



Facilities Management

MONROE COMMUNITY COLLEGE

Quarterly Newsletter - October 2014

Special points of interest:

- **Facilities — Building 21 updates**
- **APPA Awards**
- **TMA Training**
- **Building Services and Grounds Update**
- **Employee welcome and promotions**

Reminder

We encourage you to use the Maintenance Request Form. <http://www.monroecc.edu/depts/facilities/form.htm>

This will help us track your need (s), while measuring our internal goal of responsive, timely, and reliable customer service.

Please feel free to let us know how we are performing. We value your feedback! Thank you for helping us be your trusted Facilities Team.

Paul Wurster
Assistant Vice President,
Facilities

Facilities/Public Safety - Building 21



Almost there!

As you can see from the picture the new Facilities/Public Safety building has grown leaps and bounds. This will be Public Safety's new home due to be available this December 2014,

TMA Training

For three days in early October, a group of Facilities department members representing Building Services, Building Maintenance, Grounds, Engineering, and Administration all participated in an intensive, onsite training program to increase their knowledge and skill level with MCC's Computerized Maintenance Management System, or CMMS, called WebTMA. This is the software that the department uses to manage work orders and control our preventive maintenance program in our ongoing effort to manage and maintain the college's buildings and spaces to the expected level of excellence. The team was trained in a variety of topics including basic and advanced work order management, reporting, project management, and accounting. Participants had an introduction to a technology called Building Information Modeling, or BIM. BIM is the process of generating, collecting, and managing all of the functional and physical aspects of a building and storing that information digitally. BIM allows a building to be rendered in 3+ Dimensions and is an exciting new technology that MCC will be leveraging upon completion of the Building 21 project and even more in-depth with the downtown renovation project.

Throughout the training the level of participation and sense of purpose was high, and the trainer from TMA Systems had his hands full answering a wide variety of questions regarding function and process in terms of best practices and how they apply here at MCC. All of the trainees came away with a deeper understanding of the system as well as a renewed sense of focus and direction for the department and our mission at MCC.

APPA

At the September ERAPPA conference, three Facilities supervisor's: Steve Roberts, Joe Jackson and John Haines, were each awarded scholarships from NYAPPA held in New Jersey. These scholarships help to provide continuing education for our Facilities leaders.

All three supervisors; attended an extensive 4 1/2 day Supervisor Toolkit Program. This program was for the development of supervisors in Facilities to grow and learn. Each leader was issued a certificate upon completion.

Grounds Update

Well the warm summer days have come to an end here at M.C.C. This past summer was busy for the grounds division with daily maintenance of some 175 acres of property. This was the first time in some years that we mowed all summer, usually during the months of late July and early August mowing slows quite a bit...but not this year. The amount of rain we received all summer kept the grass growing at a good clip. We also maintained and monitored watering some 25 landscape gardens that we have on campus in preparation of staff and students returning for the fall semester. This year to reduce time spent watering plants, we purchased self-watering pots (see above.) The pots hold from 16-25 gallons of water that is wicked to the plant. This has reduced the man hours it would generally take to keep the plants healthy all summer.



We are currently in the process of aerating and fertilizing the campus's 115 acres of grass for the fall season. To complete this task it entails applying 220- 50 lb. bags of fertilizer on the campus grounds. Mowing will continue through November. The crew will begin to inspect, repair, and test all snow removal equipment for the upcoming long winter season that is approaching. We can only hope that it's a mild winter here in the Rochester area.

Enjoy the fall foliage while you can!

Building Services

Building Services is in the process of conducting a reengineering effort of our business and processes with our strategic partner Hillyard and their partner, On the Move (an MWBE-Minority Woman-owned Business Enterprise). Hillyard's process is called CCAP – Cleaning Cost Analysis Program, we prefer; Building Services – Reengineering for the 21st Century. Whatever it's labeled, the goal is still the same, to continue to improve our service to our major stakeholders: students, faculty and administrators.

This is an intensive project in which we examine: facilities data, cleaning staff, supplies and equipment. The intended results are fair and appropriate workloads, improved equipment utilization, "sustainable/greener" processes, business efficiencies relying on data based decisions, improved quality assurance processes and increased training and education of staff.

You may've already noticed new and more efficient dispensers and products in the restrooms and other areas. We have also installed newer and efficient chemical dispensing systems for our workforce. We've completed a physical inventory of the campus and we are analyzing and crunching that data.

The journey continues.....

Welcome New Employees

David Stratton – hired 9/02/14 as
Stock Clerk for Facilities

Kudos

Congratulations to Part-time Grounds Equipment Operator **Kelly Sloan** for completing his A.S. in Business Administration last semester.

Internal Promotions

Ray Dawley - Maintenance Mechanic II → Maintenance Mechanic I
Ed Wolff - Maintenance Mechanic II → Maintenance Mechanic I

Adhering to guidelines in contracts for shift changes in Facilities, the following have been implemented:

Terry Sanders
Phillip Doyle
Robert Fess