

BAYLOR FACILITY SERVICES PLANT OPERATIONS & MAINTENANCE

MONTHLY SUMMARY.....JUNE 2006



Campus-Wide Notifications for July - August

- ◆ Summer II –
July 06
- ◆ End of Summer II –
August 08
- ◆ Summer Commencement –
August 12
- ◆ Move In '06 –
August 17
- ◆ Classes Begin –
August 21

Baylor Facility Services – *Mission Statement*

The mission of Baylor Facility Services is to operate and enhance the physical assets of the Baylor campus, providing a quality environment that will encourage academic excellence within a Christian framework.

June '06 Operational Highlights

Brooks Village

- Accomplishments
 - Bore underneath Waco Creek for underground electric utilities and install conduit
 - Set ITT vaults at ROTC, Kokernot and Neil Morris foot bridge
 - Make tie in for steam, condensate and chill water lines at Mary Gibbs Jones for foot bridge
 - Tie new lines in at ROTC and Kokernot to new distribution lines up to Kokernot vault
 - Start new underground utility lines trench along Dutton Avenue
 - Installed overhead temporary electric lines going around the new Flats building and removing overhead lines on 7th street
 - Acquired and delivered documents to secure a permit for underground utilities along Dutton Avenue
 - Issued PO to Atmos Gas and met with there contractors to begin work on gas line reroute
 - Disconnected and removed underground power lines permanently to Brooks Hall
 - Got locations for transformer pads and ITT vaults
 - Steam, condensate and chill water lines were completed and tested up to Kokernot valve box
 - Steam & condensate lines were completed from Neil Morris foot bridge past the job trailers
 - ITT conduits were ran from the ITT building to where the vault is going to be located by the foot bridge
 - Conduit was extended above grade level at the ITT building
 - Poles were set for temporary overhead lines

MEP & Campus Utility Services – Dennis Ferguson

- Accomplishments
 - Repaired Dutton Garage Lighting
 - Repaired Memorial Kitchen dish machine
 - Installed EMC systems to the newly replaced AHUs in Moody Lib
 - Completed the SWAT duty at Penland Kitchen basement (i.e. leaks, insulation, & unwanted items)
 - Working on Mayborn emergency lighting issues
 - Continued Dutton Garage Lighting
 - Repaired SLC spa pump seals and replaced spa condensate piping
 - Provided support for the Energy Management Controls project at the CR Tower
 - Replaced the shunt trip circuit breaker at Penland Kitchen
 - Continued repairing the Mayborn emergency lighting issues
 - Checked power needs and space requirement for new rtisserie in Penland Kitchen
 - Replaced circulating pump on Patterson Kelly in BDSC
 - Repaired underground feeder to lights on creek by Neil Morris foot bridge
 - Replaced restroom exhaust fans in Albritton House
 - Replaced VAV heating coil in Baylor Science
 - Replaced burnt motor on restroom exhaust fan Law School
 - Completed repairs for fume hood in SB – F102
 - Recovered from single phase power outage across campus 6/28/06
 - Recovered from weekend electrical outages
 - Continued routine maintenance in Kitchens during summer shutdown
 - Completed SWAT in Fine Arts – 2nd floor mechanical room

General Services – Andy Trimble

- Accomplishments
 - Continued to lift tree canopy in central campus to meet 8' requirements.
 - Continued to clean beds and applied over 100 gal. Pre-emerge.
 - Contacted compactor vendor about specs for Brooks Village.
 - Met with Leigh Ann Moffett in preparation for move-in activities.
 - Continued to lift tree canopy in central campus to meet 8' requirements.
 - Introduced concerns for Brooks Village trees to Baylor Administration
 - Met with Administration on concerns over Pecan tree at North Village
 - Inspected facilities at Windmill Hill @ Old Baylor @ Independence, Tx.
 - Lifted tree canopy in central campus to meet 8' requirement and create a more aesthetically pleasing appearance.
 - Met with Mrs. Lilley at the Albritton House. Discussed concerns with landscape due to her absence for the next two weeks.
 - Removed plantings @ Memorial Fountain until water is reestablished.
 - Reduced open work-orders by 25%. From 95 on 6/7/06 to 70 on 6/15/06.
 - Cleaned grass from bear trail at Waco Creek & Baylor Science Bldg.
 - Cleaned pavers at Science Bldg fountains.
 - Changed to 'summer' mowing schedule to better address the needs of key buildings on campus.
 - Met with 'Move in Committee' to begin plans for fall semester move-in

