

Facilities Procedures Update

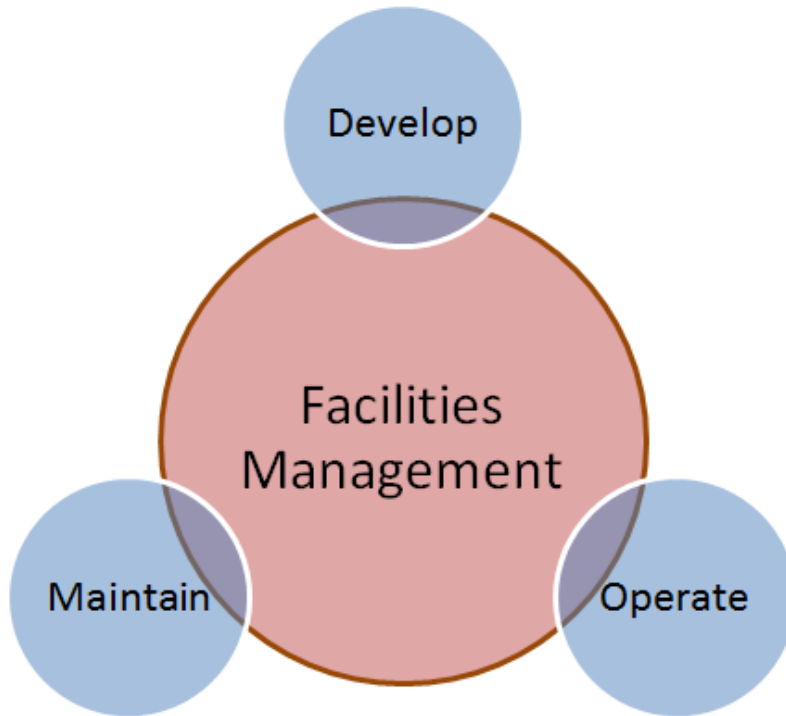
Facilities Management

November 2017



1. Facilities Management Overview
2. Partnership between Campus Facilities and Student Affairs Housing
3. Central Receiving and Shipping Update
4. Campus Surplus and Warehousing Update
5. Move and Setup Changes
6. Furniture Policy and Procedure
7. Questions & Comments needed by November 27.

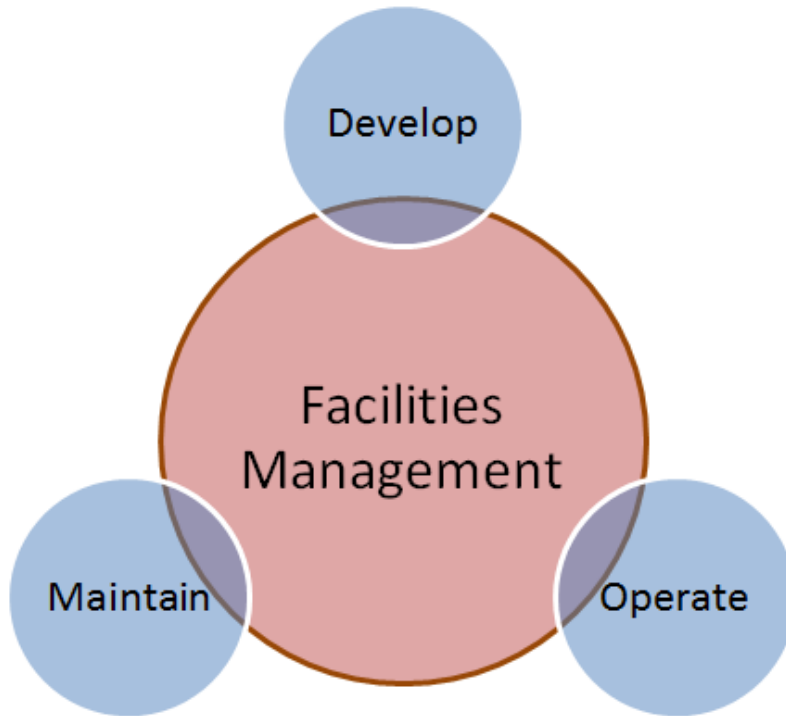
1. Facilities Management Overview



A. Department Responsibilities:

- ✓ Asset Management -*shared*
- ✓ Building Operations & Services
- ✓ Capital Planning- *support president/cabinet*
- ✓ Central Receiving
- ✓ Contract Management for
Public Works only -*construction*
- ✓ Demand Service – work orders
- ✓ Facilities Advisory Committee
- ✓ Fleet Management
- ✓ Landscape Management
- ✓ Mailing Services
- ✓ Preventive Maintenance
- ✓ Property Control
- ✓ Tree Care
- ✓ Warehouse

1. Facilities Management Overview



B. Physical Facilities

- ✓ Campus ~214 acres
- ✓ 38 buildings
(excluding -rented satellite locations)
- ✓ 1.2 Million sq. ft. (734,000 of campus and 565,000 sq. ft. of housing facilities)
- ✓ Laker Hall and Laker Village
- ✓ Numerous sheds, houses, gardens, paths, etc.



