

Status Report  
Chief of Operations  
February 3, 2010

Departmental Overview  
*John Donegan, Chief of Operations*

Current Position Vacancies

Champion: Dieter Otto, John Donegan  
Status to Date:

FM06-Custodian days in Hill Hall, this position was awarded to Ken Rice and will start February 15<sup>th</sup>.

FM06-Custodian Hoyt Hall, this position is up for bid.

FM06-Custodian Pray Harrold, this position is up for bid.

FM10-Custodian Projects, this position is up for bid.

FM06-Custodian Rackham, this position awaiting presidential approval.

FM06-Custodian midnights Halls, this position awaiting presidential approval.

FM06-Custodian Fletcher, awaiting PCN for creation.

FM maintenance worker Fletcher, awaiting PCN for creation.

FM25 - Elevator Repair/Control Specialist – Position has been approved by Human Resources. Gerald Hubbard has accepted the position and will start work Monday, February 8, 2010.

### Communications – T. McDonald

**Newsletter** - The department newsletter will be published in March. Please submit articles to Tracey by February 25<sup>nd</sup>.

**Mileage Rate Decrease** – “2010 Mileage rate decrease effective January 1, 2010: Under Issue Number IR-2009-111 from the Internal Revenue Service, effective January 1, 2010 through December 31, 2010, the standard mileage rate has decreased from .55 cents per mile to .50 cents for all business miles traveled during this time period. The University will reimburse up to the .50 cents per mile for business miles during these months. The mileage chart or Mapquest may be used to figure the number of miles traveled. For questions, please contact the Accounts Payable Office, 487-0022.”

**EMU Payment Card** – Reminder – effective February 1, 2010 credit card statements and receipts will need to be approved by your manager and/or director and forwarded to Accounts Payable. We are no longer required to retain copies, but if you'd like to make copies for your records, feel free to do so. If you'd like a copy of the EMU Payment Card (PCard) quick reference guide, please see me.

**Annual Employee Recognition Program** – is scheduled to take place on Tuesday, March 23, 2010 from 8:30-10:00 a.m. Student Center Ballroom. I will receive a list of staff from our department being honored from Jeanette Hassan later this week.

### Physical Plant Quality Council (PPQC)

The Grounds and Custodial PPQC met on Jan 26th. Several recommendations are ready to be sent for review by John Donegan. We hope to have these sent out prior to our next meeting on Feb. 9th.

The TOP (Trades, Operations and Planning) PPQC meeting was held on January 27, 2010. Two process improvement requests (PIRF's) are in the process of being finalized. Three other PIRF's are still under review. Ray Sowers is currently not available to attend meetings and has suggested that we find a replacement for his position on the Council. The Council will be reviewing its goal and objectives as listed in the charter. The next meeting is scheduled for 2/16/2010.

Budgets-See Below

Physical Plant Department  
Budget Summary  
December 31, 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	203,808	7,282	177,347	54.3%	52.5%
Grounds	126600	407,214	407,214	153,383	39,706	214,125	47.4%	37.7%
Plant Supp	126000	353,223	113,223	118,029	4,784	(9,590)	108.5%	104.2%
		<u>1,148,944</u>	<u>908,874</u>	<u>475,220</u>	<u>51,772</u>	<u>381,882</u>	<u>58.0%</u>	<u>52.3%</u>
Elec	126850	213,725	213,725	170,597	32,838	10,289	95.2%	79.8%
Carp	126900	395,125	395,095	196,898	21,480	176,716	55.3%	49.8%
Plumb	127000	380,147	380,147	74,463	9,400	296,284	22.1%	19.6%
HVAC	126715	358,764	358,764	121,222	23,819	213,723	40.4%	33.8%
Heating PI	126350	195,913	195,913	103,339	10,045	82,529	57.9%	52.7%
		<u>1,543,674</u>	<u>1,543,644</u>	<u>666,520</u>	<u>97,583</u>	<u>779,541</u>	<u>49.5%</u>	<u>43.2%</u>
A&E	126650	76,258	75,878	14,802	1,801	59,275	21.9%	19.5%
Phys Plant Admin	125800	142,208	141,948	66,173	6,943	68,832	51.4%	46.6%
<b>Total Operating</b>		<u>2,911,084</u>	<u>2,670,344</u>	<u>1,222,715</u>	<u>158,099</u>	<u>1,289,530</u>	<u>51.7%</u>	<u>45.8%</u>
<b>Other Physical Plant Managed Accounts</b>								
Parson's Maintenance	127035	100,000	100,000	1,262	18,166	80,572	19.4%	1.3%
Fletcher School	127020	-	240,000	10,388	8,367	221,247	7.8%	4.3%
University House Oper.	126725	98,049	98,049	42,830	21,868	33,551	65.8%	43.5%
Waste Management	127100	92,262	92,262	51,284	8,633	32,346	64.9%	55.6%
Fire Ext Replacement	126700	45,731	45,731	11,127	-	34,604	24.3%	24.3%
Undistributed Maint Re	126775	(780,872)	(780,872)	(294,489)	-	(486,383)	37.7%	37.7%
<b>Total General Fund</b>		<u>2,466,254</u>	<u>2,465,514</u>	<u>1,044,914</u>	<u>215,133</u>	<u>1,205,467</u>	<u>51.1%</u>	<u>42.4%</u>
Parking Maintenance	A01350	65,000	65,000	22,656	6,881	35,663	45.1%	34.9%
Parking Grounds Oper.	A01450	65,000	65,000	2,035	3,798	59,167	9.0%	3.1%
<b>Total Auxiliary Fund</b>		<u>130,000</u>	<u>130,000</u>	<u>24,691</u>	<u>10,479</u>	<u>94,830</u>	<u>27.1%</u>	<u>19.0%</u>
<b>Total (All Funds)</b>		<u>2,596,254</u>	<u>2,595,514</u>	<u>1,069,604</u>	<u>225,612</u>	<u>1,300,297</u>	<u>49.9%</u>	<u>41.2%</u>