June '06 Operational Highlights

Maintenance Services – Neil Scarbrough

- Accomplishments
 - completed repairs, crack sealing, asphalt sealing (2 coats) and complete re-striping of parking lots 3, 4 & 5 (these are the lots across 8th Street from Allen-Dawson, total of 424 parking spaces)
 - completed make ready repairs to 25 apartments in the Arbors Complex for summer move in
 - completed make ready repairs to Texana, University and two complete floors of Heritage at the North Village Complex for summer move in
 - Completed repairs to exterior of wall that was apparent source of leak into room 106 Cashion
 - Completed installation of chain link secondary fence and repairs to wooden fence at Edgefield Park (Cottonwood side)
 - Completed painting of Waco Hall East basement hallway and selected office space
 - Completed cutting new keys and started pinning new cores for locks in CL&L Facilities effected by recent theft of keys
 - Met with Fiberglass Specialties concerning corrective actions needed on Sciences Building spires, schedule for work not set by contractor
 - Completed painting Allbritton House garage walls and floor
 - Completed investigation of installation method of engineered wood floor at Mayborn Museum.
 - Continued pinning new cores for locks in CL&L Facilities effected by recent theft of keys
 - Power washed/cleaned exterior of Baylor Hanger
 - Completed painting Allbritton House garage walls and floor
 - Completed temporary repairs to engineered wood floor at Mayborn Museum.
 - Performed walk through/discussion reducing cost of repairs to Lot 42 (Sid Rich) with contractor

Energy/BEC – Scott Babinski

- Accomplishments
 - Cooling Tower Fan Upgrade Project completed, cells 2 & 3 of the middle tower are fully operational
 - Conducted Monthly Energy Meeting to discuss all utility/energy concerns between all shops
 - Replaced faulty solenoid valve on condensate return so blow-down is again fully automatic
 - Provided accounting dept. with FY07 utility breakdown in order to set up standing orders for payment
 - Had annual inspection on Chiller 2 completed by Carrier
 - Correctly diagnosed steam bypass valve issue with manufacturers support
 - Held BEC monthly safety meeting(s) with all 3 shift crews
 - Chemically cleaned and brushed tubes on Chiller 7 (final chiller) with our reps from GE Water
 - Had annual inspection on Chiller 4 completed by Carrier
 - Siemens programming training
 - Repaired emergency polisher problem
 - Chemically cleaned and brushed tubes on Chiller 6 with our reps from GE Water
 - Had annual inspection on Chiller 5 completed by Trane
 -

Administrative Services – Ken Norcross

- Accomplishments
 - Completed first test of Deferred Maintenance prioritization workbook
 - Posted Safety Coordinator Position
 - Began training Sarah Ross in Project Office
 - Attended the initial meeting of the Move-In committee
 - Completed the first round of testing for the Deferred Maintenance ranking process
 - Completed Monthly Report
 - Initial Project Office training for Building Services group – Sarah Ross, Diane Boswell
 - Continue to develop the Deferred Maintenance ranking process
 - Initial interviews scheduled for Safety Coordinator
 - Continued Project Office training with the Building Services department
 - Schedule set for Supplied-Air Respiratory training for Science Building Technicians – July 13 @ TSTC
 - Project Office review meeting held for 6/30/06 @ 10 am
 - Continued Project Office Training for Building Services
 - Continued to refine the Deferred Maintenance ranking process

June '06 Operational Highlights

Building Services – James Hitt

- Accomplishments
 - Collins Hall Fire Suppression System Project is 75% completed.
 - Moody Library Coil Project is 55% completed.
 - The Penland Hall South Central Shower Stack project is approximately 35% completed.
 - The South Russell Hall Abatement project is 55% completed.
 - The Allen Hall Lobby, and Study room renovations were started and are 25% completed.
 - The SMO6 Arbors Apartment renovations are 85% complete.
 - The SMO6 Baylor Plaza Apartment renovations are 70% completed.
 - Construction of new offices at the Fine Arts building was started last week and we are 25% complete.
 - Moody Library Coil Project is 50% completed.
 - Tidwell Restroom Renovations – Phase one is in the punch list phase.
 - The Dawson Hall Lobby and Conference room project was completed on schedule.
 - Dawson Hall Lobby, Hall Office and Conference Rooms renovations were completed June 14th.
 - MEP and Design issues were resolved on several projects including the Fine Arts second floor renovation, the renovations at the CRT Cashier's and ID areas, and Dr. Atchley's Map Lab in the Baylor Sciences Building.

