--6th, 9th--12th -The Prince, the Wolf and the Firebird

Rec IM:

Dec 11th—Boy Scout Lock-in

Swim meet

Dec. 12th—Swim meet

Dec 18th –Sowers Boy Scout lock-in

Fist football

Dec 19th-- Boy Scout Lock-in

Jan 2nd-- Boy Scout Lock-in

Housing: Zone Manager Operations and Events

Champion: Aida Beard

Sherry Shopshear, Greg Wester

The movie “MOOZ-lum” was completed last week in November

Moving a FMW to the midnight shift to support after hour emergencies.

Zone Midnights Manager Operation and Events

Champion: Harold Grubaugh

Joe Protske, Otis Harris and Russell Angerer

Projects from November 12, 2009 to November 25, 2009

Bonnet cleaned Welch's carpets

Bonnet cleaned upstairs carpet in the Eateries, burnished tile area also.

Total floor care two week period 11-12-09 to 12-9-09

Strip & wax 2wk sq ft	Scrub & wax 2wk sq ft
Burnish 2wk 11,050 sq ft	Restroom tile 2wk sq ft
Bonnet carpet cleaning 2wk 17,902 sq ft	Carpet extraction 2wk 12,652 sq ft
Wood scrub & recoat 2	

wk

Total sq footage for this two week period 41,604 sq ft

Year to date 1-1-09 through 12-9-09 Total floor care all buildings

Strip & wax YTD 180,079 sq ft	Scrub & wax YTD 181,502 sq ft
Burnish YTD 42,881 sq ft	Restroom tile YTD 30,846 sq ft
Bonnet crpt cleaning YTD 214,945 sq ft	Carpet extraction YTD 529,199 sq ft
Wood scrub & recoat YTD 28,356 sq ft	

Total sq footage of all floor care on midnights YTD
1,207,808 sq ft

Meetings: N/A

Equipment repaired by Larry Leonard who is upgraded to FM14 when repairing our equipment.

January 1, 2009 to December 9, 2009

In house this period	In house to date this year	Out sourced this period	Out sourced to date this year	Total equipment repair this year
12 repairs for \$395.90	128 repairs for \$6,980.55	N/A	10 repairs for \$1,906.02	138 repairs at a total cost of \$8,886.57

Housing: Zone Manager Operations and Events

Champion: Aida Beard

Sherry Shopshear, Greg Wester

A movie is currently being shot on campus “MOOZ-lum”.