Note: Yellow and Blue Highlighted figures exceed by account or in total: 50.0%

Orange Highlighted transfers ins are under the expected percentage

Reserves

Vehicle & Equip Reser	U31800					13,081	
Landscape Reserve	U31850					85,098	
PP Equip & Turbine Re	U31925					381,000	
MiAPPA Conference	D48130	(Balance goes to MIAPPA organization after all expense clears)				17,154	
Phys Plant Restricted	R62085		1,395	970	-	425	

Exceptional Expenses To Date

Plumbing & Carp Jones Drain Cover & Club Pool Viewing Window & tile repair	\$	22,317
Electrical Shop Porter Elevator Repair		56,036
Elec Shop Repair Halle Tower Clock		5,411
Carp Shop Hydrant Repairs		30,241
Carp Shop Removal of carpet Pease Water Damage (potential insurance claim)		2,850
Carp Shop Hoyt Frozen Standpipe		4,745
Carp Shop Paint Fire Hydrant		2,310
Carp Shop Repair Fire Pumps		4,636
Carp Shop Breakdown of Trades Keyrings		6,850
	\$	<u>123,910</u>

# Design and Construction

*Scott Storrar, Director, Design and Construction*

*Updated 2/3/10*

## 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	21	0	2	0	63
<i>Open/Active Projects</i>	2 Projects 2.33%		<i>Cancelled/Complete Projects</i>	84 Projects 97.67%	

### *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>
59	12	7	17	8	15
<i>Open/Active Projects</i>	32 Projects 54.23%		<i>Cancelled/Complete Projects</i>	27 Projects 45.77%	

## 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	2	9	0	5	4

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

\* = 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 and slab on grade. Minor site detour adjustments based on EMU community feedback.

Work in progress: Steel decking, 2<sup>nd</sup> floor slab, west elevation windows removed and replaced with shaft-wall, backfill of west elevation, electrical duct bank trench excavation, supply duct shaft, piping in core area toilet rooms, installing clips for curtain wall system, and block installation north east section.

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 approval granted by State DMB end of January 2010. PM Procurement

interviews and evaluations ongoing. Early Bid Package in submission to state DMB early February 2010. Construction Documents in preparation and scheduled for completion in March 2010.

Estimated Completion: September 2011 (Original December 2012)

### Major Project Support (Swing Space)

Champion: Sean Braden, Scott Storrar

Status to Date: Swing Space Planning ongoing since October 2008 – Assessment and Planning Complete. Implementation development is in progress. Cabinet Update meeting held on 2/1/2010 – next planned meeting for 2/15/2010. CAS Dean's suite planned for relocation on 2/12/2010.

Estimated Completion: end of 2012

### Indoor Practice Facility

Champion: David Jaworski, Scott Storrar

Status to Date: Ground Breaking Ceremony took place on October 20, 2009. The Transformer and Switch have been installed, energized, tested and approved. The Air-handler and Generator have been installed and tested and have been approved by Arizon. Arizon is currently installing the fabric structure pieces and cables and anticipate a completion date of February 3, 2010. The planned

date to begin inflation of the dome, contingent on weather, is February 4, 2010. Once the dome is inflated, the next steps will be to thaw and dry out the ground on the interior and begin prep work to finish the grade work and begin installation of the synthetic grass field around the third week of February. Also, the lighting and electrical conduits and wiring, control panels and other miscellaneous equipment for the dome interior will be in progress concurrent with the field installation. The Welcome Center exterior masonry walls are completed and the interior floor slab will be placed in early February. The Welcome Center carpentry contract will be awarded the first week of February and shop drawings for the roof trusses will commence immediately with the anticipation that carpenters will be on site by the mid to late February.