Service Response Center – Tony Chaffin

- Accomplishments
 - Job descriptions better defined for Foreman & CSR's
 - 3rd Customer Service Representative position posted
 - Developed weekly report for Kitchens open WO's
 - Applications received and job posting closed for 3rd Customer Service Representative position
 - Completed key items at Allbritton while the Lilley's were out of town

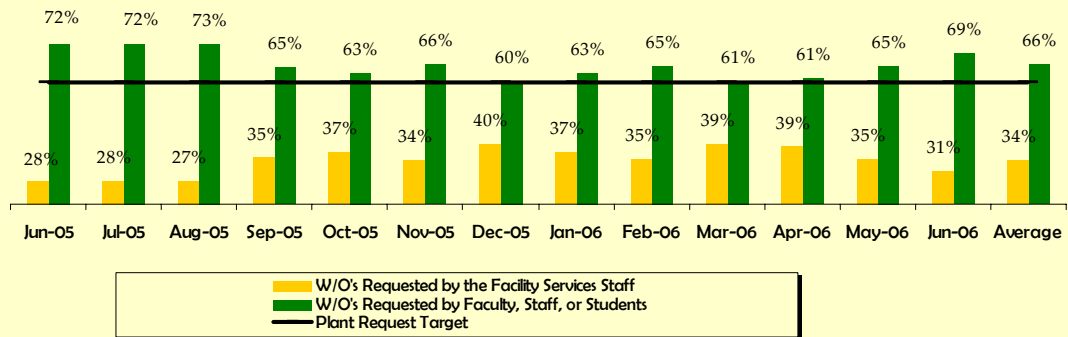
All Departments

- Concerns
 - Correct the high voltage switching issues at the Football Stadium (unsafe and aged)
 - Correct the water flow issues pertaining to Memorial Hall AHU coils
 - completion of Sciences Bldg. spires warranty work
 - water infiltration at Law School (Phase 2 testing proposal due 6-2-02)
 - exterior restoration schedule of Morrison Hall
 - manufacturers evaluation/recommendations of Clamshell structure at Marina Pool
 - Additional manpower needed to address covering of the new gym floor in Marrs McLean Gym before each and every event and removing after each event.
 - Reestablishment of irrigation along Waco Creek from 5th St. to 7th St. interrupted by Brooks construction project.
 - Dumpster orientation behind Collins / Waco FD issues/ parking spaces.
 - Deferred Maintenance
 - Project Office Access for James Hitt and the rest of Building Services
 - Material back orders on some projects
 - Insufficient lead times for design, estimating, material ordering
 - Finding additional labor and keeping current labor
 - Relationship with new leadership at Aramark
 - Restoring water to the two fountains along Waco Creek
 - Keeping the Brooks Village utilities project on schedule
 - Move-in '06

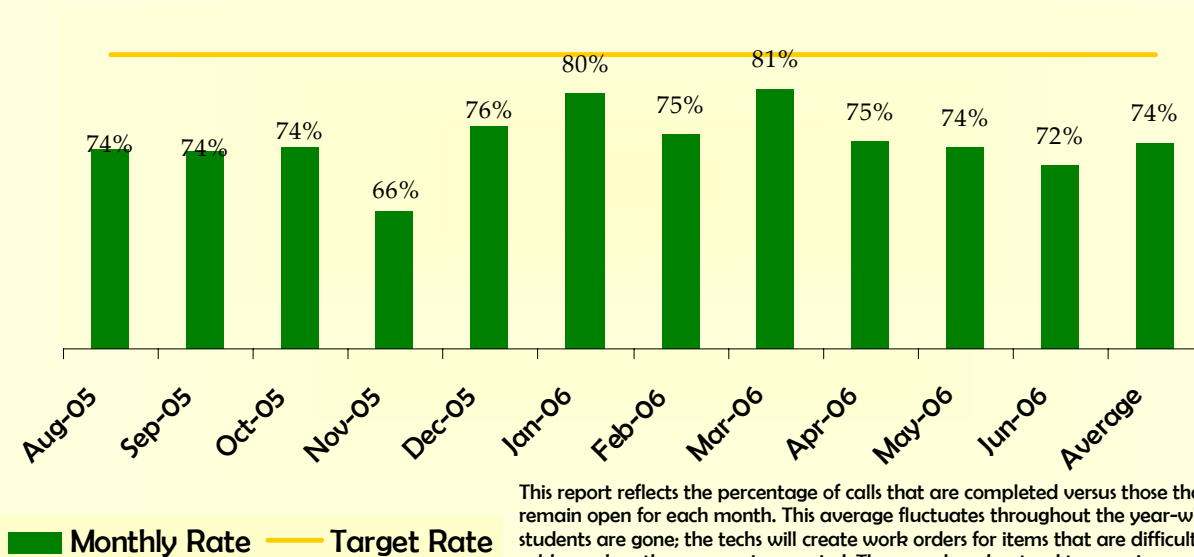
June '06 Work Order Statistics

Facilities Proactiveness Rating - Target > 60% Plant Requests

This report illustrates the ability of Plant personnel to identify problems quickly. It will track our progress as we refine the building inspection process, as we train our technicians to capture within TMA all the service they provide, and to educate our technicians on the importance of being proactive.



