Facilities and Services
Town Hall

New Mexico State University

Facilities and Services Values

- A safe environment
- Professional organization
- Integrity and accountability
- Open and respectful communication
- Teamwork and partnership

Efficiently provide a safe, well maintained and environmentally sustainable university community

Facilities and Services Goals

- Quality, timely, competitive, value added services
- Continuous improvement of core business plan
- Innovation and sustainability
- Professional development and recognition

Efficiently provide a safe, well maintained and environmentally sustainable university community

Today you will meet …

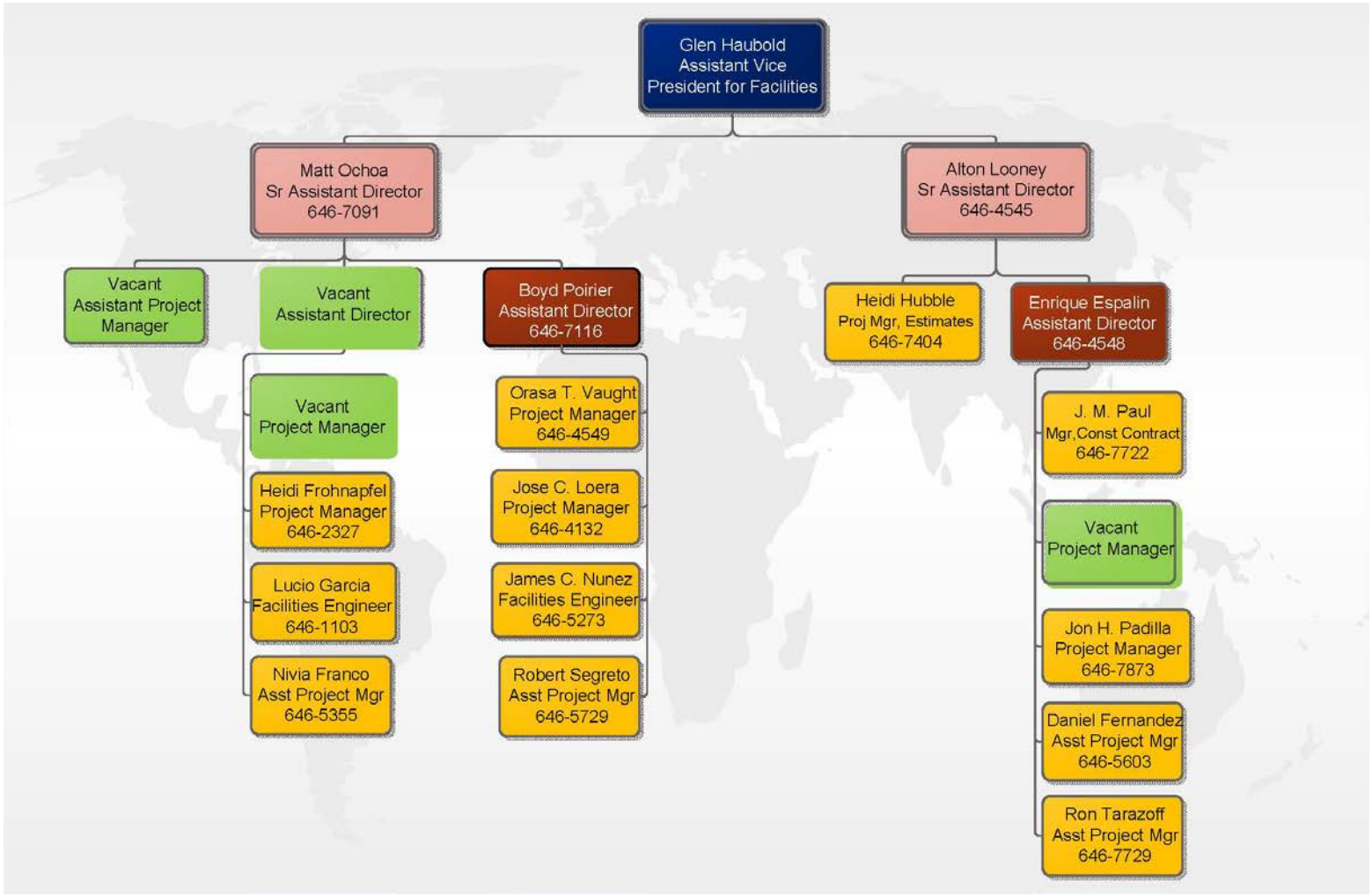
- **Glen Haubold,** Associate Vice President
- **Alton Looney,** Senior Assistant Director PD&E
- **Matthew Ochoa,** Senior Assistant Director , PD&E
- **Johnny Carrillo,** Fire Chief
- **joni newcomer,** Manager, Environ. Policy & Sustainability
- **Katrina Doolittle,** Executive Director, EH&S
- **Kelly Brooks,** Executive Director, Administration
- **Tim Dobson,** Executive Director, Facilities Operations
- **Greg Walke,** Campus Planning and University Architect

Project Development & Engineering

Satellite Chilled Water Plant

Satellite Chilled Water Plant Piping

Project Development Organization Chart



Project Development & Engineering

"Project Process Summary"

The project process summary provides a snap shot of all the different steps it takes to produce a project.