Estimated Completion: February 11, 2009 (Substantial Completion)

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 1<sup>st</sup>. The reason for the rescheduling is a result of the City not posting the required public notification prior to the August 17<sup>th</sup> 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. The city has informed EMU that the ordinance will be put forth in front of city council on February 2, 2010.

Estimated Completion: December 9, 2008

### Owen Outlet

Champion: John Donegan, Travis Temeyer, Scott Storrar

Status to Date: Construction commenced on December 5, 2009 and was completed on December 21, 2009. The intersection at Mayhew Road and Cornell Road has reopened. Final walk-through with Washtenaw County Drain Commission (WCDC) was held on Feb. 1, 2010. The installation passed inspection by the WCDC with the closeout documents to be forwarded from the City of Ypsilanti.

## Estimated Completion: December 2009

### Apartment Preparation

Champion: David Jaworski

Status to Date: Fall prep season complete, planning on evaluation of additional units for Winter/Spring 2010. Lewis had a total of \$35,000 transferred from his reserve for a total Apartment Prep Budget of \$300,000. The transfer from his reserve was planned by Lewis and Brian Kulpa in the Spring of 2009.

### 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, 113, 114, 115 and 116 have had upgrades completed and are available for lease. Kitchen upgrades planned for D-25; Cabinet and countertop materials are on order and are anticipated to be delivered early February for

immediate installation. Once cabinets and countertops are installed, the sink and faucet will be installed to complete the work and complete the project.

Estimated completion: September, 2009 (Original Units Completed)

### Housing (Pittman)

Champion: Chris Longerbeam

Status to Date: Construction complete and punch list in progress. Common room furniture arriving the Week of February 22, 2010 and coordinating student room furniture installation follow.

Estimated Construction Completion: January 31, 2010

Estimated Final Completion: March 12, 2010

### Parking Structure Stair Well Clean-Up

Champion: Storrar/ Chris Longerbeam

Status to Date: Miscellaneous Signage being installed by February 4, 2010.

### 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.

PO issued to Daktronics and shop drawings are complete for LED signs.

Shop drawings in progress for LCD signs. Quotes for signage electrical

and masonry being received week of February 1, 2010.

Estimated Completion: TBD

### Eagle Crest Conference Center and Golf Club:

Champion: Sean Braden, Kay Sekerak, Amy Nolff

Status to Date: Exterior siding repairs completed week of June 15<sup>th</sup> and exterior painting of Golf Club, cart house, and restroom building completed. Golf Club Board Room complete. Exterior dimensional signage complete. Second floor renovation contract signed. Bond received December 23<sup>rd</sup>. Submittals received and reviewed. All products and finishes on schedule. Demolition of coat room millwork, dining room cabinetry complete. Week of February 1<sup>st</sup> – anticipated completion of floor, wall tile, and demolition of wainscoting. Window treatment and new wainscoting installation to begin.

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

### Flat Roof Repairs / Replacement

Champion: Scott Storrar, Travis Temeyer

Status to date: The following roofs have been completed: Pittman, Hill, DC-1, Ford, Heating Plant, Cornell Courts – A, Cornell Courts – B, Central Stores, Brown, and Munson.. The original and additional scope of masonry repairs at Roosevelt have been completed. Roosevelt roof will be completed in Spring 2010 when the temperature reaches 40 degrees (this is required per the manufacturer's specifications for application).

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. Contract completed with RAM Construction and Purchase Order issued. RAM completing show drawings to submit to S, P, & Y Architects for review. Construction to commence in March 2010. Completion date: June 2010.

Halle – Smith Group completing design documents. Preliminary invasive exploratory investigation completed. 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. A follow-up meeting was held on December 17, 2009 with SmithGroup to discuss the specific repairs needed.

SmithGroup is revising proposal for repairs based on meeting and will forward to EMU. The proposal will be for a two phase construction plan. The first phase will concentrate on the area over the auditorium and provide additional drainage. The second phase will concentrate on repairing the flashing and waterproofing at the building. SmithGroup has submitted an estimated cost with their revised proposal for additional design services to complete the construction documents for Phase 1. The submitted pricing was deemed too high and SmithGroup is revising proposal to be resubmitted to EMU.

Estimated Completion Date: TBD

### *FYC - Elevator Replacement*

Champion: Chris Longerbeam

Status to Date: Design kickoff meeting with IDS being held on Tuesday August 4<sup>th</sup>. 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 submitted to and approved by JCOS. Reviewing design alternates and developing schedule.