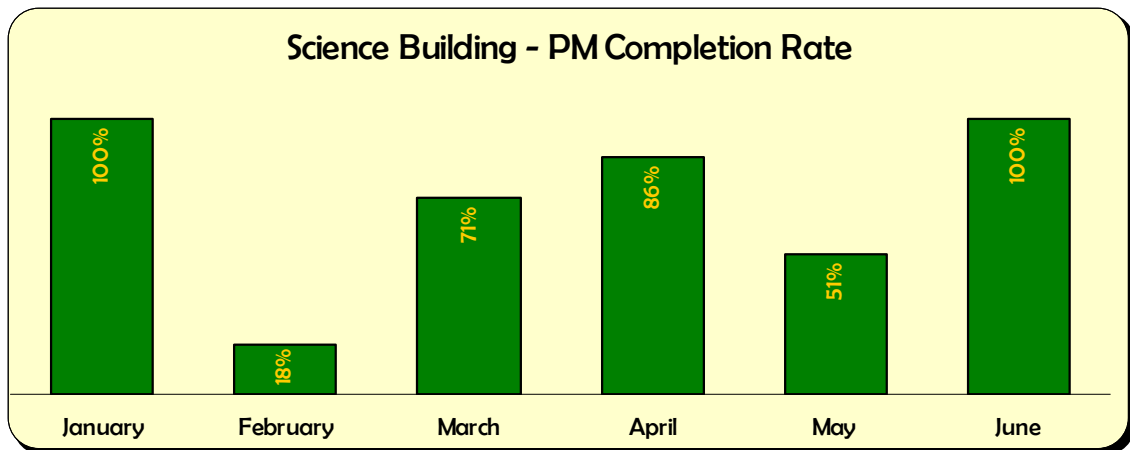
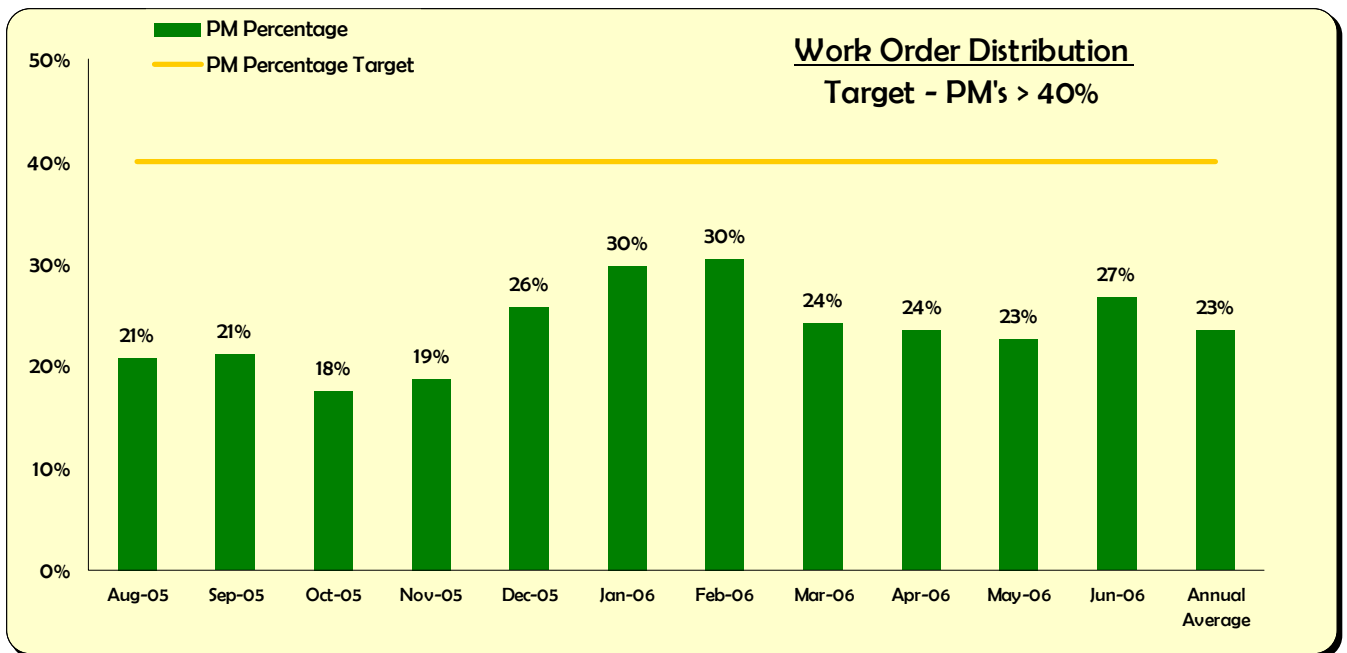
Service Call Efficiency Rate Target > 85%



