

Status Report
Chief of Operations
October 28, 2009

Departmental Overview
John Donegan, Chief of Operations

Current Position Vacancies

Champion: Dieter Otto, John Donegan
Status to Date:

FM06-Custodian midnights in Bowen/Warner, position should be posted 11-2-09

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

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

Communications

A message from Kathy Robertson, St. Instructional Tech., Do we have an estimate on when we think our department will be ready to be placed on a public list of areas that are using the EagleMail Shared Calendar? What date do you think is reasonable?

Physical Plant Quality Council (PPQC)

The Ground and Custodial PPQC is in recess until fall.

The TOP (Trades, Operations and Planning) PPQC met on 10/21/09. Next issue of the TOP PPQC newsletter to be reviewed at next meeting. Discussion regarding distribution of "Status Report."

Budgets

Physical Plant Department
Budget Summary
September 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	388,507	110,821	7,282	270,804	30.3%	28.5%
Grounds	126600	407,214	407,214	77,394	26,100	303,720	25.4%	19.0%
Plant Supp	126000	353,223	113,223	37,208	4,784	71,233	37.1%	32.9%
		<u>1,148,944</u>	<u>908,944</u>	<u>225,220</u>	<u>38,166</u>	<u>645,558</u>	29.0%	24.8%
Elec	126850	213,725	213,725	105,725	26,420	81,580	61.8%	49.5%
Carp	126900	395,125	395,125	73,547	17,201	304,378	23.0%	18.6%
Plumb	127000	380,147	380,147	36,068	876	343,204	9.7%	9.5%
HVAC	126715	358,784	358,784	65,313	9,373	284,078	20.8%	18.2%
Heating PI	126350	195,913	195,913	50,870	4,300	140,743	28.2%	26.0%
		<u>1,543,674</u>	<u>1,543,674</u>	<u>331,523</u>	<u>58,171</u>	<u>1,153,980</u>	25.2%	21.5%
A&E	126650	78,258	78,258	16,072	3,814	58,572	25.8%	21.1%
Phys Plant Admin	125800	142,208	142,259	37,880	7,679	98,700	32.0%	26.6%
Total Operating		<u>2,911,084</u>	<u>2,671,135</u>	<u>610,694</u>	<u>107,630</u>	<u>1,952,810</u>	26.9%	22.9%
Other Physical Plant Managed Accounts								
Parson's Maintenance	127035	100,000	100,000	-	8,928	91,072	8.9%	0.0%
Fletcher School	127020	-	240,000	1,878	-	238,123	0.8%	0.8%
University House Oper.	126725	98,049	98,049	23,805	27,287	46,978	52.1%	24.3%
Waste Management	127100	92,262	92,262	19,527	8,633	64,102	30.5%	21.2%
Fire Ext Replacement	126700	45,731	45,731	2,698	-	43,033	5.9%	5.9%
Undistributed Maint Re	126775	(780,872)	(780,872)	(179,835)	-	(601,237)	23.0%	23.0%
Total General Fund		<u>2,486,254</u>	<u>2,486,305</u>	<u>478,966</u>	<u>152,457</u>	<u>1,834,881</u>	25.6%	19.4%
Parking Maintenance	A01350	65,000	65,000	8,514	6,681	49,805	23.4%	13.1%
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>10,549</u>	<u>10,479</u>	<u>108,972</u>	16.2%	8.1%
Total (All Funds)		<u>2,596,254</u>	<u>2,596,305</u>	<u>489,515</u>	<u>162,937</u>	<u>1,943,853</u>	25.1%	18.9%

Note: Yellow and Blue Highlighted figures exceed by account or in total:
Orange Highlighted transfers ins are under the expect percentage

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

Reserves

Vehicle & Equip Reser U31800				59,181
Landscape Reserve U31850				85,098
PP Equip & Turbine Re U31925				339,000
MiAPPA Conference D48130			(Balance goes to MIAPPA organization after all expense clears)	18,094
Phys Plant Restricted (R62085	1,395	613	-	782
Exceptional Expenses To Date				
Plumbing Jones Drain Cover & Club Pool Viewing Window				\$ 15,900
HVAC Quirk Coil Replacement & Insulation				7,589
Electrical Shop Porter Elevator Repair				58,036
Repair Halle Tower Clock				5,411
Halle Absorber Leak Repair/Insulation				6,332
A/C Repairs Heating Plant failed				6,853
WEMU AC				3,355
Roosevelt A/C Compressor failure				3,446
				<u>\$ 104,901</u>