2. Housing & Facilities Maintenance Partnership

Housing Facilities are maintained by Facilities Management in Partnership with Student Affairs effective July 1st 2017.

Impacted Areas

565,000 square foot (1296 beds) of housing facilities and 11 acres of grounds

- Laker Hall
- Laker Village Phase I and II
- University Health Services/Community Clinic
- Student Activity Center





3. Central Receiving and Shipping

Purpose

Shipping and Receiving department of Facilities Management

- CENTRAL RECEIVING LOCATION for “all” tangible property acquired by the university.
- CENTRAL SHIPPING LOCATION for **University business only** outgoing shipments.
- Shipping and Receiving provides support for the campus including Property Management, Records Management and Mail Services.

Contact- General Information 678-466-4251/678-466-4252

Michael Slater as of January 2019

Shipping and Receiving Supervisor

678-466-4251

michaelslater@clayton.edu

Business Hours- 7:30 A.M. to 4:00 P.M. Monday through Friday

3. Central Receiving and Shipping

Issues

1. PACKAGES without:

Names	Phone Numbers
Department	Purchase Order Information

2. Packages sit at Facilities Management. **Hunt and Seek** **Never Claimed**

This causes Central Receiving and Shipping team an inordinate amount of time trying to determine the recipient.

3. Employees are refusing to sign for the package as they are not the recipient.



3. Central Receiving and Shipping

Wrong Way

Name of Recipient- Missing

Department-Missing

Building-Missing

Phone Number-Missing

PO # -Missing



3. Central Receiving and Shipping

Right Way

SHIP TO:

NAME- PRITI BHATIA

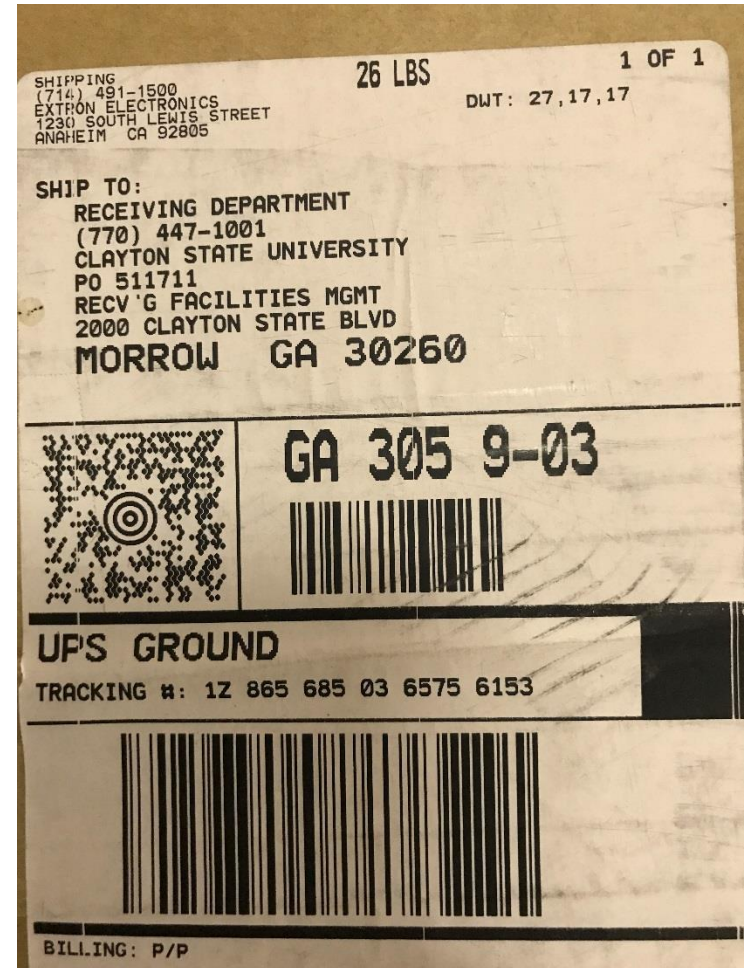
DEPARTMENT- FACILITIES MANAGEMENT

BUILDING – FACILITIES MANAGEMENT

ADDRESS- 2000 CLAYTON STATE BOULEVARD
MORROW, GEORGIA 30260

PHONE NUMBER- 678-466-4203

PO# 512188



3. Central Receiving and Shipping

Facilities Guidelines

- Shipping & Receiving does not accept/process personal shipments. This is a state resources for use for state business only.
- Hold packages missing recipient information for 3 business days.
- Access to the mailroom, loading dock and warehouse is restricted –call first.
- Central Receiving does not accept any mail or packages for Laker Hall/Laker Village students.
- Do not allow contractors to send any packages to Facilities Management.

Facilities Recommendations to Departments

1. When ordering
 1. Be sure and include all details for receipt-name, phone, full address, building and PO #
 2. Instruct each employee that orders they are responsible for updating & providing accurate contact/recipient information to vendors. Do a quarterly check.
2. Assign one point of contact and one back-up
3. Inform all employees they must be prepared to sign for packages
4. Designate a secure location for received packages in the department
5. Package Inspections

Items that need to be inspected, should have department personnel present to sign off the item. Facilities will call and please have someone available.



