

Physical Plant

Detailed Assessment Report 2013-2014

Mission / Purpose

The Physical Plant Department enhances the University of West Alabama's mission to provide opportunities for students to pursue a quality education by insuring a safe, clean, attractive physical environment for the University community.

I. Goals and Outcomes/Objectives, with Any Related Measures, Targets, Findings, and Action Plans

A. Goal: Provide effective administrative services to support the mission

Provide effective administrative services to support the mission

1. Objective: Complete all service requests

The Physical Plant will complete all routine service requests and requests for special or emergency services.

a. Measure: Annual review of service requests in the work order database

The Physical Plant will complete all routine service requests and requests for special or emergency services. A database of all requests for service will be maintained, documenting dates and nature of requests; dates of completion; and costs of materials and labor. Annually, a report will be compiled to verify the percentage of completed work orders. The Director of the Physical Plant will review the report to insure the timely completion of all requested services.

1. Achievement Target:

Work order records will reflect at least a 95% completion rate for all requests received for Physical Plant services. (This excludes departmental requests for special services.)

2. Findings (2013-2014) - Target: Met

Work order records reflect a 96.5% completion rate for Physical Plant services excluding departmental requests for special services.

2. Objective: Complete 20% of all approved deferred maintenance projects

The Physical Plant will include all approved deferred maintenance projects in the five-year plan and schedule at least 20% for completion annually.

a. Measure: Annual review of the five-year plan

The five-year plan will be reviewed annually to confirm that at least 20% of all approved deferred maintenance projects have been completed. Completed projects will be removed from the five-year plan; those projects which have not been completed will be re-evaluated and carried forward to the following fiscal year. The Director of the Physical Plant will review budgets, records of completed work, and revise the five-year plan as necessary. Director will plan for necessary improvements to facilities and equipment that require additional or multi-year funding. Director will assign an implementation date for each planned improvement.

1. Achievement Target:

Complete at least 20% of all approved deferred maintenance projects.

2. Findings (2013-2014) - Target: Met

At least 20% of all approved deferred maintenance requests in the five-year plan were scheduled and completed.

3. Objective: Carry out a preventive maintenance program

The Physical Plant will carry out a preventive maintenance program for mechanical systems to reduce equipment failures, unbudgeted man-hours, and expenses incurred on emergency repairs.

a. Measure: Annual review of inspection/service records

All mechanical system components will be inspected and serviced as recommended by manufacturers. An inspection schedule has been incorporated into the work order database; this record will insure the schedule is being followed.

1. Achievement Target:

All mechanical system components will be inspected and serviced as recommended by manufacturers.

2. Findings (2013-2014) - Target: Met

All mechanical systems in the preventive maintenance program have been inspected and serviced as scheduled.

II. Other Plans for Improvement:

A. Paving, landscaping, sidewalk & lighting improvements

Paving, landscaping, sidewalk & lighting improvements

Established in Cycle: 2010-2011

Implementation Status: In-Progress

Priority: High

Projected Completion Date: 09/28/2015

Responsible Person/Group: Robert Holycross

Budget Amount Requested: \$78,000.00 (recurring)

Implementation Notes:

8/25/2014 Additional lighting was added to the SUB, Bibb Graves, Foust Hall and extended the Campus Central Walkway to Lyon Hall.

B. Renovate 2 elevators

Replace 2 elevators at Stickney Hall and Bibb Graves

Established in Cycle: 2010-2011

Implementation Status: Planned

Priority: High

Implementation Description: Spieth, Selden, and Wallace elevators were replaced in 2009 - 2010; Webb elevator and two at the Student Union were replaced by September, 2011. The Stickney and Bibb Graves elevators still need to be replaced.

Projected Completion Date: 09/28/2015

Responsible Person/Group: Bob Holycross

Budget Amount Requested: \$550,000.00 (recurring)

Implementation Notes:

8/25/2014 Funding is needed.

C. Replace 20% of special events equipment

Replacement of 20% of all special events equipment (chairs/tables/platforms) annually

Established in Cycle: 2010-2011
Implementation Status: In-Progress
Priority: High
Projected Completion Date: 09/28/2015
Responsible Person/Group: Bob Holycross
Budget Amount Requested: \$6,000.00 (recurring)
Implementation Notes:
8/25/2014 Funding is needed.

