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.)

   Work order records reflect a 96% 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.
   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.

      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. This project would repair parking and driving surfaces, improve deteriorated sidewalks, and increase lighting to provide a safer environment.
      
      *Established in Cycle:* 2010-2011
      *Implementation Status:* In-Progress
      *Priority:* High
      *Implementation Description:* This action plan is continuous improvement. New sidewalk lighting has been added from Young Hall to Gilbert Hall. Once additional funding is available, specifications will be provided to contractors, proposals will be accepted, then the project will be awarded.
      *Projected Completion Date:* 09/28/2015
      *Responsible Person/Group:* Bobby Truelove
      *Budget Amount Requested:* $500,000.00 (recurring)
      *Implementation Notes:* 8/27/2015 This action plan is continuous improvement. New sidewalk lighting has been added from Young Hall to Gilbert Hall. Once additional funding is available, specifications will be provided to contractors, proposals will be accepted, then the project will be awarded.

   B. Renovate 2 elevators
      This project replaces two elevators to comply with ASME safety standards in Stickney Hall and Bibb Graves Hall.
      
      *Established in Cycle:* 2010-2011
      *Implementation Status:* Planned
      *Priority:* High
      *Implementation Description:* Funding is not available for this project. Once funding is acquired, project specifications will be provided to contractors, proposals will be accepted, then the project will be awarded.
      *Projected Completion Date:* 09/28/2015
      *Responsible Person/Group:* Bobby Truelove
Budget Amount Requested: $550,000.00 (recurring)
Implementation Notes:
8/27/2015 Funding is not available for this project. Once funding is acquired, project specifications will be provided to contractors, proposals will be accepted, then the project will be awarded.

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
   Implementation Description: These items are being replaced on a as need basis and additional items are being purchase when necessary.
   Projected Completion Date: 09/28/2015
   Responsible Person/Group: Bobby Truelove
   Budget Amount Requested: $6,000.00 (recurring)
   Implementation Notes:
   8/27/2015 These items are being replaced on an as need basis and additional items are being purchased when necessary.

D. Replace doors and hardware
   Replacement of doors and hardware for Wallace entrances, Pruitt, Webb stairwells, Brock, Bibb Graves, and Patterson
   Established in Cycle: 2010-2011
   Implementation Status: Planned
   Priority: High
   Implementation Description: Funding is not available for this project. Once funding is acquired, project specifications will be provided to contractors, proposals will be accepted, then the project will be awarded.
   Projected Completion Date: 09/29/2016
   Responsible Person/Group: Bobby Truelove
   Budget Amount Requested: $161,500.00 (one time)
   Implementation Notes:
   8/27/2015 Funding is not available for this project. Once funding is acquired, project specifications will be provided to contractors, proposals will be accepted, then the project will be awarded.

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. Once budget approval is received, this will be implemented.
   Projected Completion Date: 09/29/2016
   Responsible Person/Group: Bobby Truelove
   Additional Resources Requested: Five additional staff members
   Budget Amount Requested: $176,800.00 (recurring)
   Implementation Notes:
   8/27/2015 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. Once budget approval is received, this will be implemented.

F. Bibb Graves renovation
Replace all wood windows, renovate all restrooms, and repair all masonry at Bibb Graves.
Established in Cycle: 2012-2013
Implementation Status: In-Progress
Priority: High
Implementation Description: Funding has been approved for a portion of this scope of work. The job has been awarded and is in progress.
Projected Completion Date: 09/29/2016
Responsible Person/Group: Bobby Truelove
Budget Amount Requested: $1,158,000.00 (one time)
Implementation Notes:
8/27/2015 Funding has been approved for a portion of this scope of work. The job has been awarded and is in progress.

G. Half roof Bibb Graves
Replace one-half of the roof at Bibb Graves.
Established in Cycle: 2012-2013
Implementation Status: In-Progress
Priority: High
Implementation Description: Funding has been approved for this project and is in progress.
Projected Completion Date: 09/29/2016
Responsible Person/Group: Bobby Truelove
Budget Amount Requested: $210,000.00 (one time)
Implementation Notes:
8/27/2015 Funding has been approved for a portion of this scope of work. The job has been awarded and is in progress.

H. Reed roof
Replace roof at Reed Hall.
Established in Cycle: 2012-2013
Implementation Status: Planned
Priority: High
Implementation Description: Funding is not available for this project. Once funding is acquired, project specifications will be provided to contractors, proposals will be accepted, then the project will be awarded.
Projected Completion Date: 09/28/2016
Responsible Person/Group: Bobby Truelove
Budget Amount Requested: $157,200.00 (one time)
Implementation Notes:
8/27/2015 Funding is not available for this project. Once funding is acquired, project specifications will be provided to contractors, proposals will be accepted, then the project will be awarded.