This report reflects the percentage of calls that are completed versus those that remain open for each month. This average fluctuates throughout the year-when the students are gone; the techs will create work orders for items that are difficult to address when the campus is occupied. These work orders tend to remain open for several weeks as the techs order supplies and then complete the work.

June '06 Work Order Statistics

These charts illustrate our commitment to the PM program. As the campus size and our customer's expectations increase, so does our investment in the PM program. This will insure that the campus equipment and systems are reliable and efficient. The Work Order Distribution chart tracks the ratio of Preventive Maintenance vs Corrective Maintenance work orders, while the bottom chart tracks the PM completion rate within the Sciences Building.



June '06

HR/Safety/Training Highlights

<p><u>BFS New Hires:</u></p> <ul style="list-style-type: none"> • 06/13/06 Jacob Zuniga – Moving and Hauling • 06/16/06 Kirk Gaither – Seasonal Grounds • 06/16/06 Ryan Roberts – Student Worker • 06/16/06 Bryan Leifeste – HVAC 	<p><u>Left BFS Employment:</u></p> <ul style="list-style-type: none"> • 06/01/06 Christian Quillin – HVAC • 06/01/06 Walton Wilson – Seasonal Grounds • 06/14/06 Kenneth Griffin – Irrigation Grounds Department
<p><u>BFS Promotions:</u></p> <ul style="list-style-type: none"> • 06/23/06 Billy Robinson – HVAC 	<p><u>Safety Report:</u></p> <ul style="list-style-type: none"> • Two reports of back strain • One report of poison ivy • One report of trash in an eye
<p><u>Training Summary: (Title – Presenter – Target)</u></p> <ul style="list-style-type: none"> • Orientation – BFS - New Employees • SCBA Respirator Training scheduled for July 13 – TSTC – HVAC techs • Monthly Safety Meeting – Ken Pollard – BFS employees 	
<p><u>BFS Safety Committee</u></p> <ul style="list-style-type: none"> • The BFS Safety Committee met on June 22 in a combined meeting with Baylor's Risk Management Department. The conversation focused on identifying opportunities for the two groups to partner and share resources. 	

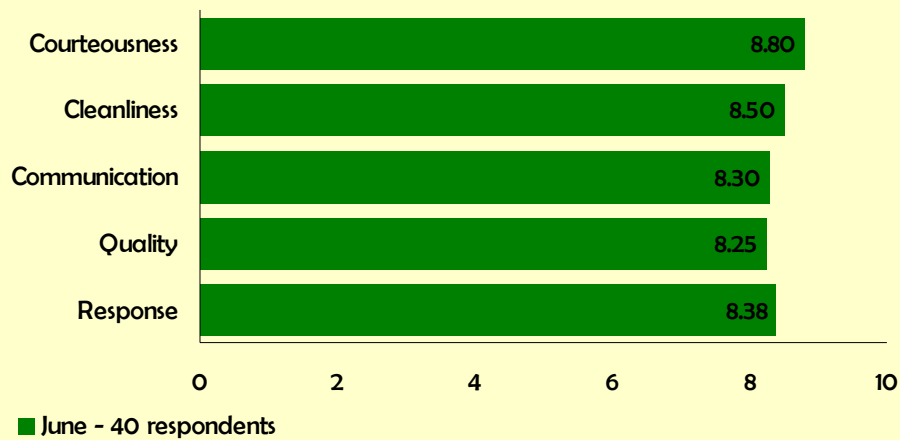


June '06 Customer Service Highlights

Customer feedback is a key component to a successful facility services operation. The SRC surveys 20 requestors each week in reference to specific work orders. These surveys simply ask the customer to grade the BFS in the following five areas:

- ***Courteousness**
- ***Cleanliness**
- ***Communication**
- ***Quality**
- ***Response Time**

Follow Up Surveys -
June Averages



Follow Up Surveys -
Twelve Month Average