D. Replace doors and hardware

Replacement of doors and hardware for Wallace entrances, Pruitt, Webb stairwells, Brock, Bibb Graves, Stickney Hall and Patterson
Established in Cycle: 2010-2011
Implementation Status: Planned
Priority: High
Implementation Description: Determine scope of work, and materials and bid project.
Projected Completion Date: 09/29/2015
Responsible Person/Group: Robert Holycross
Budget Amount Requested: \$161,500.00 (recurring)
Implementation Notes:
8/25/2014 Funding is needed.

E. Special Projects team

Hire a team of skilled tradesmen who would carry out routine maintenance responsibilities while being available for special projects, departmental service requests, and coordinating work with outside contractors.
Established in Cycle: 2011-2012
Implementation Status: Planned
Priority: High
Implementation Description: Hire a carpenter who would also serve as team leader and work coordinator; two painters/carpenters' assistants; one electrician with HVAC experience, and a plumber. Cross-train so that all but the most technical tasks could be performed by any team member.
Projected Completion Date: 09/29/2015
Responsible Person/Group: Robert Holycross
Additional Resources Requested: Five additional staff members
Budget Amount Requested: \$176,800.00 (recurring)
Implementation Notes:
8/25/2014 Funding is needed to implement the special projects team.

F. Bibb Graves brickwork

Seal and waterproof exterior of Bibb Graves.
Established in Cycle: 2012-2013
Implementation Status: Planned
Priority: High
Projected Completion Date: 09/29/2015
Responsible Person/Group: Robert Holycross
Budget Amount Requested: \$100,000.00 (recurring)
Implementation Notes:
8/25/2014 Funding is needed.

G. Half roof Bibb Graves

Replace one-half of the roof at Bibb Graves.

Established in Cycle: 2012-2013
Implementation Status: Planned
Priority: High
Projected Completion Date: 09/29/2015
Responsible Person/Group: Robert Holycross
Budget Amount Requested: \$85,000.00 (recurring)
Implementation Notes:
8/25/2014 Funding is needed.

H. Reed roof

Replace roof at Reed Hall.
Established in Cycle: 2012-2013
Implementation Status: Planned
Priority: High
Projected Completion Date: 09/28/2015
Responsible Person/Group: Robert Holycross
Budget Amount Requested: \$65,000.00 (recurring)
Implementation Notes:
8/25/2014 Funding is needed.

I. Webb brickwork

Tuck and point brick at Webb Hall.
Established in Cycle: 2012-2013
Implementation Status: Planned
Priority: High
Projected Completion Date: 09/29/2015
Responsible Person/Group: Robert Holycross
Budget Amount Requested: \$55,000.00 (recurring)
Implementation Notes:
8/25/2014 Funding is needed.

J. Improve Patterson

Determine scope of work to enhance the external appearance of Patterson Apts. and bid project.
Established in Cycle: 2013-2014
Implementation Status: Planned
Priority: High
Projected Completion Date: 09/29/2015
Responsible Person/Group: Robert Holycross
Budget Amount Requested: \$250,000.00 (recurring)
Implementation Notes:
8/25/2014 Funding is needed.

K. Renovate high school gym

Completely renovate high school gymnasium
Established in Cycle: 2013-2014
Implementation Status: Planned
Priority: High
Implementation Description: Bid project, work with architects and contractors, complete some work in-house
Responsible Person/Group: Robert Holycross
Budget Amount Requested: \$2,400,000.00 (one time)

L. Renovate Selden Hall

Determine the purpose and function of the building, work with architects to finalize plans and bid the project.

Established in Cycle: 2013-2014

Implementation Status: Planned

Priority: High

Projected Completion Date: 09/30/2015

Responsible Person/Group: Robert Holycross

Budget Amount Requested: \$4,500,000.00 (one time)

Implementation Notes:

8/25/2014 Funding is needed.

M. Renovate Spieth Hall

Replace all mechanical systems and finishes to repurpose building for Nursing Dept and Behavioral Science.