I. Webb brickwork
Tuck and point brick and seal with water proofer at Webb Hall.
Established in Cycle: 2012-2013
Implementation Status: Planned
Priority: High
Implementation Description: Funding is not available for this project. Once funding is acquired, project specifications will be provided to contractors, proposals will be accepted, then the project will be awarded.
J. Improve Patterson
Create plans with architect and bid job, to enhance the external appearance, replace all plumbing, HVAC, and add Fire alarms.
Established in Cycle: 2013-2014
Implementation Status: Planned
Priority: High
Implementation Description: Funding is not available for this project. Once funding is acquired, project specifications will be provided to contractors, proposals will be accepted, then the project will be awarded.

K. Renovate Selden Hall
This project will update all antiquated mechanical systems, plumbing and electrical. The project will include bringing all entrances to meet ADA requirements along with replacing all doors and hardware. All windows will be replaced with energy efficient windows to meet building codes standards. The roof will also be replaced.
Established in Cycle: 2013-2014
Implementation Status: Planned
Priority: High
Implementation Description: Funding is not available for this project. Once funding is acquired, project specifications will be provided to contractors, proposals will be accepted, then the project will be awarded.

L. Renovate Spieth Hall
Bid project, work with architects and contractors, complete some work in-house
Established in Cycle: 2013-2014
Implementation Status: Finished
Priority: High
Implementation Description: Funding was approved, the job was awarded and the project is complete and successful.
Projected Completion Date: 09/28/2014
Responsible Person/Group: Robert Holycross
Budget Amount Requested: $4,000,000.00 (one time)
Implementation Notes:
8/27/2015  Funding was approved, the job was awarded and the project is complete and successful.

M. Purchase Maintenance Equipment
Purchase two mowers, two electric carts, a good used bucket truck and a man lift.
Implementation Status: Planned
Priority: High
Implementation Description: Funding is not available for the remainder of this action plan. Once funding is acquired, project specifications will be provided to contractors, proposals will be accepted, then the project will be awarded. Mowers, carts, and a bucket truck was purchased.
Projected Completion Date: 09/29/2015
Responsible Person/Group: Bobby Truelove
Budget Amount Requested: $129,000.00 (one time)
Implementation Notes: 8/27/2015  Funding is not available for the remainder of this action plan. Once funding is acquired, project specifications will be provided to contractors, proposals will be accepted, then the project will be awarded. Mowers, carts, and a bucket truck was purchased.

N. Purchase Outdoor Stage
The current wood stages are in very poor shape and will need to be replace. The new stage will be constructed of aluminum and will be used for outdoor event on campus.
Implementation Status: Planned
Priority: Medium
Implementation Description: Funding is not available for this item. Once funding is acquired, project specifications will be provided to manufactures, proposals will be accepted, then the project will be awarded.
Projected Completion Date: 09/28/2015
Responsible Person/Group: Bobby Truelove
Budget Amount Requested: $45,000.00 (one time)
Implementation Notes: 8/27/2015  Funding is not available for this item. Once funding is acquired, project specifications will be provided to manufactures, proposals will be accepted, then the project will be awarded.

O. Renovate Brock Hall
This project would replace the antiquated mechanical systems, plumbing as well as the subfloor which is in very poor condition. It would also include a new elevator, new floor finishes, windows, doors and hardware. Will work with architects on design, scope of work, and bid project.
Implementation Status: In-Progress
Priority: High
Implementation Description: Funding has been approved for a portion of this project. The architect is currently working on a full set of drawings to place out for bids.
Projected Completion Date: 09/27/2016
Responsible Person/Group: Bobby Truelove
Budget Amount Requested: $5,597,000.00 (one time)
Implementation Notes: 8/27/2015  Funding has been approved for a portion of this project. The architect is currently working on a full set of drawings to place out for bids.

P. SUB Stucco (EIFS)
Replace the exterior insulation finishing system on the exterior of the building

**Established in Cycle:** 2014-2015  
**Implementation Status:** Planned  
**Priority:** High  
**Implementation Description:** Funding is not available for this project. Once funding is acquired, project specifications will be provided to contractors, proposals will be accepted, then the project will be awarded.  
**Projected Completion Date:** 09/29/2016  
**Responsible Person/Group:** Bobby Truelove  
**Budget Amount Requested:** $415,000.00 (one time)  
**Implementation Notes:**  
8/27/2015 Funding is not available for this project. Once funding is acquired, project specifications will be provided to contractors, proposals will be accepted, then the project will be awarded.

### III. Analysis Questions and Analysis Answers

#### A. What specific strengths did your assessments show? (Strengths)
Departmental assessments confirm that the Physical Plant has been able to continually provide quality Operations & Maintenance services, although departmental service requests have increased.

#### B. What specific weaknesses or challenges did your assessments show? (Weaknesses)
With the University continuing to grow with new acquisitions that falls under department’s Operation & Maintenance services and the inability to hire additional employees, meeting the objectives in a timely manner is becoming more difficult.