Design and Construction

Scott Storrar, Director, Design and Construction
Updated 11/11/09

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	3	3	60
<i>Open/Active Projects</i>	6 Projects 7.0%		<i>Cancelled/Complete Projects</i>	79 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>
37	9	2	20	0	6
<i>Open/Active Projects</i>	22 Projects 59.5%		<i>Cancelled/Complete Projects</i>	15 Project 40.5%	

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	TBD by Bid (\$150K)	PO in progress
#09002	<i>Bowen Wrestling Locker Room</i>	\$ 58,000	<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	In Design
#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: North section foundations, steel erection continues, underpinning of the nw existing stair tower, north section underground piping, cast 2nd and 3rd floor slabs (south) and continue building backfill. Start demolition of the core area in existing Mark Jefferson.

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. Kick-off meeting with Walbridge (CM) held on 10/12/2009 and Advisory Committee meeting planned for 10/30/2009. Design Development submission for State DMB approval ongoing. RFP for PM services out for bid week of 11/6/2009.

Estimated Completion: December 2012

Indoor Practice Facility

Champion: David Jaworski, Scott Storrar

Status to Date: JJ Barney Construction was the low bid contractor for the site and utility operations and commenced stripping and moving topsoil on November 5, 2009. The low bid contractor for the foundations and flatwork is Amalio Construction. BEI Associates is finalizing design of the welcome center and will submit for approval on Wednesday, November 11, 2009. Bidding for the Welcome Center package anticipated for release by mid-November 2009. The final

design of the electrical is being completed with anticipated release for bidding by mid-November 2009.

Estimated Completion: February 11, 2009 (Substantial Completion)

Safety/Security Project

Champion: Kevin Abbasse

External Mass Notification

Status to Date: 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 issued October 2, 2009, Walkthrough scheduled for September 28, 2009, and Bid issued September 17, 2009. Bids received October 9, 2009 and contract award to AF Smith. Materials on order and wiring in process.

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: The hydrologic model has been completed for all areas upstream of the proposed weir plate at Cornell Street. This model included analyzing existing pipe networks and topography to determine the contributing drainage area. The total area was found to reach as far south as Congress Street and beyond Hewitt Road.

The model indicates that none of the upstream flow is diverted to the Owen Relief drain during a 10-year, 24hr rain event. The introduction of a weir plate at the Mayhew/Cornell junction structure, the model indicates that we could divert up to 80% of the incoming flow into the Owen Relief drain. Analysis of the Owen Drain downstream of the junction chamber revealed that an in-line 48" sewer restricts flow and causes system surcharge during the 10-year, 24 hour event. This sewer is located at Collegewood and Oakwood west of the EMU Campus. Washtenaw County Drain Commissioner's Office has approved the project being completed via permit rather than a petition process. Meeting held with stakeholders on 2/19/09 to determine next steps. OHM will identify several contractors who can do this work. OHM anticipates costs at approximately \$70,000 for construction. Provided City of Ypsilanti Amendment 01 of the original agreement to sign which

incorporates the Construction Phase as part of our Agreement Documents. The cost will be shared 50/50 with the City of Ypsilanti.

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. The steel plate fabrication is in progress and construction is scheduled to start November 30.

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 nearing completion anticipated by the end of November.

Westview Veterans Park flag poles 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 meeting held Tuesday May 26, 2009 for design input and comments by Housing and Custodial. Design Development drawings are complete and reviewed on July 6th. Comments to be implemented and Construction Documents to commence. Documents sent to purchasing September 10, 2009 for bid release September 11, 2009.

Walk through schedule for September 10, 2009 and bids due September 25, 2009. Bids received and contract awarded to PCI. Demo commenced October 19, 2009, millwork, desks and bath counters have been removed on 9 and 10 and the 6th floor have been complete. Floor grinding complete on floors 10 and 9 and panting to commence November 9, 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.