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 17<sup>th</sup> and a preliminary site analysis conducted week of August 24<sup>th</sup>. 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. Site reviews conducted

week of November 16, 2009 to confirm existing fielded conditions. CD drawings to be submitted for owner review week of January 18, 2010. EMU review comments returned and being incorporated in CD. Bid date February 11, 2010 and with a submittal date of February 25, 2010.

### FLETCHER, Autism Collaborative Clinic

Champion: Sean Braden, Amy Nolff

Status to Date: Scope of work review with Autism committee. Focus is on the northwest quadrant of building. Demolition to begin week of February 1, 2010. Continue to obtain estimates from T&M contractors and review.

## 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 13<sup>th</sup>. Specified equipment not available until December 2009 so we are

looking at alternates to maintain the required standards for this project. Wiltec reviewing their proposal from April and checking on equipment availability.

## Maintenance and Operations

*Bilal Sarsour, Director, Facilities Maintenance*

*Updated 02/03/10*

Trades Yearly Performance Summary			
January 31, 2009 through January 30, 2010			
Work Orders Requested	Work Orders Completed	Open Work Orders	Completion Ratio
14,445	13,388	1,057	92.68%

### Computer Refresh

Champion: Allan Edwards

- All Refresh computers have been received.
- 14 of 15 have been distributed to end user.

Estimated Completion: tbd

### 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 13<sup>th</sup>. 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 – 727 of 727 (100%) plus all cafeteria windows have been installed as of 1/27/10. Touch-up painting of all the rooms will be completed on 2/5/10. Only remaining work is grounds repair to be completed in the Spring. The project is substantially complete.

DC-3 Complex Boiler – Project is on schedule and was substantially complete by the end of December. Final controls connections and trainings are being coordinated.

Wise Heating System – Project is substantially complete. Final commissioning and as-built documentation will be complete by 2/15/10.

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 most campus buildings. Additional bin locations will be identified once use patterns have been established.

Campus Forums – A meeting with the Student Leadership Group will be held on 2/18/10. A meeting with Housing leaders was held and was well received.

Policies & Procedures-Phase I – Initial work has begun on an energy standard for campus, including construction and operating standards.

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 – DC-I won the 2009 Recyclethon contest. The EMU Energy Idol contest is open for submissions thanks to lots of work by Allan Edwards. Voting is open and will be complete by 2/5/10, with the winner announced shortly thereafter.

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 in 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 2.3% FYTD 09-10 compared to FY 08-09 (through January). December electric was third lowest January since 2001.

Steam production was down 19.4% FYTD 09-10 compared to FY 08-09 (through January). January steam was lowest January 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.
- Natural Gas Purchasing Strategy formalized and final draft completed.
- Current month NYMEX NG prices are in the \$5.50 range.
- NYMEX plus Margin and Basis plus transportation for FY 2010/11 which is next EMU gas purchase needed is averaging approximately \$7.10/mmBtu
- NG Storage – allowing storage to fall below 82k maximum. Plan to keep storage between 60k to 70k to allow Cogen down time. February 2010 ending storage estimated at 56,360mmBtu.

Estimated Completion: Ongoing

## Degree Days

Champion: Steve Moore

Status to Date: January was an average month for weather.

HDD	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
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	1148
2010	1271											

CDD	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
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
2010	0											

## Carpenter Shop

Carpenter Shop Yearly Performance Summary January 31, 2009 through January 30, 2010						
Work Orders Requested		Work Orders Completed		Open Work Orders		Completion Ratio
5,489		5,158		331		93.97%

Champion: John Lamb, Kevin Abbasse

### Major activities

- Campus roofing repairs in progress
- Flagging of campus fire hydrants – Flags ordered
- Key Ring / Lost Reduction Project in progress
- General service work for fall semester
- Welch and Mckenny heat tape for ice control
- IM pool painting and repairs for Mac event in March
- Misc. key system planning for swing space
- Misc. painting for swing space

## 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	167	136	100	40						
Sick	52.5	51	28	73	50	53	49.5						
Bereavement													
Jury Duty													
LOA													
<b>Total Lost Time</b>	<b>190.5</b>	<b>178</b>	<b>98</b>										
Gross Available Work Hours*	1,680	1,760	1,760	1,944	1,440	1,152	1,584						
Net Time Worked	1,490	1582	1,661	1,707	1,254	998	1,534						
<b>Lost Time (%)</b>	<b>12%</b>	<b>10%</b>	<b>5.5%</b>	<b>8 %</b>	<b>8 %</b>	<b>7%</b>	<b>3%</b>						

\*Holidays and scheduled shutdowns are not included in Gross available hours also excludes FMLA