#### C. What plans were implemented?
Completed the renovation of Spieth Hall. Converted a storage room in Patterson C section to a Housing meeting room. Renovated the Pruitt Hall concession window. Created three unisex handicap restrooms in Webb Hall. Renovated Wallace Hall 108, creating a larger classroom. Converted Stickney Hall room 120 into the Housing Director laundry room. Renovated Bibb Graves office suite 125 to house the USDA and NRCS departments. Renovated Bibb Graves room 217 for BBY. Insulated the underside of the Campbell House and Choctaw Tavern. Coated the EIFS on the Student Union. Installed new sidewalks at Patterson Apartments. Installed H/C parking and ramp at the Student Union. Replaced concrete steps behind Bibb Graves and added decorative handrail. Created a 5,000 sq. ft. tomato test plot at the ALFA facility. Installed handrails at Lyon Building D and Foust Hall. Reworked H/C ramp in Lyon Building A&B to make it ADA compliant. Replaces concrete entrance at the side entrance of Pruitt Hall. Replaced the bridge at Lake LU near the Nature Trails. Replaced slate roof with asphalt shingles and replaced flat roof over Auditorium at Bibb Graves. Started Phase III at the Black Belt Museum. Started the project to reassemble Elizabeth Church. Started preliminary plans for renovations to the President's Home, Brock Hall, and Bibb Graves restrooms. Installed a SUBWAY in Young Hall. Installed a catwalk system on the roof of Spieth Hall in order to service the equipment. Installed new bathroom exhaust system in Reed Hall. Installed exhaust fans in all bathrooms at Patterson Apartments. Installed exhaust fans in visitors’ concession stand bathrooms at Tiger Stadium. New boiler installation at Tutwiler library. Began installation of dehumidifying PTAC units at Reed Hall with 10 units installed. Completed rodeo sewer project. Plumbing upgrades to Hoover 100 & 200 and Reed Apt. buildings. Installed new plumbing for H/C restroom at Presidents Home. Webb Hall, installed new plumbing to H/C restrooms on 1st, second and third floors. Installed new Irrigation systems to Lyon and Spieth Halls. New sidewalk lights from cafe’ to covered bridge. New lights in Wallace hall parking lot. New sidewalk lights from Bibb Graves to Lyon hall. Brock Hall has all LED lights on the outside. Power upgrade from Webb transclusion to Bibb Graves.
New sidewalk lights along Patterson. Power upgrade for Spieth Hall. Put meters on SUB, Reed, Spieth, Selden, Cafe, Stickney. Replaced overhead wire from back of Bibb Graves Hall to Pruitt Hall. Purchased two 15-passenger vans, three motor pool sedans, and one patrol car for Campus Police. Added new landscaping at Tartt Field entrance. Added new landscaping to Lyon Hall and Bibb Graves. Was recertified by Tree Campus USA. Landscaped Spieth Hall. Purchased a hot water extractor for carpet cleaning. Purchased an auto scrubber. Purchased all new wet vacuums. Installed new touchless paper towel dispensers, and no-touch hand soap dispensers. Converted all bathroom supplies to Green Seal or Ecologo certified. Improved carpet cleaning and hard floors with hot water extraction.

D. What plans were not implemented?

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 from departments 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 department to monitor progress constantly and change priorities when necessary to meet departmental objectives.

IV. Annual Report Section Responses

A. Key Achievements
Completed the renovation of Spieth Hall. Converted a storage room in Patterson C section to a Housing meeting room. Renovated the Pruitt Hall concession window. Created three unisex handicap restrooms in Webb Hall. Renovated Wallace Hall 108, creating a larger classroom. Converted Stickney Hall room 120 into the Housing Director laundry room. Renovated Bibb Graves office suite 125 to house the USDA and NRCS departments. Renovated Bibb Graves room 217 for BBY. Insulated the underside of the Campbell House and Choctaw Tavern. Coated the EIFS on the Student Union. Installed new sidewalks at Patterson Apartments. Installed H/C parking and ramp at the Student Union. Replaced concrete steps behind Bibb Graves and added decorative handrail. Created a 5,000 sq. ft. tomato test plot at the ALFA facility. Installed handrails at Lyon Building D and Foust Hall. Reworked H/C ramp in Lyon Building A&B to make it ADA compliant. Replaces concrete entrance at the side entrance of Pruitt Hall. Replaced the bridge at Lake LU near the Nature Trails. Replaced slate roof with asphalt shingles and replaced flat roof over Auditorium at Bibb Graves. Started Phase III at the Black Belt Museum. Started the project to reassemble Elizabeth Church. Started preliminary plans for renovations to the President's Home, Brock Hall, and Bibb Graves restrooms. Installed a SUBWAY in Young Hall. Installed a catwalk system on the roof of Spieth Hall in order to service the equipment. Installed new bathroom exhaust system in Reed Hall. Installed exhaust fans in all bathrooms at Patterson Apartments. Installed exhaust fans in visitors’ concession stand bathrooms at Tiger Stadium. New boiler installation at Tutwiler library. Began installation of dehumidifying PTAC units at Reed Hall with 10 units installed. Completed rodeo sewer project. Plumbing upgrades to Hoover 100 & 200 and Reed Apt. buildings. Installed new plumbing for H/c restroom at Presidents Home. Webb Hall, installed new plumbing to H/C restrooms on 1st, second and third floors. Installed new Irrigation systems to Lyon and Spieth Halls. New sidewalk lights from cafe’ to covered bridge. New
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