Indoor Practice Facility-Athletics

Champion: David Jaworski

Status to Date: Ground Breaking Ceremony took place on October 20, 2009. Turner Construction is mobilizing on site in preparation to begin earthwork by the end of October. Site and foundation bids were due back on October 26, 2009 and will be reviewed by the team with award of contracts by October 28. The final design of electrical, mechanical architectural elements for the welcome center are in progress and nearing completion for bidding.

Estimated Completion: February 2009

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.

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 substantially complete; working on punch list items. Second floor renovation bid documents due November 11th.

Estimated Completion: October 09 for boardroom / March 2010 for Second floor/TBD for all work

Flat Roof Repairs / Replacement

Champion: Scott Storrar, Travis Temeyer

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. Pittman roof is substantially complete. Hill, DC-1, Cornell Courts, and the Heating Plant roofs in progress.

Estimated Completion: November 09

Foundation

Champion: Scott Storrar, Travis Temeyer

Status to date:

Starkweather, McKenny, Welch – S, P & Y Architects completing design documents. Review meeting held October 2, 2009. Specifications sent to EMU for review. Drawings to be sent week of October 12, 2009. Drawing review comments completed and returned to S, P, & Y Architects for inclusion on drawings. Bidding in progress with a due date of November 13, 2009.

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. Report of findings and recommendations in progress and due November 20, 2009.

Estimated Completion Date: TBD

FYC - Elevator Replacement

Champion: Chris Longerbeam

Status to Date: Design kickoff meeting with IDS being held on Tuesday August 4th with in-depth field investigation week of August 10th. Design development drawings in progress. Design Development drawings received September 25, 2009 and being reviewed by the Elevator shop and FPC. 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.

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 written and submitted for owner review and submittal to JCOS.

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. Architect is moving into DD/CD drawing phase.

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

Vacant, Director, Facilities Maintenance

Updated 10/28/09

Trades Yearly Performance Summary			
October 25, 2008 through October 24, 2009			
Work Orders Requested	Work Orders Completed	Open Work Orders	Completion Ratio
14,894	13,633	1,261	91.53%

Computer Refresh

Champion: Allan Edwards

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

Estimated Completion: Nov. 30, 2009

The Maintenance Authority (TMA)

- TMA software upgrade

Champion: Ray Sowers, Allan Edwards

Status to Date: TMA File Server fully upgraded. A couple of software functionality problems have been discovered. Resolution in progress with TMA. All PDA operating systems replaced and TMA upgrade installed. No functionality problems identified with PDA's.

Estimated Completion: COMPLETE

- 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

Jones Pool and Club Pool Repairs

Champion: Kevin Abbasse, Bilal Sarsour

Status to Date: Baruzzini Construction Co. has been awarded a contract to make repairs at the Jones Pool and Club Pool. The pools have been filled. The Fischer valves are calibrated. Waiting on final invoice. The repairs included:

- Replacement of underwater viewing window at the Club Pool.
- Repairs of Tunnel cracks.
- Replacement of existing drain covers for both pools to comply with the Federal VGB Act and the Michigan Public Swimming Pool Rules.

Estimated Completion: October 2009

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. 269 of 727 (37%) of the windows have been installed as of 10/27/09. 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 must be installed to complete heating boiler installation but an install date is not yet known. Indications are the new meter may be installed the first week of November. A temporary propane tank will supply fuel to the boilers until DTE has completed their work. Boiler startup occurred on 10/7/09 and heat was provided to the towers starting on that date. Other than final changeover, project is on schedule.

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 next 3 weeks to improve their appearance. New stations are being designed for both interior and exterior recycling locations.

Sustainability Website – Advances on the website to date include a redesign of the Green webpage, the addition (with 99% of the work done by Allan Edwards) of real-time campus electricity use meters, recycling information, and EMU's ENERGY STAR partnership information. Further work to be done includes a listing of energy conservation initiatives, contest information, and additional recycling information. The website will be fully updated by the end of October.

Campus Forums – Meetings were held at Buell, Downing, Best, and the Village, with others being scheduled. The forums for this semester will end by November.

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 November.

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. Initial work has begun for the Dorm Energy Idol contest. 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 will begin in October, and the event will be complete next January.

Estimated Completion: Varies

Utilities

Champion: Steve Moore and Ray Sowers

- Energy Budgets

Status to Date: Electrical consumption was down 4.3% FYTD 09-10 compared to FY 08-09 (through September). September electric was second lowest September since 2001.

