

### 3.11.3

The development, design, operation, and maintenance of the University of West Florida's physical facilities, excluding facilities funded with bond revenues, are the responsibility of UWF's Facilities Development and Operations (FDO) Organization, within the Division of Business, Finance, and Facilities. Under the leadership of the Associate Vice President for Facilities Development and Operations, and Interim C.E.O. of Business Enterprises, Inc., the Organization, within the Division of Business, Finance, and Facilities, maintains a campus environment that effectively and efficiently supports UWF's mission and vision of teaching, research, and community engagement. To ensure that its facilities are adequate and properly maintained, the Organization works in close consultation with the user community – Divisions of Academic Affairs, Student Affairs, Advancement, Business Finance and Facilities, and other functions **(Physical Facilities)**.

The University's programs and services occupy owned and leased space, both on and off campus, to fulfill existing enrollment and program offerings (1)

<http://uwf.edu/facilities/SACS%202012%20Files/Facilities%20Development%20and%20Operations%20Executive%20Summary%20March.2013.pdf>. (2) <http://uwf.edu/campusmasterplan/> (3)

[http://uwf.edu/maps/downloads/2012Map\\_web.pdf](http://uwf.edu/maps/downloads/2012Map_web.pdf) the use of on-campus and off-campus leased space is necessary for UWF as the institution awaits completion of new facilities.

#### **Operations and Maintenance**

Organized within FDO, the Department of Utilities, Energy, and Environmental Sustainability (4)

<http://uwf.edu/utilities> is responsible for the operation and production of central heating, central chiller, water production, distribution of high voltage electrical, utilities infrastructure, storm water management and associated regulatory documentation, the institution's sustainability commitments, energy efficiency planning and forecasting consumption. Private sector consulting firms and an energy management business partner company supplement the work of internal staff. Organized within FDO, the Department of Facilities Planning, Maintenance, and Construction (FPMC) is responsible for space management, project management, design and survey records management, and facility maintenance trades functions. The function of space management is responsible for the retention of an updated Building Inventory Report (5)

<http://uwf.edu/facilities/SACS%202012%20Files/Building%20Inventory%20Summary.March.2013.JRB.2.pdf> comprising all on- and off- campus owned and leased space (6)

<http://uwf.edu/facilities/SACS%202012%20Files/UWF%20leased%20properties%20March%202013.pdf>.

This function submits space data reports to the State University System Board of Governors staff, the office responsible for monitoring the 11 campus system's building space file submission by institution and space type (7)

<http://uwf.edu/facilities/SACS%202012%20Files/Table%208%20Net%20Assignable%20Square%20Feet%20for%20Fixed%20Capital%20Outlay.pdf> and [institution growth](#).

The Facility Maintenance trades function uses online TMA computerized-maintenance management software to schedule routine, preventive, emergency maintenance and event work requests. Anyone in the University community may request a work order by calling into the "Work Control Desk," or placing a request online through the FDO website (8) [uwf.edu/facilities](http://uwf.edu/facilities). Customers are able to track progress of their requests online through the work order numbers associated with them. The "Work Control Desk" staff incorporates telephone, email, and verbal requests to result in a comprehensive file. Supervisors manage the work orders and return completed work orders to the "Work Control Desk" to be closed out. Preventive maintenance, i.e., replacing air handler filters, checking fire alarm systems, etc., is scheduled weekly, monthly, quarterly, semi-annually, and annually as required. Calls for emergency service, life safety, and disruptions of operations are dispatched to the appropriate trade supervisor immediately by phone or radio. All other work orders are prioritized by a mission-critical process and are then placed in a queue based on order received. Preventive maintenance schedules are programmed into the TMA software according to the manufacturer's specifications. This results in the automatic generation of preventative maintenance work orders. Submitting a work request online is available (9) <http://mainhelp.argo.uwf.edu:11010/>. Two examples of open and closed computerized maintenance management work orders are provided. (10)

<http://uwf.edu/facilities/SACS%202012%20Files/Example%201%20Work%20Order.pdf> (11)