Established in Cycle: 2013-2014

Implementation Status: In-Progress

Priority: High

Projected Completion Date: 12/14/2014

Responsible Person/Group: Robert Holycross

Budget Amount Requested: \$6,000,000.00 (one time)

N. Renovation of high school

Bid project, work with architects and contractors, complete some work in-house

Established in Cycle: 2013-2014

Implementation Status: Finished

Priority: High

Projected Completion Date: 12/30/2013

Responsible Person/Group: Robert Holycross

Budget Amount Requested: \$8,300,000.00 (one time)

Implementation Notes:

8/25/2014 The renovation is complete.

III. Analysis Questions and Analysis Answers

A. What specific strengths did your assessments show? (Strengths)

The department's assessments confirm that the Physical Plant has been able to continually provide Operations & Maintenance services. The completion rates for both preventive maintenance and routine requests shows the department is meeting this objective.

B. What specific weaknesses or challenges did your assessments show? (Weaknesses)

The department's assessments show that even though the department is meeting objectives, work orders are continuing to increase which makes it difficult to maintain an acceptable time frame for completing each request.

C. What plans were implemented?

Completed Phase I and II of the Campus Central Walkway project. Completed Phase I of the Golf Driving Range. Completed the addition to Homer Field House. Completed the Mercedes Training Facility (Hunt Annex building). Completed the renovation of Hughes Gymnasium (Student Rec Center). Completed the renovation to Lyon Hall (former LHS). Installed two new scoreboards at Pruitt Hall Gymnasium. Completed the renovation of Bibb Graves Hall 227 to a Biology Lab. Installed new athletic training tables at Homer Fieldhouse. Started Spieth Hall renovation. Installed electronic hardware on Webb Hall and SUB Fitness Center for added security. Created a new office at Webb Hall printing department. Renovated the Library Digitizing Room. Installed new sewer line at the Rodeo Complex. Installed RV

connections (electrical, plumbing) at Tiger Stadium and Wallace Hall. Installed new decorative lighting at SUB, Covered Bridge, Webb Hall, Stickney Hall, Bibb Graves, and from Foust Hall to Lyon Hall. Converted SUB restrooms to be ADA compliant. Installed new gas lines at Wallace Hall and Wallace Hall Auditorium, Foust to Young Hall and at Spieth Hall. Installed new power feed at Wallace Hall to Spieth Hall. Replaced all electrical and plumbing at the Greenhouse. Added street lighting near Lake entrance. Installed three Mitsubishi HVAC units at the Campbell House. Installed new sewer lines at Campbell House. Installed new hot water storage tank at Selden Hall. Replaced HVAC unit at Land Hall. Installed 5 ton HVAC at Foust Hall computer lab. Replaced HVAC unit at the Dahlberg Hitting facility. Added a secondary chill water pump at Bibb Graves. Upgraded chill water system at Wallace Hall and Selden Hall. Started the boiler replacement project at the Library. Installed irrigation to Lyon Hall. Replaced storm drain at the Library and Pruitt Hall. Purchased a used bucket truck and two utility vehicles. Planted 64 hardwood trees around Wise Loop. Installed landscaping at International House and the Library. Started plans for Phase II of the Black Belt Museum. Renovated Bibb Graves room 108 for NSM lab. Webb Hall - asbestos abatement in basement, replace fire pump, added new generator, updated sprinkler system, and sump pump in basement. Replaced all smoke detectors in Patterson, Stickney, Reed, Campus School, and Campus Police. Installed new outdoor fire extinguishers at Patterson, and in kitchens of Stickney and Reed. Updated all exit signage at Reed Hall and Land Hall. Upgraded sprinkler system at Stickney Hall. Added fire extinguishers, upgraded emergency lighting and signage, and upgraded sprinkler riser at Bibb Graves Auditorium. Replaced all duct detectors, and replaced all emergency lighting and exit signs at Pruitt Gym. Added emergency lighting to stairwells at Brock Hall. Replaced all fire extinguishers and added additional at Moon House. Added emergency lighting and exit signs at the Cross Country facility. Added new AED's at Lyon Hall, Homer Fieldhouse, and Hughes Gym. Added new fire alarm system at Hunt Annex.