Estimated Completion: Ongoing

- DTE Rebate Program

Champion: Steve Moore

Status to Date: DTE is offering rebates on multiple energy efficiency measures for both new construction and renovation. A

list of measures is available. Please contact Steve Moore if any projects you are working on may have qualifying features for rebates.

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: September was average weather-wise, but EMU's utilities use continued to decline.

HDD	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
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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	0	0	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			
October 25, 2008 through October 24, 2009			
Work Orders Requested	Work Orders Completed	Open Work Orders	Completion Ratio
5,602	5,132	470	91.61%

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
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Updated through 09/28/09

Electric Shop

Electric/Elevator Shop Yearly Performance Summary October 25, 2008 through October 24, 2009					
Work Orders Requested	Work Orders Completed	Open Work Orders	Completion Ratio		
4,247	3,742	505	88.11%		

Champion: Dave Painter, Ray Sowers

Major activities

- Pierce tower clock – National Time & Signal schedule to replace the clock mechanical work on Wed Oct 27th. Exceptional costs for Pierce clocks: \$6418.00
- Electrician provided for J-Z Concert Oct 21st.

- 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

- All Cars operational except Mark Jefferson #2
- Mark Jefferson #2 – Out of Service Oct 26th. Repair in progress.
- New DPS Elevator - turned over to the University. 1st year of maintenance to be performed by Schindler.
- Routine Maintenance and Preventive Maintenance.

Electrical/Elevator Shop Lost Time														
July 2009-June 2010														
													Total	
													YTD	
Category	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	Jun		

Annual	161	58.75	75	88.5										383.25
Sick	96	88	46.5	77										307.5
Bereavement	8			24										32
Jury Duty			24											24
LOA														0
Total Lost Time	265	146.8	145.5	189.5										746.75
Gross Available Work Hours*	1408.0	1344	1408	1408										5568.0
Net Time Worked	1143.0	1197.2	1270.5	1218.5										4829.2
Lost Time (%)	18.8%	10.9%	10.3%	13.5%										13.4%
*Holidays and scheduled shutdowns are not included in Gross available hours													Updated 10/26/09	

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	8.0	81	204.0	162.75	3	458.75
PT			51.0			51.0
Total	8.0	81	255.0	162.75	3	509.75

Updated through 10/27/09

Heating Plant

Heating Plant Yearly Performance Summary
October 25, 2008 through October 24, 2009

Work Orders Requested	Work Orders Completed	Open Work Orders	Completion Ratio
15	14	1	93.33%

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.
- Sept 2009 Fletcher Utility Bills - \$540

- Elect - \$78.63 Gas - \$183.26 H2O - \$277.94
- 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									336
Sick	40	28	0	24									92
Bereavement	4	.5	16	24									44.5
Jury Duty													
LOA		24	32										56
Total Lost Time	180	108.5	168	72									528.5
Gross Available Work Hours*	1080.5	953.5	932	741									3707
Net Time Worked	916.5	845	756	669									3186.5
Lost Time (%)	16.7%	11.4%	18%	10%									14.3%
*Holidays and scheduled shutdowns are not included in Gross available hours												Updated 10/26/09	

HVAC/R Shop:

HVAC/R Shop Yearly Performance Summary October 25, 2008 through October 24, 2009			
Work Orders Requested	Work Orders Completed	Open Work Orders	Completion Ratio
2,402	2,150	252	89.51%

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	2.0	24.0	96.0			32.5		154.5
PT			48.0					48.0
Total	2.0	24.0	144.0	0	0	32.5	0	202.5

Updated through 10/24/09

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	24.0									191.0
Sick	231.0	90.0	81.5	35.0									437.5
Bereavement	8.0		4.0										12.0
Jury Duty													
LOA													
Total Lost Time	306.0	154.0	121.5	59.0									640.5
Gross Available Work Hours*	1,304.0	1,016.0	1,072.0	1,064.0									4,456.0
Net Time Worked	998.0	862.0	950.5	1,005.0									3,815.5
Lost Time (%)	23.5%	15.2%	11.3%	5.5%									14.4%

*Excludes holidays and seasonal days

**Updated through 10/24/09

Halle Cooling Tower

Champion: Bilal Sarsour, Mark Monarch

Status to Date: Repairs to baffles and hot basin covers to Halle cooling tower have been completed. Cooling tower fan and gear box have been serviced. Halle is being cooled with Mark Jefferson absorber but will be switched to the plate-frame free-cooling system next week based on the long term weather forecast.