<http://uwf.edu/facilities/SACS%202012%20Files/Example%202%20Work%20Order.pdf> The function has internal Standard Operating Procedures (SOP) to ensure that operations, business processes, and maintenance activities are executed consistently (12) <http://uwf.edu/facilities/SOPindex.cfm>. The Department of Facilities Planning, Maintenance, and Construction updates the Building Condition Assessment Report at three-year intervals. This Report evaluates multiple categories of infrastructure systems and components, building envelopes, and interior spaces to assure correct prioritization for rehabilitation projects (13)

<http://uwf.edu/facilities/SACS%202012%20Files/Bldg%20Condition%20Assess%202012%20Final%201.2013.pdf>.

The University will contract with a consultant during fiscal year 2014-2015 to perform a "Building Condition Assessment" for education and general buildings (state funded). This report is planned for completion May 30, 2014. An annual walking tour that includes administrators, students, and staff occurs annually after sunset to evaluate site lighting foot-candle levels (14)

<http://uwf.edu/facilities/SACS%202012%20Files/2012-99-99%20Campus%20Safety%20Walk%20-%20jrb.pdf>

The Facility Maintenance function utilizes specialty contractors to supplement in-house maintenance staff. Additional private sector resources are used to supplement internal selected trades because of a lack of internal in-house maintenance staff, skill levels, and/or schedule demands.

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An example of additional resources is the use of a private-sector elevator-maintenance company (15) <http://uwf.edu/facilities/SACS%202012%20Files/Elevator%20Contract.pdf>.

Buildings owned, leased, or operated by UWF are also subject to a series of scheduled inspections carried out by staff of the UWF Department of Environmental Health and Safety <http://uwf.edu/envhs/pdf/files/safetyhazardsinspections.pdf> (16). These inspections include building stairwells, external lighting conditions, ADA accessibility, equipment, and life safety. In addition, the State Fire Marshall annually conducts National Fire Prevention Association Life Safety Code inspections.

Facilities Development and Operations staff professional development training is annually funded from the Water Tank Cell Antenna Revenue through Utilities Services, a contractor that coordinates and negotiates private sector cell tower company revenue from selling, installing, and managing antennas on the water tank. Required license/certification and non-required license/certification training for operations, maintenance, project, and business staff include building automation system modeling, backflow preventer testing, water and waste water operators, Siemens Apogee Workstations, Siemens Building Automation System (B.A.S.) Programming and Field Panel Operations, Class C Operator training for high pressure vessels, professional engineering laws and rules, high voltage electrical transmission and distribution, fire alarm systems, State University System space data workshops, AutoCAD software, and Certified Public Account (CPA) related Continuing Education Units (CEU). (17). <http://uwf.edu/facilities/SACS%202012%20Files/FDO%20Training%20Spreadsheet.pdf>

Physical Resources at off- campus sites: The University's mission and vision require program space requirements that exceed the on-campus building inventory. This fact is due to inadequate space on the Main Pensacola Campus and the University's strategic mission to provide programs in other geographical locations. The University offers face-to-face instruction at multiple instructional sites used to supplement the on-campus facility inventory. The University shares space at the following sites:

- a) 123,870 Gross Square Feet (GSF) at the Northwest Florida State College, a site comprising 123,870 Gross Square Feet (GSF), in Ft. Walton Beach, Florida. The site comprises a Library having 30,000 GSF, 24 classrooms, 24 teaching laboratories, 65 offices, and 7 student study rooms.
- b) The University of Florida Research and Engineering Education Facility (REEF), near Eglin Air Force Base, Shalimar, Florida. The University occupies 4,378 GSF, comprising three classrooms, three teaching laboratories, one study room, and five offices.
- c) The Eglin Air Force Base, has 4,850 GSF that is shared space with the University, comprising two classrooms and four offices.
- d) Gulf Coast State College, Panama City, Florida
- e) Transatlantik Institut, Ludwigshafen, Germany, and
- f) Navy Federal Credit Union, Pensacola, Florida