## Carpenter, Lock and Paint Shop Overtime Report September 2009-2010

Category	Operations (hrs)		Events (hrs)		Projects (hrs)		Total (hrs)
	EMERGENCY CALL -INS HRS	Availability	Scheduled	Call-in	Scheduled	Call-in	
FM	67	36					103
PT		12					12
<b>Total</b>	<b>57</b>	<b>48</b>					<b>105</b>

Updated through 02/2/2010

## Electric Shop

Electric/Elevator Shop Yearly Performance Summary January 31, 2009 through January 30, 2010			
Work Orders Requested	Work Orders Completed	Open Work Orders	Completion Ratio
4,182	3,731	451	89.22%

Champion: Dave Painter, Ray Sowers

## Major activities

- Providing temporary power for an event at the Corporate Education Center scheduled for February 9<sup>th</sup> -11th
- Pierce tower clock – Completed. Exceptional costs for Pierce clocks: \$4,943.00
- DTE contacted about light at Huron River Dr. and Westview Dr. Proposal received for addition of two poles and lights at the intersection. The proposal is being reviewed by Ray Sowers.
- Routine Maintenance.

## Elevator Shop

Champion: Dave Painter, Ray Sowers

## Major activities

- Roosevelt elevator hydraulic pump motor failure. Exceptional cost: \$4,494.00
- Mark Jefferson elevators, flood damage. Exceptional cost \$22,987.33
- Routine Maintenance and Preventive Maintenance.
- Full load testing of hydraulic elevators, required every 3 yrs.
- Annual inspection by State of Michigan elevator inspector, ongoing.

Electrical/Elevator Shop Lost Time														
July 2009-June 2010														Total
													YTD	
Category	July	Aug	Sept	Oct	Nov	Dec	Jan							
Annual	161	58.75	75	88.5	56	60	8.5						507.75	
Sick	96	88	46.5	77	47	20	48.25						422.75	
Bereavement	8			24		4	4						40	
Jury Duty			24										24	
LOA													0	
<b>Total Lost Time</b>	<b>265</b>	<b>146.8</b>	<b>145.5</b>	<b>189.5</b>	<b>103.0</b>	<b>84.0</b>	<b>60.75</b>						<b>994.50</b>	
Gross Available Work Hours*	1408.0	1344	1408	1408	1176.0	1260.0	1120.0						9124.0	
Net Time Worked	1143.0	1197.2	1270.5	1218.5	1073.5	1176.0	1059.3						8137.5	
<b>Lost Time (%)</b>	<b>18.8%</b>	<b>10.9%</b>	<b>10.3%</b>	<b>13.5%</b>	<b>9.1%</b>	<b>6.6%</b>	<b>5.4%</b>						<b>10.8%</b>	
*Holidays and scheduled shutdowns are not included in Gross available hours												Updated 02/02/10		

## 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	21.25	181.5	297.0	182.75	18			700.5
PT			93.0					93.0
<b>Total</b>	<b>21.25</b>	<b>181.5</b>	<b>390.0</b>	<b>182.75</b>	<b>18</b>			<b>793.5</b>

Updated through 02/02/10

### Heating Plant

Heating Plant Yearly Performance Summary January 31, 2009 through January 30, 2010			
Work Orders Requested	Work Orders Completed	Open Work Orders	Completion Ratio
14	14	0	100.00%

Champion: Henry Braunz, Ray Sowers

Major activities

- Turbine Maintenance RFP completed. Bids received. Contract terms negotiation in progress with Solar as low bidder.
  - Monitoring new DTE D6 and R3 rate for utility cost impact.
  - DTE Billing corrections for past year received and under review.
  - Working on water treatment contract, and air compressor replacement.
  - RO system – Preparing RO as an ABBR request to demonstrate the cost/benefit and the operational savings.
- 
- Heating Plant Boiler #3 Replacement Study – Stanley Consultants indicate that a draft study will be available by the end of next week which will include multiple replacement options for our review.
  - 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. Project stalled due to request to fund a study. On Feb 2, 2010 Ray asked Stanley's to proceed without the study to prepare a report to present to Congressmen with option of requesting either the study funding or best guess at Fish Lake conversion cost. They indicated they could have that ready by mid to late February.