Estimated Completion: Completed

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: November 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

Westview Gas Valves

Champion: Bilal Sarsour, Mark Monarch

Status to Date: Several gas valves at the Westview apartment complex have fallen apart. As a safety precaution, all of the plug style gas valves throughout the complex have been replaced.

Estimated completion date: Completed

Sherzer Chilled Water Valves

Champion: Bilal Sarsour, Mark Monarch

Status to Date: Need to replace main chilled water isolation valves (supply and return) for Sherzer. Material list is being compiled. Valves will be changed after chilled water system is shut down for the season and drained.

Estimated completion date: November 2009

Olds Pool Make-up Air Unit

Champion: Bilal Sarsour, Mark Monarch

Status to Date: The bearings and the fan shaft on the return air fan for the make-up air unit serving the Jones pool have been repaired. Waiting on invoice.

Completed.

Plumbing Shop:

Plumbing Shop Yearly Performance Summary October 25, 2008 through October 24, 2009						
Work Orders Requested		Work Orders Completed		Open Work Orders		Completion Ratio
2,628		2,595		33		98.74%

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	1.0	57.0	99.0	75.0	3.0	30.0		265.0
PT	3.0		48.0			12.0		63.0
Total	4.0	57.0	147.0	75.0	3.0	42.0		328.0

Updated through 10/24/09

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	48.0									369.0
Sick	94.0	67.0	57.5	48.5									267.0
Bereavement	20.0		4										24.0
Jury Duty													
LOA													
Total Lost Time	186.0	251.0	126.5	96.5									660.0
Gross Available Work Hours*	1,232.0	1,184.0	1,168.0	960.0									4,544.0
Net Time Worked	1,046.0	933.0	1,041.5	863.5									3,884.0

Lost Time (%)	15.1%	21.2%	10.8%	10.1%									14.5%
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*Excludes holidays and seasonal days

**Updated through 10/24/09

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: October 2009



Welch Hall Steam Line

Champion: Bilal Sarsour, Dennis Paul

Status to Date: Repaired steam line between Ford Hall and Welch Hall. Also, replaced steam system isolation valves and safety valve in basement mechanical room of Welch Hall

Estimated completion date: Completed

Munson Steam Leak

Champion: Bilal Sarsour, Dennis Paul

Status to Date: Steam leak in crawl tunnel at Munson has been repaired and the heating system is operational. Steam lines need to be re-insulated.

Estimated completion date: November 2009

Gary Owen Sanitary Pump

Champion: Bilal Sarsour, Dennis Paul

Status to Date: Float activated switch failed on sanitary pump. Float switch has been repaired; however, additional maintenance is required on second pump.

Estimated completion date: November 2009

Custodial, Grounds and Motor Vehicle Operations

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

Updated 10/27/09

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										4327
Sick	1473	1201	1347										4021
Bereavement	148	8	28										184
Jury Duty													
LOA	453	773	484										1710
Total Lost Time	3981	3333	2928										10,242
Gross Available Work Hours*	20,944	19,992	20,832										61,768
Net Time Worked	16,963	16,654	17,894										51,511
Lost Time (%)	19.0%	16.7%	14.1%										16.6%

*Excludes holidays and seasonal days

**Updated through 09/30/09

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%)

AATA

The bus stop at COB has been moved south; too drop off students at the East entrance. Bus soon to follow.

The bus stop at Leforge and Huron is to be moved to our new pedestrian campus entrance west of the Physical Plant.