> *Whether the project is a small remodel or a large remodel, the project will consist of the steps that follow.*

If you have any questions or need more clarification, please ask your project manager.

PD&E-Value Added Services

"PD&E Accepts Responsibility On All Projects We Administer"

Project Phase: PLANNING

Representation at Campus Planning	**Representation at BOR/HED/SBOF**
Analysis & Coordination – Space Management	**Design RFP Development & Architect Selection**
CADD Drawings of Existing Space	**Project Scope & Estimating**

Project Development & Engineering

"Defining the Project"

Project Scope Meeting: A meeting that takes place at the beginning of a project.

Provides an opportunity to introduce the project team members, review the overall project, and to discuss items such as scope or work.

Project Development & Engineering

"Estimating the Project"

Budgetary Estimate: Approximation of the cost of a project, prepared for budgeting and planning purposes only.

It represents only the budget maker's understanding of the scope and expense of what needs to be done. This may include items not detailed in the scope of work. The budgetary estimate will provide a broad picture of the project's potential cost.

PD&E-Value Added Services

"PD&E Accepts Responsibility On All Projects We Administer"

Project Phase: DESIGN

Delivery Analysis	**Design Standards**
Design – (On-Call PSC/RFP) Construction - (In-House/ JOC/Design-Build/Bid)	**Construction RFP Development**
CADD drawings of small remodels	**Analysis of Existing Utilities**
Environmental/Safety Review	**Code Consultant**
Permits & Wage Rate Determinations	**Design Contract Administration**

Project Development & Engineering

"Project Design Phase"

Programming Phase - The design stage in which the owner develops and provides full information regarding requirements for the project, including a program.

Project Development & Engineering

"Project Design Phase"

Design Development Phase - The second phase of a designer's basic services including:

Developing structural, mechanical, and electrical drawings, specifying materials, and estimating the probable cost of construction.

Project Development & Engineering

"Project Design Phase"

Design Review - A formal, documented, comprehensive and systematic examination of a design to evaluate design requirements and capability of the design to meet these requirements and to identify problems and propose solutions.

Project Development & Engineering

"Project Design Phase"

Construction Documents - The written specifications and drawings that provide the requirements of a construction project.

PD&E-Value Added Services

"PD&E Accepts Responsibility On All Projects We Administer"

Project Phase: CONSTRUCTION

Contractor Selection	**Contractor Oversight**
Construction Contract Administration	**Change Order Management**
Expansion of Existing Utilities	**Integration into NMSU Keying System**
Integration with Niagara (software program monitoring & management of NMSU's energy use)	**Warranty Period Administration (1-year)**

Project Development & Engineering

"Construction Phase"

Pre-Construction Meeting – A meeting that take place at the beginning of the construction phase of a project.

At the meeting the project team members will be introduced - Contractor, Architect, Facilities & Services, and the Client.

The meeting will also cover construction site logistics, the phasing plan, and the construction schedule.

Project Development & Engineering

"Construction Phase"

Construction Progress Meeting – A meeting that will take place periodically during the construction process.

At the meeting the construction schedule will be discussed, which includes progress delays or material delivery delays.

Project Development & Engineering

"Construction Phase"

Substantial Completion - The condition of the work when the project is substantially complete, and ready for owner acceptance, occupancy, and move-in.

Any items remaining to be completed should, at this point, be noted in writing (a Punch-list).

PD&E-Value Added Services

"PD&E Accepts Responsibility On All Projects We Administer"

Project Phase: CLOSEOUT

Filing of As-Built Drawings in CADD Record System	**Digitizing of O&M Manuals & Warranty Information**
Update of NMSU Facilities Condition Assessment	

Project Development & Engineering

"Close-Out Phase"

Project Warranty Period – As part of the contract documents, the project is under a one (1) year warranty that is provided by the Prime Contractor.

The warranty will warrant and guarantee against faulty materials and workmanship.

The warranty is activated when the substantial completion is signed by all parties.

Project Development & Engineering

"Close-Out Phase"

Project End of Warranty Meeting – A meeting that will take place prior to the one year warranty's end.

Attendees at the meeting will be the client, project designer, prime contractor, and the F&S project manager. The project will be reviewed by all parties.