- Green House Gas Reporting Plan Draft completed 12/30/09. Must be finalized by 3/31/10.
- 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	12	0						372
Sick	40	28	0	26.5	18.75	14.75	25						153
Bereavement	4	.5	16	24									44.5
Jury Duty													
LOA		24	32				.75						56.75
<b>Total Lost Time</b>	<b>180</b>	<b>108.5</b>	<b>168</b>	<b>74.5</b>	<b>42.75</b>	<b>26.75</b>	<b>25.75</b>						<b>626.25</b>
Gross Available Work Hours*	1080.5	953.5	932	951.5	873	905.7	896						6592.25
Net Time Worked	916.5	845	756	669	841.7	879	870.2						5985.75
<b>Lost Time (%)</b>	<b>16.7%</b>	<b>11.4%</b>	<b>18%</b>	<b>7.8%</b>	<b>5.0%</b>	<b>3.0%</b>	<b>3.0%</b>						<b>9.0%</b>
*Holidays and scheduled shutdowns are not included in Gross available hours												Updated 2/2/10	

## HVAC/R Shop:

HVAC/R Shop Yearly Performance Summary			
January 31, 2009 through January 30, 2010			
Work Orders Requested	Work Orders Completed	Open Work Orders	Completion Ratio
2,168	1,933	235	89.16%

## 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	16.8	82.5	141.0			32.5		272.8
PT			87.0					87.0
<b>Total</b>	<b>16.8</b>	<b>82.5</b>	<b>228.0</b>	<b>0</b>	<b>0</b>	<b>32.5</b>	<b>0</b>	<b>359.8</b>

Updated through 01/30/10

## 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	38.0	77.5						339.5
Sick	231.0	90.0	81.5	39.0	47.5	28.0	18.0						535.0
Bereavement	8.0		4.0			4.0							16.0
Jury Duty													
LOA					48.0								48.0
<b>Total Lost Time</b>	<b>306.0</b>	<b>154.0</b>	<b>121.5</b>	<b>63.5</b>	<b>128.0</b>	<b>70.0</b>	<b>95.5</b>						<b>938.5</b>
Gross Available Work Hours*	1,304.0	1,016.0	1,072.0	1,384.0	1,184.0	1,024.0	1,280.0						8,264.0
Net Time Worked	998.0	862.0	950.5	1,320.5	1,056.0	954.0	1,184.5						7,325.5
Lost Time (%)	23.5%	15.2%	11.3%	4.6%	10.8%	6.8%	7.5%						11.4%

\*Excludes holidays and seasonal days

\*\*Updated through 01/30/10

## 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: Gymnasium air handling units have been inspected. Waiting for quote for replacement fan shaft and bearings.

Estimated completion date: February 2010.

## Westview Temperature Alarms

Champion: Bilal Sarsour, Mark Monarch

Status to Date: Have received T&M quote from Wiltec. Cost to install temperature alarm system for the Westview complex is approximately \$60K

Estimated completion date: TBD

### Chiller Eddy Current Testing

Champion: Bilal Sarsour, Mark Monarch

Status to Date: Prep work for eddy current testing of four (4) absorbers is completed. Eddy current testing is scheduled to begin March 2, 2010. The units are located at Alexander and Pierce.

Estimated completion date: March 2010

### Absorber 3 Year Overhauls

Champion: Bilal Sarsour, Mark Monarch

Status to Date: Walk through was completed on 1/28/10. Expecting quotes from T&M contractors to perform 3 year overhauls on four (4) absorbers later this week. The units are located at Alexander, Porter, and Pierce.

Estimated completion date: March 2010

## Student Center HVAC Issues

Champion: Bilal Sarsour, Mark Monarch

Status to Date: Reviewing multiple HVAC issues related to the original building design/installation with Johnson Controls. Meeting is scheduled for 2/3/10 at 10:30am.

Estimated completion date: TBD

## DC-1 Make-up Air Handling Units

Champion: Bilal Sarsour, Mark Monarch

Status to Date: Reviewing control upgrades/modification of two make-air units located in the penthouse mechanical room at DC-1. Units currently are manually controlled and require frequent adjustments. New controls would increase occupant comfort, save energy, and reduce maintenance needs.

Estimated completion date: TBD

## Plumbing Shop:

Plumbing Shop Yearly Performance Summary January 31, 2009 through January 30, 2010						
Work Orders Requested		Work Orders Completed		Open Work Orders		Completion Ratio
2,592		2,552		40		98.46%

### 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	8.5	93.0	147.0	85.5	6.0	30.0		370.0
PT	3.0		90.0			12.0		105.0
Total	11.5	93.0	237.0	85.5	6.0	42.0		475.0

Updated through 01/30/10

## 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	40.0	24.0						533.0
Sick	94.0	67.0	57.5	69.5	28.5	18.0	49.5						384.0
Bereavement	20.0		4				4.0						28.0
Jury Duty													
LOA													
Total Lost Time	186.0	251.0	126.5	125.5	120.5	58.0	77.5						945.0
Gross Available Work Hours*	1,232.0	1,184.0	1,168.0	1,240.0	1,028.0	904.0	1,120.0						7,876.0
Net Time Worked	1,046.0	933.0	1,041.5	1,114.5	907.5	846.0	1,042.5						6,931.0
Lost Time (%)	15.1%	21.2%	10.8%	10.1%	11.7%	6.4%	6.9%						12.0%

\*Excludes holidays and seasonal days

\*\*Updated through 01/30/10

### 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

### Olds Pool Filter VFD

Champion: Bilal Sarsour, Dennis Paul

Status to Date: The replacement VFD has been installed but needs to be configured. Investigating enclosing the VFD's to protect them from the pool chemicals.