Some educational locations are where students gather to access synchronous web-conferencing. (18) [UWF Physical Locations- January 2014](#) An example survey is attached that summarizes the adequacy of the physical resources for the delivered academic programs at the Regional Electrical Engineering Facility (REEF). (19) <http://uwf.edu/facilities/SACS%202012%20Files/REEF%20Survey.pdf> (20) [Campus Master Plan Update: 2011-2012 – Draft Feb.17, 2012.](#)

The Office of Parking and Transportation Services also utilizes the Facilities Maintenance computerized maintenance management software to identify deficiencies for roadways and parking lots to ensure annual preventive maintenance is performed to extend the useful life of paved surfaces(21) [Parking and Transportation Service –Example Work Order](#) The University has 5,855 parking spaces. Parking and Transportation Services uses an Advisory Committee representing a broad cross-selection of the campus community to discuss problems and identify solutions (22) <https://nautical.uwf.edu/org/datedgroup.cfm?orgunitid=PARKTRANS&group=M> . Parking and Transportation contracts with parking consultants’ to evaluate and guide campus development to ensure parking will be aligned with institutional growth. An example of consultant services was the evaluation of structured/garage parking in preparation for the [Campus Master Plan, 2011-2021](#) (23) <http://uwf.edu/facilities/SACS%202012%20Files/EMO%20Parking%20Study%20Feb%202011.pdf>. The

Trolley shuttle contractual service began in 2003, and continues to provide daily on-campus service and one (1) off-campus stop at a nearby multi-business location. (24) [UWF Trolley Schedule-Summer 2013](#) Additionally, the Escambia County Transit Service provides daily routes to and from campus to off-campus Greater Pensacola destinations. (25) {Need doc}