PD&E-Value Added Services

"PD&E Accepts Responsibility On All Projects We Administer"

Project Support:
Administration & Accounting

Grant Applications	**Feasibility Studies**
Periodic Audits (i.e. contracts, projects)	**Project Challenges**
Data Entry of All Contracts & Change Orders	**Monitor/Obtain All Necessary Approvals**
Delivery of Purchase Orders to All Parties	**Liaison Between Vendor, Purchasing and PM's**
Invoice Coordination/Processing (A/P)	**Reporting – Internal/External**

Project Development & Engineering

2013 Accomplishments and Achievements

Center of the Performing Arts

Barnes and Nobles Bookstore

Panda Express

Auxiliary Services

Chamisa Village Phase 2

Aquatic Center ADA Pool Lift

Business Complex 103

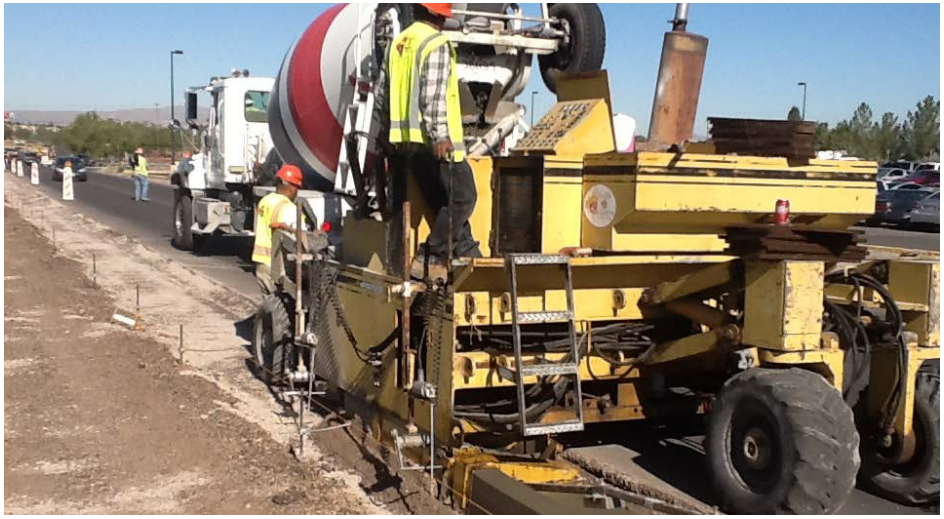
Classroom Renovations

Science Hall 113

Jett Hall Fire Before and After

Pan-Am Annex

Bobby Lee Lawrence Wine Academy
Gerald Thomas Hall



Sam Steel Curb and Gutter Replacement

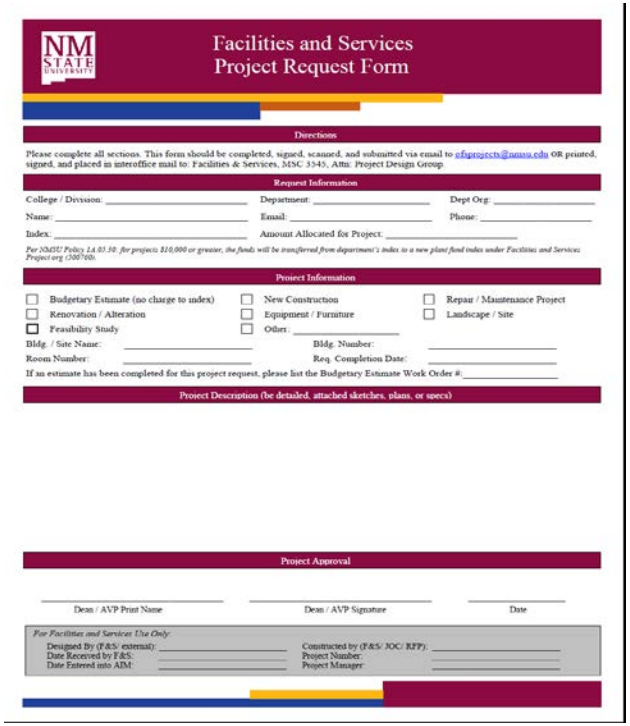
Soccer Field Bleachers

DACC
Hatch

Project Request Form

"Guidelines for Submitting a Project Request Form"

1. Click on the "PROJECT REQUEST" image. http://www.ofs.nmsu.edu/PDCE/req_selection.html
2. After filling out the form and obtaining required signatures, submit the form to ofsprojects@nmsu.edu.



NM STATE UNIVERSITY

Facilities and Services
Project Request Form

Directions

Please complete all sections. This form should be completed, signed, scanned, and submitted via email to ofsprojects@nmsu.edu OR printed, signed, and placed in interoffice mail to: Facilities & Services, MSC 3545, Attn: Project Design Group.

Request Information

College / Division: _____ Department: _____ Dept Org: _____

Name: _____ Email: _____ Phone: _____

Index: _____ Amount Allocated for Project: _____

Per NMSU Policy 1A 05.30: for projects $10,000 or greater, the funds will be transferred from department's index to a new plant fund index under Facilities and Services Project org (300700).