Grounds: Zone Manager Operation and Events

Champion: Chris Grant

Roy Rose, Corey Whitney

Regular Maintenance:

- Starting to clean up the leafs

Projects:

- Moved the curb line and storm drains back at DC-3 dock, asphalt should start this Thursday.
- New berm created east of North Oakwood lot
- Planted trees north of the new DPS
- Planted trees on the Huron/Oakwood corner
- Planted trees a long the north of the Oakwood/DPS lot

Trees/Plants:

- Removed the trees in the towers' court yard

- Removed the trees next to the Market place, in preparation for adding the patios

-

Signs:

- Installed twelve parking signs in the Pease lot for 601 W. Cross

Custodial: Zone Manager Operation and Events

Champion: Diane Lynn-Veals

Dave Ackley, Jerry Bidlack

Athletics:

- Operations meeting for games on 10/27 at 10AM, at the Convocation Center. The next football game is on 11/14. It has been confirmed that no supervisors will be working OT at the Athletics games.

University House:

- HVAC called out to house because it was cold. The main circulation pumps had to be restarted. Everything is now operational
- Concern of rattling in duct work. Mark could not hear noise at that time that he checked. Ladies at house also listened and could not identify noise. Asked to be notified if they heard any sound again.
- Grounds moved the patio furniture and flowerpots in the basement for winter.
- Work order in for changing out screens on porch back to plexi-glass for the season.
- Work order in for hanging up Xmas wreath on South entrance for November 20th.

Parsons

Rich Gray (the person we used to maintain furnace last year) asked Shannon if the wood stove in the addition was being used--as far as she knew it was not. He mentioned that it is out of code and should not be used. The new code states that the stove must be 36 inches from the wall.

Met with John Allen from DM Burr. He provided a Scope of Work proposal for the Maintenance person at Parson's Place.

Custodial

- Right Way Janitorial has started cleaning Fletcher on the North side. A request has come from Pam to clean North side of Fletcher because they are now utilizing it. Their cleaning schedule is now M-F.
- Ellen from Health and Safety started the building walk-through. The first building this week is Pray-Harold. .
- MSDS for our chemicals are now current. It was decided that the books would be kept by Ray Candiotti. As we receive any new sheets we'll update them in the book. We have developed laminated fliers for MSDS locations and Safety Rules to be placed in custodial closet.

- Met with new representative from Grainger to go over needs and expectations
- Met with Dave Trakel and AFSCME on possibly revising districts

Events

Quirk Theater A Funny Thing Happened on the Way to the Forum
October 29-31

Rec IM- Fortis middle school Volleyball Oct. 27th and 29th 4pm-7pm

Open house at Fletcher October 28th 6-8pm

School house Tom Gwaltney November 2nd 10AM-12 noon

Housing: Zone Manager Operations and Events

Champion: Aida Beard

Sherry Shopshear, Greg Wester

Standard operation at this time.

Zone Midnights Manager Operation and Events

Champion: Harold Grubaugh

Joe Protske, Otis Harris and Russell Angerer

Projects from October 15, 2009 to October 28, 2009

Schools back in session, cleaning up after the students

Building floor care work is starting slowing down.

Mark Jefferson cleaned the interior window in office suite 337A

Total floor care two week period 10-15-09 to 10-28-09

Strip & wax 2wk sq ft	Scrub & wax 2wk 84 sq ft
Burnish 2wk 3,040 sq ft	Restroom tile 2wk sq ft
Bonnet carpet cleaning 2wk 4,296 sq ft	Carpet extraction 2wk 23,674 sq ft
Wood scrub & recoat 2 wk	

Total sq footage for this two week period 31,094 sq ft

Total floor care all buildings

Strip & wax YTD 180,079 sq ft	Scrub & wax YTD 181,502 sq ft
Burnish YTD 31,831 sq ft	Restroom tile YTD 30,846 sq ft
Bonnet crpt cleaning YTD 195,726 sq ft	Carpet extraction YTD 442,139 sq ft
Wood scrub & recoat	

YTD 26,436 sq ft

Total sq footage of all floor care on midnights YTD
1,088,559 sq ft

Meetings: United Way kick off breakfast

Meet with midnight custodial staff to discuss web time entry and other misc issue.

Events: Halle historic preservation 30th anniversary handled by midnight/day custodial staff

Halle Kickoff breakfast handled by custodial staff

Issues: Wise hall room 334 replaced a battery in the smoke detector

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

January 1, 2009 to October 28, 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
7 repairs for \$295.81	114 repairs for \$6,536.14	1 repair for \$456.97	10 repairs for \$1,906.02	124 repairs at a total cost of \$8,442.16