D. What plans were not implemented?

Replace entrance doors and hardware at Wallace, Pruitt, Webb, Brock, Bibb Graves and Patterson. Repair brick and precast stone at Webb and Bibb Graves. Replace roof at Reed, Bibb Graves. Renovate Selden Hall. Renovate Bibb Graves, Patterson, Brock Hall, Hunt House. Purchase outdoor stage, and maintenance equipment. Rework EIFS (stucco) at the SUB.

E. How will assessment results be used for continuous improvement?

The Physical Plant Department will continue to use these results to insure that work that falls within the Operations and Maintenance budget is completed. As more calls are made on the department for assistance with projects outside the O & M budget, it has become very difficult to complete preventive maintenance and routine requests in a timely manner. The work order and preventive maintenance programs allow the department to monitor progress constantly and change priorities when necessary to meet objectives.

IV. Annual Report Section Responses

A. Key Achievements

Completed Phase I and II of the Campus Central Walkway project. Completed Phase I of the Golf Driving Range. Completed the addition to Homer Field House. Completed the Mercedes Training Facility (Hunt Annex building). Completed the renovation of Hughes Gymnasium (Student Rec Center). Completed the renovation to Lyon Hall (former LHS). Installed two new scoreboards at Pruitt Hall Gymnasium. Completed the renovation of Bibb Graves Hall 227 to a Biology Lab. Installed new athletic training tables at Homer Fieldhouse. Started Spieth Hall renovation. Installed electronic hardware on Webb Hall and SUB Fitness Center for added security. Created a new office at Webb Hall printing department. Renovated the Library Digitizing Room. Installed new sewer line at the Rodeo Complex. Installed RV

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Planning and Assessment Approval

Department or Division: Physical Plant

Chair or Director: Bob Holycross

Dean or Vice President: Mr. Raiford Noland

ANNUAL PLAN		
Item	Approved	Remarks
Goals Goals are broad statements describing what the unit wants to accomplish. Goals relate to both the unit's mission and the University's mission. The goal(s) is stated as the University goal(s) a unit is attempting to meet.	YES <u> X </u> NO <u> </u>	
Outcomes/Objectives Outcomes and objectives are statements that describe in some detail what the unit plans to accomplish. Outcomes/objectives are associated with all applicable goals, strategic plans, standards, and institutional priorities.	YES <u> X </u> NO <u> </u>	
Objectives are active-verb descriptions of specific points or tasks the unit will accomplish or reach. Outcomes are active-verb descriptions of a desired end result related to student learning and the unit's mission.	YES <u> X </u> NO <u> </u>	
Measures Measures are statements to judge success in achieving the stated outcome or objective. Measures contain information on the type of evidence and assessment tool that a unit will use to verify if stated outcome/objective has been met.	YES <u> X </u> NO <u> </u>	
Achievement Targets Achievement targets are the thresholds that the measures must meet for the unit to determine that it has been successful in meeting its specified outcomes/objectives. Achievement targets are measurable statements.	YES <u> X </u> NO <u> </u>	

SELF-STUDY

Item	Approved	Remarks
Findings Findings are indications whether an outcome/objective was met or not. Findings are put into the system under each achievement target. Findings include an interpretation of results, possible uses of results, reflection on problems encountered, indicated improvements/changes and strengths or weakness.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
Action Plans Action plans are detailed plans created by the unit to meet an outcome/objective that was only partially met or not met or to make improvement to those outcomes/objectives that were met but still need some strengthening. The plan includes a projected completion date, implementation description, responsible person(s)/group, resources required, and budget amount (if applicable). Action plans created in previous cycles have been updated with implementation notes.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
Annual Report The Annual Report section contains information on key achievements, faculty and/or staff achievements, and community/public.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
Analysis Report The unit has reflected on and created narratives for each of the following areas: specific strengths and progress made on outcomes/objectives, specific weaknesses or challenges, plans that were and were not implemented, and how assessment results will be used for continuous improvement.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

Approved by: _____

Signature of Dean or Vice President

Date: _____

12-4-14

Received by OIE: _____

Signature of Coordinator of Planning and Assessment

Date: _____

12/4/14