Project Information

☐ Budgetary Estimate (no charge to index) ☐ New Construction ☐ Repair / Maintenance Project
☐ Renovation / Alteration ☐ Equipment / Furniture ☐ Landscape / Site
☐ Feasibility Study ☐ Other: _____

Bldg. / Site Name: _____ Bldg. Number: _____

Room Number: _____ Req. Completion Date: _____

If an estimate has been completed for this project request, please list the Budgetary Estimate Work Order #: _____

Project Description (be detailed, attached sketches, plans, or specs)

Project Approval

_____ _____ _____

Dean / AVP Print Name Dean / AVP Signature Date

For Facilities and Services Use Only:

Designed By (F&S/ external): _____ Constructed by (F&S/ JOC/ RFP): _____
Date Received by F&S: _____ Project Number: _____
Date Entered into AIM: _____ Project Manager: _____

NM STATE UNIVERSITY

Fire Department

Fire Department Services

- CPR Classes
- Fire Extinguisher Training
- Fire Safety Inspections
- Building Plans Review
- Fire Drills
- Fire Station Tours
- Emergency Response
- Special Events EMS Standby

Fire Department

1510 Wells Street

575.646.2519

www.fire.nmsu.edu

NM STATE UNIVERSITY

Office of Sustainability Initiatives

1. Relationships
2. Energy Reduction
3. Waste Reduction
4. Climate

5. Education
6. Food and Health
7. Green Buildings
8. Transportation

9. Water
10. Materials
11. Social Justice

Our Successes

CARE
Conserving and Reducing Energy

Energy Services Contract

BICYCLE FRIENDLY UNIVERSITY
2013-2017
BRONZE
THE LEAGUE OF AMERICAN BICYCLISTS

What can we do for you?

Visit the Environmental Education Center

"Green Tips" for Building Monitors

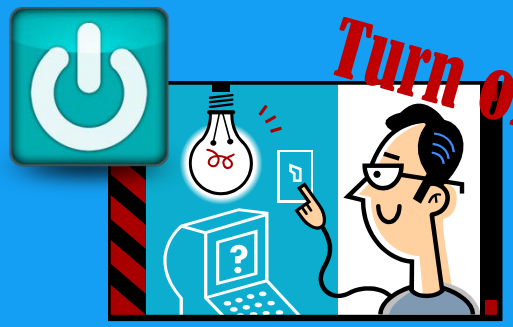
"Green Your Building" training

Start your own Green Team!

Energy Reduction Program

What you can do for sustainability:

Report windows and doors left open



Turn off monitors!

Unplug unused electronics

Turn off lights that are left on!

Dedicated double-sided printer station

Sign up for Toner Recycling Program

College of Education Design

Hold 'Green Meetings' (we'll show you how)

Put stickers on light switch covers

Volunteer –

we'll show you how!

It's your planet…do your part. Thank you!

Environmental Education Center
Regents Row A101

sustainability.nmsu.edu

Environmental Health &Safety

Our mission is to make NMSU a safe environment by implementing high quality, timely health & safety services

