

Working For You is a quarterly communication from Facilities Management designed to share facility-related initiatives and encourage two-way communications.

Campus Estimating Process Being Improved!

Facilities Management has hired a consultant to help analyze and improve our estimating processes. Our goal is to provide the campus with consistent, accurate and cost-effective estimates in an efficient manner.

The consultant is guiding us to estimate to industry standards. Facilities Management Trades provided 870 estimates in 2011, an increase of more than 30% from 2010.

Once we have gained sufficient knowledge, Facilities Management will hire a full-time professional estimator. We believe this new position will be a big plus for our campus customers and Facilities Management.

Current benefits::

1. Consultant will estimate most, if not all jobs -- freeing up FM staff currently providing estimates for other work.
2. Estimates are no longer needed for small, common recharge jobs that are usually completed for less than \$250. These jobs have been identified by each trade, and a link to this information has been posted below. Facilities Management has stopped providing written estimates for these requests. Last year, we provided 148 estimates for these small jobs.
3. A construction team has been identified. This will help to familiarize our customers with employees who will work on scheduled projects. The team will also benefit by working together regularly.

[Trades Estimate Guide](#)

[Common jobs usually completed for less than \\$250](#)

Autoclave Preventative Maintenance Services are Here!

Facilities Management has good news! We have contracted with our current autoclave services provider, Sterilizer Technical Specialist (STS), to provide semiannual/annual **preventative maintenance** to state funded autoclaves, bottle washers, rack washers, glasses washers, etc. This program began in July.

You will know when preventative maintenance has been performed on your machine by the small, silver decal STS will leave in place. This decal denotes the date inspected (work completed) and the next due date.

Questions? Please contact [Amy Provorse](#) at 824-4589.

Campus Utility Outage Notifications and Service Schedules

Campus utility outage notifications and service schedules are available on the [Facilities SNAP page](#). This new SNAP channel is a way for Facilities to consolidate this information in a central location.

On this new SNAP channel you will be able to access:

- Utility Service Outage Notifications

- [Campus Service Disruptions and Outages Notifications](#)
- [Central Plant High-Temperature Hot Water - Shutdowns](#)
- [Generator and Automatic Transfer Switch - testing](#)
- Campus Service Schedules
 - [Custodial Cleaning and Desk-Side Recycling Schedules](#)
 - [HVAC \(heating, ventilation and air conditioning\) Operating Schedules](#)

Facilities Management Reports Available on SNAP

Facilities Management Reports are available on the [Facilities SNAP page](#). You can review the status of your Facilities Management job and review the summary and detailed, billed and unbilled charges to your recharge jobs.

[Facilities Job Status Report](#) - Review status of jobs you requested

[FM Recharged Jobs Report](#) - Review summary and detailed, billed and unbilled charges for recharge jobs

[FM Renovations Projects Status Report](#) - Review the status of your renovation projects

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