Estimated completion date: February 2010

### Olds Water Heater

Champion: Bilal Sarsour, Dennis Paul

Status to Date: Install a Patterson-Kelly domestic hot water heater for the Olds-Robb building. This will correct the hot water issues with the showers and other areas of the building.

Estimated completion date: February 2010

## Custodial, Grounds and Motor Vehicle Operations

*Dieter Otto, Director, Custodial, Grounds and Motor Vehicle Operations*  
*Updated 2/4/10*

### 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	1389	1071							7820
Sick	1473	1201	1347	1203	781	735							6757
Bereavement	148	8	28	12	24	16							236
Jury Duty													
LOA	453	773	484	465	561	659							3395
Total Lost Time	3981	3333	2928	2713	2772	2481							18,208
Gross Available Work Hours*	20,944	19,992	20,832	21,266	17,424	13,552							114,010
Net Time Worked	16,963	16,654	17,894	18,553	14,652	11,071							95,802
Lost Time (%)	19.0%	16.7%	14.1%	12.8%	15.9%	18.3%							16%

\*Excludes holidays and seasonal days

\*\*Updated through 11/31/09

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%)

Grounds: Zone Manager Operation and Events

Champion: Chris Grant

Roy Rose, Corey Whitney

Regular Maintenance:

- Trash/Recycle
- Detail trash around buildings when snow melts away
- Snow/Ice removal
- Off load snow from both structures
- Load out snow piles from all lots on campus
- Plowed radio tower driveway
- Curb cleaning
- Clean up edge of sidewalks and lots in various areas around campus (plow marks/sod/asphalt chunks)

Projects:

- Light pole project at Green Lot 1 retention pond is complete
- Removed old backstops, benches, and basketball hoops at Fletcher

- Worked 3 days on cleaning woods at west campus dumping site
- Relocation of trash cans and ash urns around housing
- Removed silver maple near varsity softball
- Used one large section of the silver maple to put on the ice at the lake house pond to build at future habitat for marine life (per Bob England)
- Some large rocks will also be added to this in the near future (per Bob England)
- Cold patched 14 pot holes on campus (“some” of the worst ones in driving lanes)

### Signs:

- Installed chains and signs at Eateries steps
- Painted three sign frames for new shuttle service to Convo.
- New shuttle service signs should be installed by the end of the week
- Labeled all salt brine totes with correct language (per Kathryn)
- Installed new sign at Mayhew Lot
- Installed new sign for DPS
- Organized and cleaned sign area in barn

### Miscellaneous:

- Unloaded pool chemicals for Rec-Im
- Picked up 275 gallons of M-1000 from distributor
- Made 5800 gal brine solution (5 days) for spraying walkways
- Moved old hot water heating system out of Rec-Im basement

- Moved new hot water heating system to the basement of Rec-Im
- Moved bleachers at Bowen twice on 1/21/10 and twice on 1/23/10
- Picked up stuff from WCC for Dave Keller on 1/23/10
- Removed speed bumps at Mckenny south drive
- Purchased new spill containment for recycle area paint storage
- Formed dikes for a grease spill at DC2 dock
- Oil spill clean-up on Jones-Goddard Dr.
- Removed 6 large steel pins from Bowen lot
- Attended an asphalt/cement patch demo at East Circle Dr.
- Will be scheduling another demo of a spray on method from same company at end of Feb.
- Moved dumpster to new pad at Westview

### Equipment

- Calibrated 4842 salt spreader to put out less salt (Ford pick-up used on structures and sidewalks)
- Picked up Ford Edge (flat tire)

### Winter Stat Totals

Road Salt	Liquid De-Icer	Overtime	Snow Occurrences	Snowfall Amount
639.40	2770 gal	181.75	16	10.65

tons		hours		inches
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-Margolis plowed all contracted lots on 1/8/2010 (total \$5540.00) (season total \$5720.00)

-Ypsi salt bill for Nov/Dec \$17,225.52 (312 ton @ \$55.21)

-Last year for same period \$18,003.20(464 ton @ \$38.80)

### Custodial: Zone Manager Operation and Events

Champion: Diane Lynn-Veals

Dave Ackley, Jerry Bidlack

### Athletics:

- Operations meeting for games on 1/8, 1/15, 1/22, 1/29 --10AM, at the Convocation Center.
- 1/15 Track event at Bowen—contractors worked
- 1/23 Wrestling event—contractors worked
- 1/27 Track event—contractors will cover