Prevent injury/illness

Education and training

Health & safety inspections

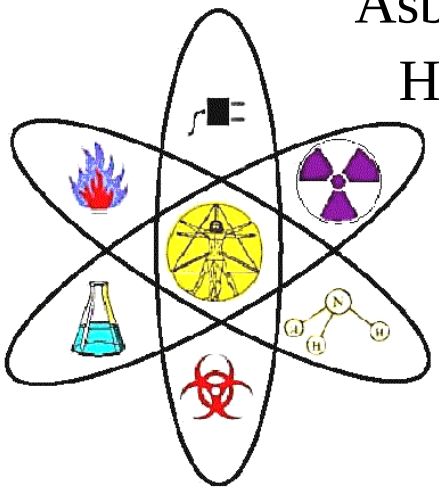
Indoor air quality

Asbestos & mold remediation

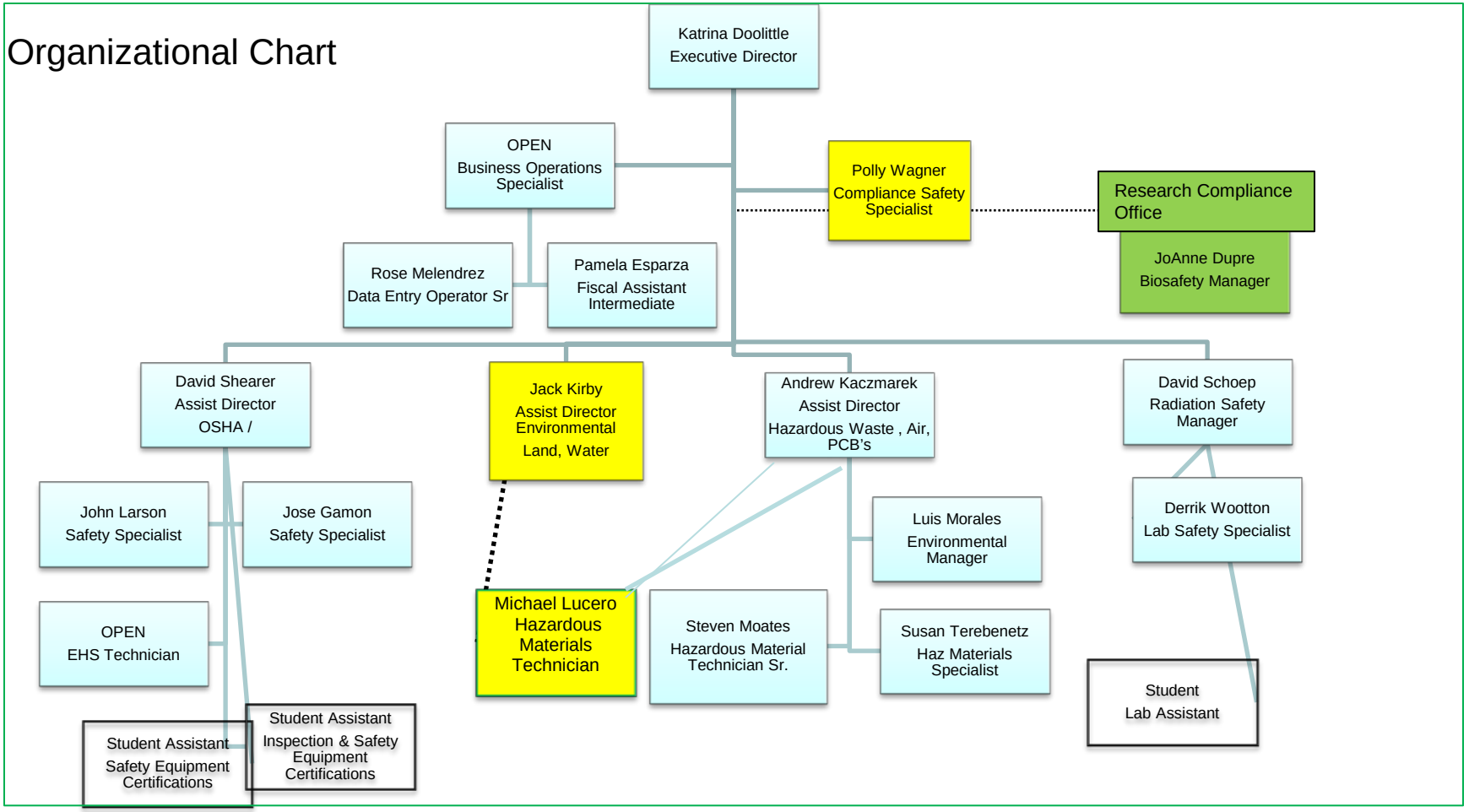
Hazardous waste management

Lab safety (chemical, laser, radiation)

Environmental compliance (NEW)



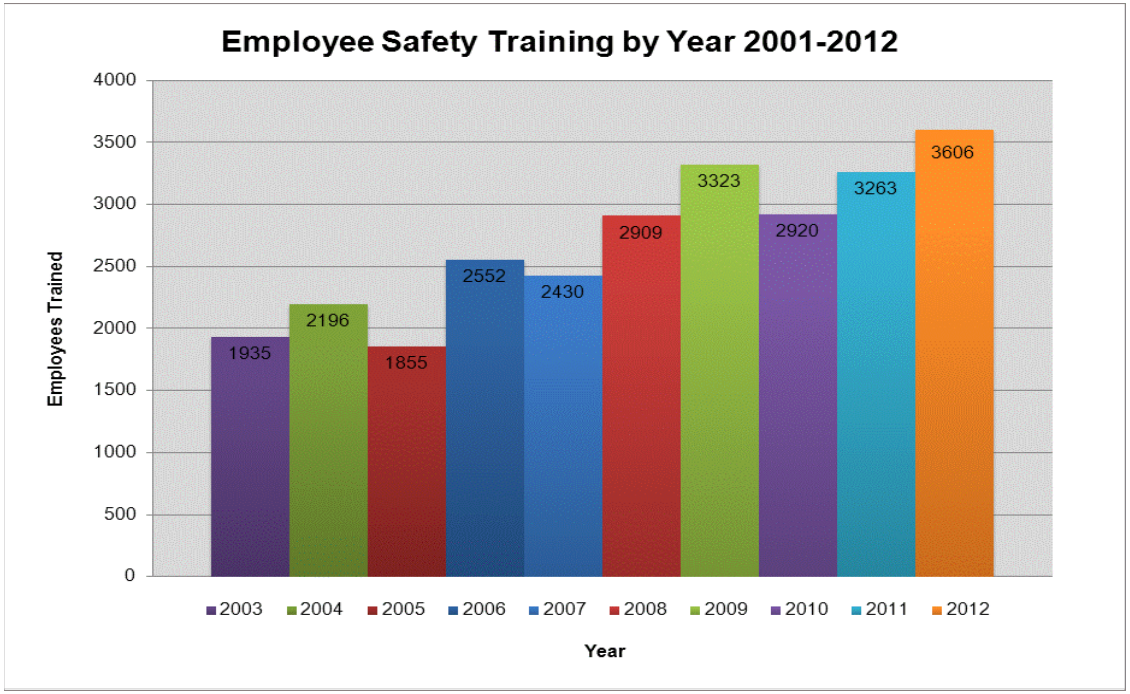
Environmental Health & Safety



1st - Assistant Director for Environmental
2nd - Hazardous Materials Technician
3rd - Compliance Safety Specialist