4. Campus Surplus and Warehousing

SURPLUS PROPERTY RULES

(You can't just toss anything bought with university funds)

ALL campus property requires following DOAS mandatory policy.

Issue: Items not being properly surplused.

Recommendations:

1. Follow the policy and procedure:
 1. Complete Inventory Management Form- include asset tag #, if applicable
 2. Enter a Schooldude work order to remove item
 3. Know what to do with item and have end date: Surplus, Transfer or Repair

Surplus of computers- Contact I.T to clear the computer content and follow above steps.



4. Campus Surplus and Warehousing

WAREHOUSE STORAGE

(The Facilities Warehouse is not the Tardis)

Documents

Purpose: Safely and securely store documents for retrieval while following record retention policy

Issues: Over packed boxes, wrong labeling or contact information, Retention date

Recommendations:

1. Know and Use the Required Retention Schedule
2. Store documents neatly in banker boxes- list details of contents with last date to retain inside/outside box
3. Complete Record Management Form
4. Enter a Schooldude workorder to move boxes.
5. Boxes will be accepted only with completed information.
6. Every 6 months Facilities will send Campus Notice of Upcoming Purge dates
 1. *Retainage longer than retention period is responsibility of the department*

Items are stored based on storage availability (6 months to a year and if broken there has to be a repair plan)

Physical Items

1. Complete Inventory Management Form- include assets tag #, if applicable
2. Enter a Schooldude work order to remove item
3. Know what to do with item and have end date- Repair Awaiting renovation completion
4. Work with Vendors to ensure just in time delivery

5. Move and Setup Changes

Purpose: Landscape Management's moves and setups is responsible for setting up or moving tables, chairs, and other furniture or equipment for campus events or for faculty and staff work requirements.

Issues:

1. Facilities Management has only **One** individual for moves and setup.
2. Employees being pulled off of normal duties to support move and setup
3. The Facilities budget is being used to subsidize special events. With the housing transition the department has no redundancy. Overtime/Comp time issues.

Recommendations:

Facilities Management will charge those who are requesting Facilities Management Services for events held on campus for profit or that are being charged to clients, "special event".

Facilities Management will use standard charges based on the complexity and scope of the services. Campus event that are being hosted for profit will be charged.

5. Move and Setup Changes

Revised Process Procedures:

1. Schedule setup - **10 business days** in advance.
2. Pricing is for a **3-hour minimum**. This includes setup/event breakdown of event and booking of equipment and services.
3. Cancellation notices - **3 business days prior** to the event date.
4. Supply costs - larger events. (Janitorial supplies, such as paper towels, tissue, etc.)
5. Event move and setup request cannot be taken the week of commencement, unless there is life/safety issue.
6. Commencement chairs, tables, and equipment's can't be requested or used for any other event without President approval.
7. Use Schooldude workorder system for move and setup, attach a layout for special setup plan.
8. Departments or organizations that request gym set up must include written approval of the Director of Athletics' and notice to the AVP of Facilities Management.

5. Move and Setup Changes (continued)

9. Department or organizations are responsible for replacing/repairing any items that may be damaged, stolen or lost.
10. Any outdoor event that requires driving stakes in the ground will need to have utilities located a minimum of 10 business days before the event and the location must be reviewed by Facilities Management.
11. Special Events during inclement weather (snow storm, tornado etc.), require a skilled Facilities worker to be present to work during power failure, equipment failure and avoid any disturbance during event.
12. Last minute add on like power strips, extension cords, podium cannot be guaranteed and additional charges may apply.
- 13. Facilities may not be able to handle your event and can provide the names of outside vendors for you to contact-procurement rules must still be followed.**

Link to the FM site for the charges.

<http://www.clayton.edu/facilities/Plant-Ops/Landscape>

Event examples: Vendor shows, Chamber events, Conferences, Camps, Talent Shows, Cheerleading Competitions, Camps, etc.

6. Furniture Policy and Procedure

New furniture requests

1. Any single item \$500 or greater.
2. Complete Furniture Request Form
3. Statewide Mandatory Furniture Contract

Furniture requests from inventory

1. Email with request and requirement of items to Priti Bhatia pbhatia@clayton.edu and Michael Slater michaelslater@clayton.edu
2. Photos of the available items matching the request will be emailed back and an appointment can be scheduled to view the items in warehouse.

Access to the warehouse is restricted. Access by any personnel without prior authorization is prohibited. No walk-ins to warehouse for looking at items without prior appointments.

Redeployment of furniture from inventory

Available furniture from inventory is reassigned first to campus prior to releasing it to surplus. Examples- Peachtree City Location, Henry County Dual Enrollment Program, Continuing Education Program, Lucy Huie Film Program

6. Furniture Policy and Procedures



Henry County- Dual enrollment program



Questions & Comments needed by November 27