### University House:

- EMU's new Chief Information Officer Carl Powell and his wife Carrie will be staying in the Guest Suite on 2/3-2/7.
- Custodial moved all boxed Holiday decorations to basement

### Maintenance

- Icemaker in main kitchen was not working. Power glitch.
- Cameras(Audio/visual) up and running

### Parson Center

- DM Burr was awarded the Custodial /Maintenance bid. We will be meeting with them to discuss job descriptions and expectations.
- Met with Bilal and trades managers to discuss Parson's manual

### Fletcher

- Right Way Janitorial—stripped and waxed Southwest end(kitchen area, classrooms and hallway)
- Bid for Custodial Equipment went out and is back.
- Worked with Dieter on job specifications/qualifications for handyman position at Fletcher

### Custodial

Physical Plant—met with HP representative and arranged for Demo of riding floor burnisher and push behind extractor

Pray-H

- placed two Gondolas in 4<sup>th</sup> floor Dean's office in order for them to purge for move to Bowen
- filled a ADA request for table and chair in classroom 416
- Custodial tested new marble fixture being installed in Pray-H, for Amy to see what graffiti it could endure

King

- walked through the offices on 3<sup>rd</sup> and 4<sup>th</sup> floors to access what needs to be done (through Custodial)
- Cleaned up after steam leak in suite 105

Bowen---Custodial cleaned carpets and dusted in Suite 204 to prepare for Pray-Harold Deans office to move in.

Old DPS (structure)—cleaned up a flood from water fountain overflowing

--Placed recycling containers in Alexander, Sherzer, King, Welch, Starkweather and 611 Cross Street for Steve.

--Sent Dave Ackley and custodial employee to seminar in West Bloomfield called, "The Chemistry of Cleaning".

### Events

- Pray-Harold—Forensics Tournament January 22<sup>nd</sup>, 23<sup>rd</sup> and 24<sup>th</sup>.
- Had a meeting with foundation concerning Campaign event for Regents, Alumni and potential donors, occurring at Mckenny on Monday, April 19<sup>th</sup>. Met with Bilal and Dieter to ask for what it would cost foundation for Custodial, Elevator, Plumber (?), HVAC (for kitchen). Estimated that at least 250 will attend this event.
- Alexander--Music Audition day(1/15) we pulled custodian from Quirk and Pray-Harold to check on bathrooms pull trash in main areas during the day

### Housing: Zone Manager Operations and Events

Champion: Aida Beard

Sherry Shopshear, Greg Wester

Working on summer camp planning

moving all misc. items out of all lounges next to the elevators in the basement of Walton/Putnam and Phelps/Sellers, they are going to be used for the elevator project this spring/summer

maintaining all housing buildings

reviewing all work orders with Brian Fitz.

scheduling equip. demo for new custodial equip. which is much needed.

ordering new mattresses for the Village

Cleaned all carpets in common areas of Housing

Zone Midnights Manager Operation and Events

Champion: Harold Grubaugh

Joe Protske, Otis Harris and Russell Angerer

Projects from January 7, 2010 to February 3, 2010

Total lights replaced this period 1-7-10 to 2-3-10

100

Total lights replaced year to date 12-10-09 through 2-3-10

232

Total floor care for this period 1-7-10 to 2-3-10

Strip & wax 2wk sq ft	Scrub & wax 2wk sq ft
Burnish 2wk 1,300 sq ft	Restroom tile 2wk sq ft
Bonnet carpet cleaning 2wk 4,429 sq ft	Carpet extraction 2wk 61,464 sq ft
Wood scrub & recoat 2 wk	

Total sq footage for this period 67,193 sq ft

Year to date 12-10-09 through 2-3-10 Total floor care all buildings

Strip & wax YTD 3,597 sq ft	Scrub & wax YTD 7,258 sq ft
Burnish YTD 1,300 sq ft	Restroom tile YTD 3,716 sq ft
Bonnet crpt cleaning YTD 11,605 sq ft	Carpet extraction YTD 99,272 sq ft

Wood scrub & recoat YTD sq ft
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Total sq footage of all floor care on midnights 126,748 YTD

Events: Pray Harrold held its annual forensics event it was covered by 16 hrs of OT

Misc: Mark Jefferson fire/flood 14 hrs of staff labor to clean this up

Meetings: John held staff meeting with midnight crew on 1-21-10

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

January 7, 2009 to February 3, 2010

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

5 repairs for \$131.21	11 repairs for \$663.29	1 repair for \$148.24	2 repairs for \$798.24	13 repairs for \$1,461.53
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