Environmental Health & Safety

Training Services Offered



- 3600 participants in training
- EH&S taught 252 safety classes in 2012
- 24 different training courses

New Initiative for 2014:

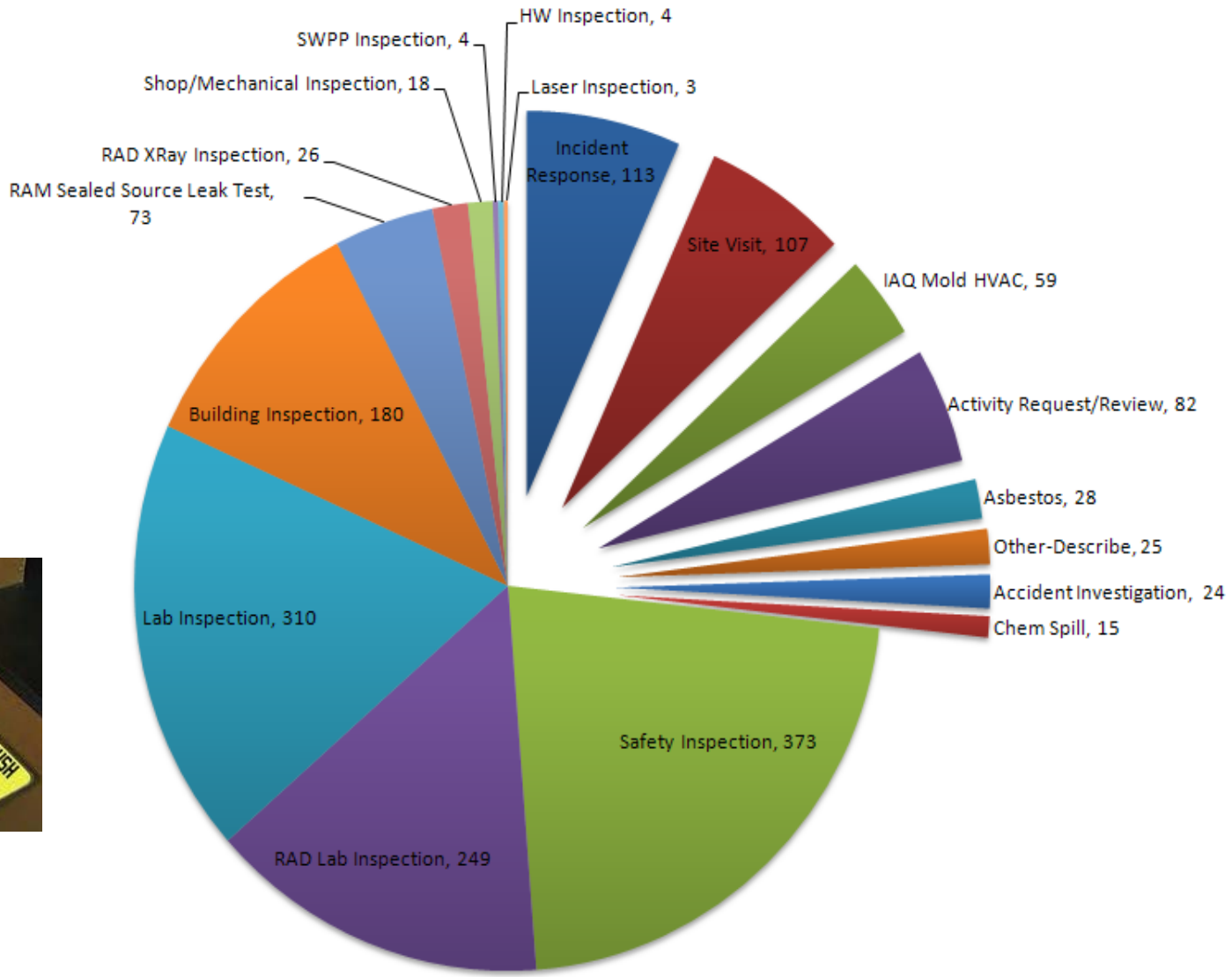
NMSU Training Central will house all your safety and other training records

FS Survey comments do count:

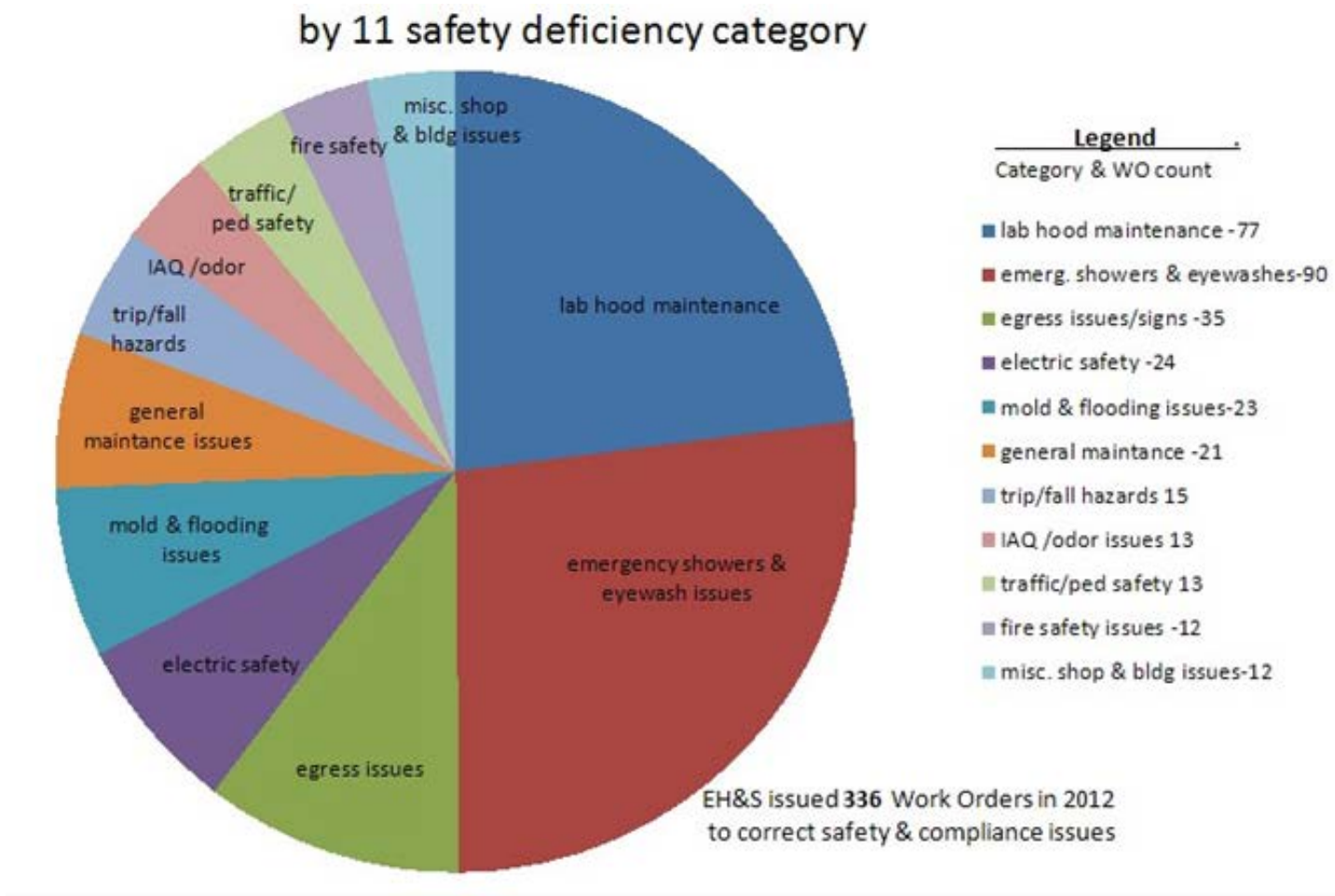
Requested safety classes are now offered after 5pm

Environmental Health & Safety

Inspections & Services 2012



2012 EH&S Corrective Work orders



Indoor Air Quality

Types of Complaints

Call EH&S

- **Mold**
- **Nuisance and noxious odors**
- **Sewer smells**
- **Solvent/paint smells**
- **Hazardous materials use without ventilation**

- **187 responses to incidents in 2012**
- **= we investigate and start work request to correct deficiencies**

