

2017 Spring Facilities Managers Meeting
Thursday, May 11, 2017
Genetics/Biotech, Room 1111
9:30 am – 11:00 am

Rob Lamppa welcomed everyone. It was a great turnout and great to see everyone there!

Rob Lamppa
Executive Director, Facilities Planning & Management (FP&M)
608.263.3077
robert.lamppa@wisc.edu

Physical Plant Items

Staff Changes

Melissa McGaw is the new Executive Assistant.

Jeff Pollei is the new Director of Utilities & Energy Management.

John Mulcahey and Mike Pena have kindly assumed the responsibilities of Faramarz Vakili until a replacement can be found.

Duane Marlette has generously stepped in for customer service with Jennifer's departure.

Access Control Update

UWPD determines the locations of the card readers and an initiative to develop an institutional funding model has begun to have these charges covered by the campus. Program related installations will still be charged to those entities. Charges for installation will be similar to the surveillance camera project.

Work Order Software

The Physical Plant is in the process of exploring options for a new work order system. RFP's are being developed and expected to be available to vendors the week of May 22, 2017. June and July we expect to have vendors provide presentations on their system with implementation tentatively planned by end of summer.

VOIP - DoIT

The process has begun to convert the current phone system to a VOIP (voice over internet provider). Once the conversion is completed, your telephone will operate through the IT system.

Please see the following websites for further information and project timelines.

1. <https://voip.it.wisc.edu/>
2. <https://it.wisc.edu/news/new-uw-voip-phone-system-adding-unified-communications/>

Rob Kennedy
UW Madison Transportation Planner
608.263.1034
rob.kennedy@wisc.edu

Transportation Project Update

Rob discussed campus transportation closures for May – January, 2018 that will impact roads and parking lots.

Please follow this link to a current map of projects:

<https://transportation.wisc.edu/files/maps/CampusClosureMap.pdf>

Construction Highlights

- Southbound lane of Highland Avenue will have asphalt paving May 20, 2017 which will detour traffic on to Observatory Drive.

- Eastbound lane of Observatory Drive, between Elm and Walnut, will be closed May 15-29, 2017; this same section will have both lanes closed May 30-June 7, 2017. Traffic will be rerouted to Linden Drive.
- The water meter pit will be repaired the week of May 15, 2017 causing closures on Engineering Drive.
- Lake Street will be closed entirely for crane installation, May 25-26, 2017
- UWPD addition continues; their lot (lot 16) will be closed May 15-June 16, 2017 for repaving. Anyone with a parking assignment in Lot 16 will park in Lot 17 during this phase of construction.
- Malt and Barley Lab will be demolished summer '17 causing the shutdown of the Walnut Street ramp.
- Forest Products Laboratory will close part of the bike path on Campus drive; the detour will be through their lower buildings and parking lot.
- Chemistry building project will close the bike lane and walkway beginning January/February '18.
- The SERF building will be demolished and rebuilt taking one lane on Dayton Street and the bike and pedestrian lane out of service during construction. Lot 87 will be eliminated with this project and returned to service with a decreased capacity. Work is expected to begin Fall '17.
- Langdon Street from the edge of the Red Gym to Wisconsin Avenue will have new utilities installed and repaved once that work is completed. Road will be open to local traffic only. The intersection at Lake and Langdon will also see closures. Bus routes will be affected along with some anticipated service interruptions which will be determined by the city. No start date has been provided yet.
- Charter Street / Tunnel project is on hold at this time.

Top Tantivivat

Facilities Access Specialist

608.263.3021

top.tantivivat@wisc.edu

Elevator Outage Signage

A sign to use during elevator outages has been developed and is available to Building Managers to post when an elevator is out of service.

This form can be found here:

<https://fpm-www3.fpm.wisc.edu/spacemanagementoffice/LinkPages/FacMgr/tabid/115/Default.aspx>

In the bottom right corner you'll find the form along with a cheat sheet to assist in completion if needed.

Please complete with all pertinent information and be sure to include the name and number of the contact person for your building. If possible, please include snapshots of your building when providing alternate access information. Any questions can be directed to Top Tantivivat.

Cindy Statz

Physical Plant Administration

608.263.3088

cindy.statz@wisc.edu

BSC Replacement Program

This program is working to replace Biological Safety Cabinets over 20 years old; current count to reach that age is 290.

Campus Administration is investing 1 million dollars to purchase 100 BSC's that will begin to replace the 290 that are over 20 years old. These cabinets will be offered to departments at a 60% discount. EH&S has developed a listing for replacement based on safety need. If your department has a cabinet that is no longer repairable or certifiable, please let EH&S know so you can be advanced on the list.

C. Coakley has been hired to remove old cabinets to an offsite location for disassembling to limit the disruption to the department. New BSC's are being stored onsite to eliminate any lead time and have immediate availability. Please contact Emily Olstad, 608.513.0653 or emily.olstad@wisc.edu, with any questions on replacement. Departments are encouraged to take advantage of this program if possible.

****Helium Update**** Beginning Thursday, May 18, 2017, Campus Services will begin delivery of helium. This change will only be during regular business hours; no changes will be made for after hour's requests.

Kris Ackerbauer
Director of Services
608.265.2758
kris.ackerbauer@wisc.edu

Recycling and/or Composting

Kris shared information on current recycling practices throughout campus. There are two recycling streams, single and multi-stream. Our current practice is multi-stream which allows the University to be greener and generate more revenue.