## **SUPPORTING DOCUMENTS**

Reference: <http://uwf.edu/facilities/sacs.cfm>

| No. | Title  | Link  |
|-----|--|---|
| 1   | Facilities Development and Operations Executive Summary, March 2013      | <a href="http://uwf.edu/facilities/SACS%202012%20Files/Facilities%20Development%20and%20Operations%20Executive%20Summary%20March.2013.pdf">http://uwf.edu/facilities/SACS%202012%20Files/Facilities%20Development%20and%20Operations%20Executive%20Summary%20March.2013.pdf</a> |
| 2   | Campus Master Plan   | <a href="http://uwf.edu/campusmasterplan/">http://uwf.edu/campusmasterplan/</a>   |
| 3   | Campus Map   | <a href="http://uwf.edu/maps/downloads/2012Map_web.pdf">http://uwf.edu/maps/downloads/2012Map_web.pdf</a>   |
| 4   | Office of Utilities, Energy and Sustainability Website                   | <a href="http://uwf.edu/utilities">http://uwf.edu/utilities</a>   |
| 5   | Building Inventory Report, March 2013                                    | <a href="http://uwf.edu/facilities/SACS%202012%20Files/Building%20Inventory%20Summary.March.2013.JRB.2.pdf">http://uwf.edu/facilities/SACS%202012%20Files/Building%20Inventory%20Summary.March.2013.JRB.2.pdf</a>   |
| 6   | Leased Property List, March 2013   | <a href="http://uwf.edu/facilities/SACS%202012%20Files/UWF%20leased%20properties%20March%202013.pdf">http://uwf.edu/facilities/SACS%202012%20Files/UWF%20leased%20properties%20March%202013.pdf</a>   |
| 7   | Space Database Report  | <a href="http://uwf.edu/facilities/SACS%202012%20Files/Table%208%20Net%20Assignable%20Square%20Feet%20for%20Fixed%20Capital%20Outlay.pdf">http://uwf.edu/facilities/SACS%202012%20Files/Table%208%20Net%20Assignable%20Square%20Feet%20for%20Fixed%20Capital%20Outlay.pdf</a>   |
| 8   | Facilities Development & Operations Website                              | <a href="http://Uwf.edu/facilities">Uwf.edu/facilities</a>  |
| 9   | Maintenance Work Request Submittal                                       | <a href="http://mainhelp.argo.uwf.edu:11010/">http://mainhelp.argo.uwf.edu:11010/</a>   |
| 10  | Maintenance Work Order Example 1   | <a href="http://uwf.edu/facilities/SACS%202012%20Files/Example%201%20Work%20Order.pdf">http://uwf.edu/facilities/SACS%202012%20Files/Example%201%20Work%20Order.pdf</a>   |
| 11  | Maintenance Work Order Example 2   | <a href="http://uwf.edu/facilities/SACS%202012%20Files/Example%202%20Work%20Order.pdf">http://uwf.edu/facilities/SACS%202012%20Files/Example%202%20Work%20Order.pdf</a>   |
| 12  | Facilities Development and Operations Standard Operating Procedure Index | <a href="http://uwf.edu/facilities/SOPindex.cfm">http://uwf.edu/facilities/SOPindex.cfm</a>   |
| 13  | Building Condition Assessment Report, 2012                               | <a href="http://uwf.edu/facilities/SACS%202012%20Files/Bldg%20Condition%20Assess%202012%20Final%201.2013.pdf">http://uwf.edu/facilities/SACS%202012%20Files/Bldg%20Condition%20Assess%202012%20Final%201.2013.pdf</a>   |
| 14  | Annual Safety Walk   | <a href="http://uwf.edu/facilities/SACS%202012%20Files/2012-99-99%20Campus%20Safety%20Walk%20-%20jrb.pdf">http://uwf.edu/facilities/SACS%202012%20Files/2012-99-99%20Campus%20Safety%20Walk%20-%20jrb.pdf</a>   |
| 15  | Elevator Maintenance Contract – Example                                  | <a href="http://uwf.edu/facilities/SACS%202012%20Files/Elevator%20Contract.pdf">http://uwf.edu/facilities/SACS%202012%20Files/Elevator%20Contract.pdf</a>   |
| 16  | Inspection Report – Env.Health.Safety                                    | <a href="http://uwf.edu/envhs/pdffiles/safetyhazardsinspections.pdf">http://uwf.edu/envhs/pdffiles/safetyhazardsinspections.pdf</a>   |
| 17  | FDO Training Spreadsheet   | <a href="http://uwf.edu/facilities/SACS%202012%20Files/FDO%20Training%20Spreadsheet.pdf">http://uwf.edu/facilities/SACS%202012%20Files/FDO%20Training%20Spreadsheet.pdf</a>   |
| 18  | UWF Branch Campus Locations  | <a href="#">UWF Physical Locations – January 2014</a>   |
| 19  | R.E.E.F. Survey  | <a href="http://uwf.edu/facilities/SACS%202012%20Files/REEF%20Survey.pdf">http://uwf.edu/facilities/SACS%202012%20Files/REEF%20Survey.pdf</a>   |
| 20  | Campus and Community Input – Campus Master Plan Update Schedule          | <a href="#">Campus Master Plan Update: 2011-2012 – Draft Feb.17, 2012.</a>  |

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| 21 | Example Work Order – Parking and Transportation Services -2013-07-19       | <a href="#">Parking and Transportation Service –Example Work Order</a>  |
| 22 | Parking and Transportation Advisory Committee Meeting Minutes – 2013-04-30 | <a href="https://nautical.uwf.edu/org/datedgroup.cfm?orgunitid=PARKTRANS&amp;group=M">https://nautical.uwf.edu/org/datedgroup.cfm?orgunitid=PARKTRANS&amp;group=M</a>                   |
| 23 | EMO Parking Garage No. 1 Study - Feb 2011                                  | <a href="http://uwf.edu/facilities/SACS%202012%20Files/EMO%20Parking%20Study%20Feb%202011.pdf">http://uwf.edu/facilities/SACS%202012%20Files/EMO%20Parking%20Study%20Feb%202011.pdf</a> |
| 24 | UWF Summer Trolley Schedule - 2013   | <a href="#">UWF Trolley Schedule-Summer 2013</a>  |