Indoor Air Quality

Incident Response

- **Call EH&S for immediate evaluation**
- **Call 911, if you smell smoke /gas**

Henry Saenz

Jose Gamon David Shearer

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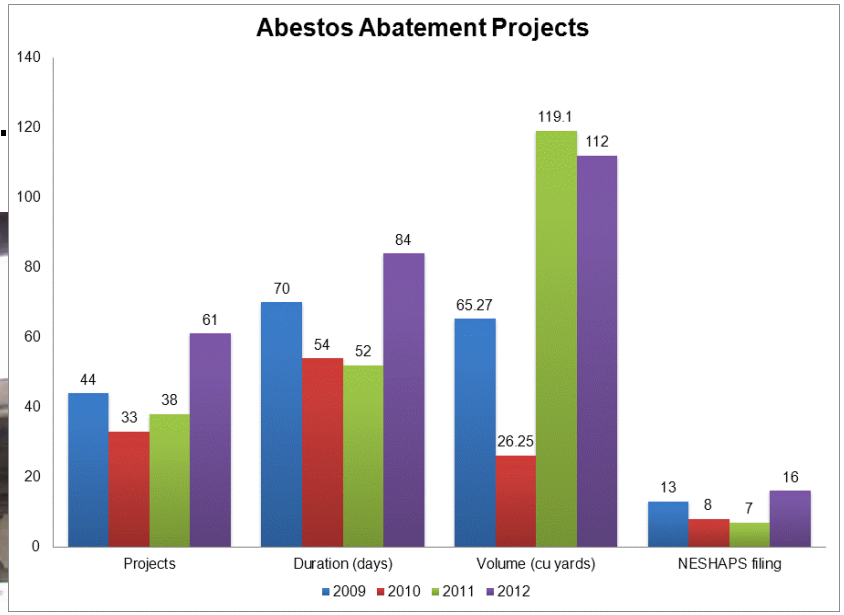
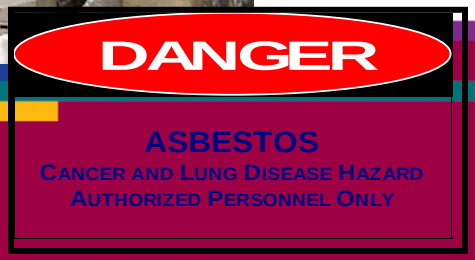
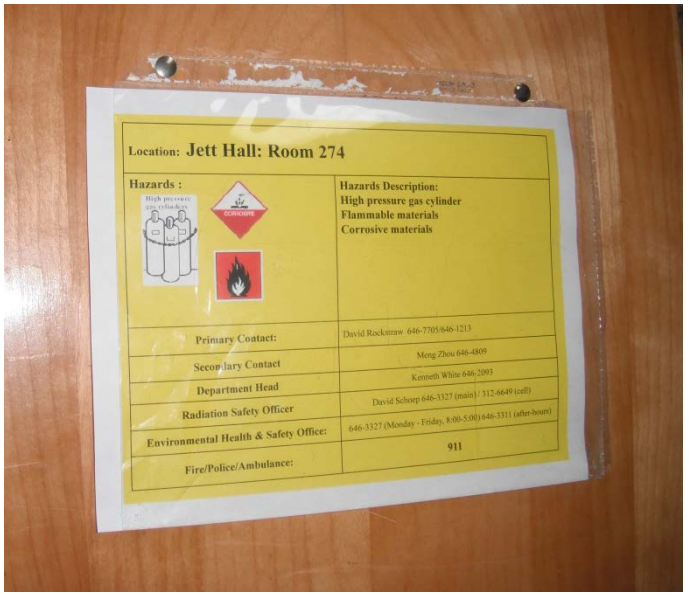
Asbestos Management

Campus buildings constructed prior to 1981 typically have asbestos within their structures.





Lab Safety



(building name & room number, list subrooms, if any)	
Hazards Within:	List hazards such as Flammables, Acids, Bases, General Chemicals, high pressure compressed gases, Biohazards, Radioactive materials, etc
Primary Contact:	(name & office phone)
Second Contact:	(name & office phone)
Building Monitor/Safety:	(name & office phone)
Department Head:	(name & office phone)
Fire/Police/Ambulance:	911
Envir. Health & Safety (or RSO, if needed):	646-3327

Lab & Shop Safety Initiatives

- **Annual inspections by Safety Specialists (550 reports/yr)**
- **Personal Protective Equipment enforcement**
  - **Science Department policy and disciplinary actions**
- **Poster display**

educational tool

- **LabSafety course is offered as a "for credit" academic class**
- **Lab decommissioning procedure – *clean up before leaving***
  - **being implemented for graduate students with research projects**
  - **Engineering, Chemistry, Biology, Geology, Physics, Art, Ag Dept's**

NM STATE UNIVERSITY

Hazardous Waste Management Cost Saving Initiatives

- EH&S Staff ***test and identify unlabeled chemical waste saved $2,000*** in contractor fees.
- ***Reduction of Biohazard waste volume*** – Through education and inspection - ***saved over $16,000*** *in avoided expense over two year span. Cost savings that will continue forward for years to come.*
- ***Cost savings from bulking chemical waste in 2012 was $320,747*** *in avoided disposal fees.* EH&S contains waste cost by *researching and combining 88% of the chemical waste -shipped in bulk .* The cost of bulk waste this year was $1.20 per pound compared to $7.89 per pound for lab pack waste..
- EH&S ***recovered $7,441*** for NMSU departments **by recycling** 1,000 pounds of old refrigerants
- EH&S ***reduced*** **radioactive waste** estimate by solidifying uranium and thorium oxidizers to remove the ship hazard – ***$25,000*** reduction in expense

$355,000 --- Total avoided disposal expense in 2012

Environmental Compliance

In addition to Hazardous Waste and Air Quality…

NEW to EH&S this year

- **Former landfill closure (stabilization) and post closure (monitoring for 30 years)**
- **Storm water Pollution Prevention**
- **Petroleum Storage (Spill Prevention Controls & Counter measures)**
- **Wastewater permit**
- **Drinking water system – Consumer confidence report**

Environmental compliance and permits – risk and large penalties

Questions?