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?
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
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.
Planning and Assessment Approval

Department or Division: Physical Plant  
Chair or Director: Bob Holycross  
Dean or Vice President: Mr. Raiford Noland

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<td><strong>Goals</strong></td>
<td>YES ✓</td>
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<td>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.</td>
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| **Outcomes/Objectives** | YES ✓    |         |
| 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. |
| NO                    |          |         |

| 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 ✓                 |          |         |

| **Measures**          | YES ✓    |         |
| 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. |
| NO                    |          |         |

<p>| <strong>Achievement Targets</strong> | YES ✓    |         |
| 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. |
| NO                    |          |         |</p>
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**Approved by:**

**Date:** 12-4-14

**Received by OIE:**

**Date:** 12-4-14