Some items included in our recycling program are:

Paper	Glass	Plastic #1-7	Aluminum
Composting	Batteries	Phones	Asphalt Rubble
Concrete Rubble	Carpets	Pallets	Wood (unpainted & unvarnished)
Shoes	Clothing	e-Waste	Bulk Styrofoam

Once the items are picked up, they are transported to the MRF (Materials Recovery Facility) for further sorting and resale. Income generated is dependent on how clean the material is and the current market demand.

Any load not deemed clean enough for recycle is sent directly to the landfill. To keep the recyclables uncontaminated, all food and liquid needs to be removed. If in doubt where to put something, the trash is best to not contaminate a whole load causing an increase in landfill material and loss of income for recyclable materials.

Items not to be recycled include:

Tissues	Waxy Paper	Coffee Cups	Paper Towels
Photos	Laminated Paper	Cardboard Pizza Boxes	Diary/Juice Cartons
Straws	Cellophane	Plastic Utensils	Chip Bags/Candy Wrappers

Styrofoam is collected at various buildings for a company in Waunakee who recycles it to make plastic picture frames. Styrofoam must be naked; no stickers, tape, plastic bags, polyethylene foam (the type you can't break) or peanuts. If you find your Styrofoam collection is filling faster than your pick up frequency, please call 263-3333 for pickup and they will adjust schedule as needed.

For a complete listing of buildings with designated bins click here (material should only be placed in designated recycling areas): <https://sustainability.wisc.edu/projects/styrofoam/>

There are a few compost collection bins across campus that can accept items such as:

Eggshells	Coffee/Tea	Newspaper	Fruit
Vegetables	Brown Paper Towel	Shredded Greasy Cardboard	Bread or Rice Products
Dairy Products	Meat Waste	Napkins	

Items that cannot go in these collection bins include:

Trash	Styrofoam cups	Take Out Boxes	Coffee Cups
Cellphones	Plastic Utensils	Ziploc Bags	Chip Bags
Snack Wrappers			

If you need any recycling signage updated near collection containers, please let Physical Plant Customer Service know and we will get new signage.

Do you have books that need to be recycled/repurposed? Swap Surplus will take them! Box up your books and submit a surplus request for pickup. Please no proprietary or research papers.

If you have light bulbs needing to be recycled, please submit a work order and custodial staff will pick up and place in the larger collection area in your building.

Amy Rognsvoog
Property Control Manager
608.265.7830
amy.rognsvoog@wisc.edu

Property Control

Amy reviewed the proper way to dispose of capital equipment items. Capital equipment is defined as an item that costs more than \$5,000, useful life on campus exceeds one year and is moveable, not attached to anything. There are currently over 24,000 capital equipment pieces on campus with initial cost values over \$861million. The purpose of this discussion today was to eliminate University property leaving needlessly when another department may have a need for it.

Effective January 1, 2017, one new policy and 11 new procedures were developed to protect large ticket items on campus. Everyone on campus should have an understanding of this policy and procedures.

Capital items can be identified with a barcode tag that is either white with red/blue letters, blue/yellow stripe or red/yellow stripe. Each tag will have a number that starts with either a U (item belongs to the University) or F (item is owned by others). No item should leave the University with a barcode label still attached.

If you have questions you can contact any DPA (Departmental Property Administrator) trained in all policies and procedures. You may also contact Property Control, Mark Rudman (262-1350), Sandeepa Lama (265-8467) or Amy Rognsvoog (265-7830).

More information and a listing of DPA's can be found on the Property Control website:

<http://www.bussvc.wisc.edu/acct/propcont/prophome.html>

If your need is less urgent, you can email property@bussvc.wisc.edu.

Anyone interested in training can find information on the Property Control website for opportunities starting in the new fiscal year.

Rhonda James
Landscape Architect Senior
608.263.3032
rhonda.james@wisc.edu

Edible Landscape Policy Draft

Edible landscape is a mix of vegetables planted on a smaller scale. Urban agriculture is something that is produced and sold. Interest has increased for edible landscape therefore creating a need for an edible landscape policy.

This policy will not cover larger gardens such as Eagle Heights, Allen Centennial or Botany Garden. New edible landscaping will not be permitted in landscaped beds such as Bascom Hall, Randall Memorial, Randall north Lawn to name a few.

Students applying to participate must be connected to UW Madison, obtain departmental sponsorship, provide three contacts and provide a valid educational value. Applications can be completed on the FP&M Customer Service website.

Once accepted, there will need to be an approved permit and signed memo of understanding.

The area picked for planting must pass standard and lead soil testing, display a standard sign and have access to a water source. Only fully composted fertilizers are allowed. Pesticides are strictly prohibited. No structures are allowed within the garden (i.e. garden gnome) and unattended watering devices are not approved for usage.

All weeding, watering, harvesting and winter preparation are the responsibility of the group applying for the garden.

Paul Umbeck

Director, Environment, Health & Safety

608.262.9739

paul.umbeck@wisc.edu

Walk-in Cold Rooms, Freezers & Incubators

There are 420 walk-in cold rooms on campus throughout 60 different buildings ranging in size from 20-900 square feet. Research areas have 300 of the total 420 on campus.

Cold rooms have monitors and logistics on the outside to monitor conditions. These rooms have closed circulation making their only source of fresh air when the doors are opened or closed.

In April there was notification of potentially hazardous material in a walk-in cold room that dated back to the 1970's. This room had not been used in many years and contained items labeled dangerous chemicals, unlabeled items, rusted cans and containers listed as infectious substance.

Departments should be aware of the risks and dangers with these rooms and conduct annual inspections. Track any complaints or problems that may arise.

You should not have any food, hazardous materials, cryogenic liquids or items intended for long term storage in these areas. All entryways should be labeled with the yellow laboratory emergency information card.

Please call EH&S with any questions or need for assistance, 608.265.5000.