

DIVISION REPORT



MONTCLAIR STATE UNIVERSITY

UNIVERSITY FACILITIES

Fiscal Year 2017

July 1, 2016 – June 30, 2017

Shawn M. Connolly
Vice President for University Facilities

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University Facilities: Our Mission, Our Services



During FY 2017, University Facilities managers, supervisors and administrative staff participated in leadership and team building activities at the annual Staff Retreat held over three days at the New Jersey School of Conservation in Sussex County

We Open the Doors to Opportunity at Montclair State University

The Division of University Facilities is committed to providing services that support the mission of Montclair State University in a high-quality and customer-focused manner. The Division strives to deliver exceptional customer service through establishing and maintaining strong partnerships, developing a high-performing work team, and creating effective and efficient work systems.

As a customer-focused service organization, the manner in which we support our customers is as critical as the services we can provide. The University Facilities Customer Service Center serves as the primary conduit for around-the-clock facilities service and support. It is our customers' first point of contact for service information and requests, and it also serves as the University Facilities communications hub for both routine and emergency maintenance work.

Our team includes 333 professional and skilled workers who are responsible for the 24/7/365 operation of the University's 252-acre campus. As a support organization, we are committed to delivering exceptional customer service to MSU students, faculty, staff, and visitors in the following areas:

Office of the Vice President

The Office of the Vice President is responsible for the overall strategic direction, operation, and administration of the departments which comprise the Division of University Facilities. The Vice President provides final approval

and sign-off on fiscal and personnel actions. Within this office, the Director of Facilities Financial Management provides general oversight of all divisional budget and financial activities, processes all capital project procurement, and assists AVP's, Managers, and Supervisors with budgeting, fiscal, procurement, and contract management.

The Director of Energy Management works collaboratively with departmental administrators and maintenance supervisors to advance the overall operations of the Division, with specific responsibility for evaluating current energy usage and developing and implementing cost-effective plans to reduce energy consumption campus-wide.

The Director of Facilities Human Resources oversees the management and administration of programs, policies, and procedures related to recruitment, compensation, classification, employee benefits, labor relations, and all employment processes administered by the Division of Human Resources.

The Vice President is additionally assisted by the Director of Facilities Strategic Operations with development of divisional business processes, organizational management, and the completion of individual divisional projects. The Associate Director of Learning and Development oversees initiatives and functions related to employee training and professional development and maintains compliance with all applicable job-related University, state and federal regulations.

Capital Planning & Project Management

The Department of Capital Planning and Project Management consists of licensed professionals in the fields of architecture, engineering, landscape architecture, interior design, and physical planning. It is responsible for the development of the University Capital Master Plan, capital project planning, and space management for all 252 acres, 69 buildings, and approximately 4.4 million gross square feet. It provides professional and technical consulting and project management services to the University community as it relates to the initiation, design, capital construction, and facility renewal initiatives.

Environmental Health & Safety

The Office of Environmental Health and Safety develops, establishes, and administers the University's policies and procedures for campus environmental management and occupational safety and health practices, ensuring the University's compliance with all federal, state and local laws, regulatory guidelines, and industry standards. This office provides technical support, information, training programs, consulting services, and the periodic auditing of campus environmental, safety, and health practices.

Facilities Logistic Support

The Department of Facilities Logistic Support consists of the following units: Fleet Services, Shuttle Services, Parking Services, and Facilities Information Technology. These groups are responsible for providing and managing the infrastructure with which University Facilities and the campus may operate efficiently.

Facilities Maintenance & Engineering

The Department of Facilities Maintenance and Engineering is responsible for Access Control, the Facilities Customer Service Center, and the maintenance and repair trades. This department manages maintenance work requests, emergency off-hours response, preventive and routine maintenance, and maintenance and repair of the HVAC and building automation systems serving campus customers.

Facilities Services

The Department of Facilities Services manages the University's Grounds & Landscaping, Housekeeping, Postal Services, and Move & Waste Management operations. This group is responsible for cleaning, waste removal,

recycling, room set-ups, residential, administrative, and academic moving, pest management, field maintenance, snow removal, and outdoor maintenance.

Fire Safety

The Office of Fire Safety is responsible for all aspects of life safety throughout the University, including fire and life safety inspections of campus buildings to ensure compliance with fire and safety codes, and reviewing plans for construction and renovation projects. Preventive activities include fire prevention training for University students and personnel, conducting fire and evacuation drills, testing of fire detection and protection equipment, providing educational programs, evaluating materials, and establishing guidelines for fire-safe materials.



University Facilities by-the-Numbers

333

Full-Time staff positions

252

**Acre campus in Montclair, Clifton &
Little Falls**

69

Buildings serviced & maintained

4.4

**Million GSF of academic, residential,
administrative & auxiliary space**

FY 2017 University Facilities Highlights

June 1, 2016 – July 30, 2017

122

Thousand Gross Square Feet
added to space inventory

250

Elementary students hosted for
annual Earth Day celebration

65,093

Incoming packages processed by
Postal Services staff

10

Major capital projects managed
by CPPM staff

200%

Increase in EH&S manpower
with hire of 2 Assistant Directors

75%

Total consumed electricity
produced by campus Cogen Plant

Notable Facilities Accomplishments

The recording of maintenance work in the **Maximo** system increased from 50 percent to 80 percent.

The CELS facility received the University's first-ever **LEED Gold** certification.

The **School of Nursing** opened in the newly-renovated Partridge Hall.

The University Facilities **Diversity Initiative** plan was adopted in January 2017.

Postal Services introduced full-time, full-service **passport processing**.

The **Cornerstone LMS** was implemented and computer kiosks were installed on campus for UF field staff.

Additional FY17 Program Accomplishments

 <p>165 coats were collected during the annual drive</p>	 <p>Division employee orientation was introduced in 2017</p>	 <p>74 employees were recognized at the annual Division Meeting</p>	 <p>MSU recognized for the highest participation in nationwide Fire contest</p>
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OFFICE OF THE VICE PRESIDENT



Vice President's Report

ORGANIZATION DEVELOPMENT

The Fiscal Year 2017 commenced six months into the beginning of a new administration within University Facilities, with Shawn Connolly having assumed the Vice Presidency in January 2016. Mr. Connolly served as the Associate Vice President for University Facilities, with responsibility for Maintenance and Engineering functions, for four years prior to his appointment. Under his stewardship, the Division reorganized several key leadership roles including:

- Michael Zanko was promoted to Associate Vice President of Capital Planning and Project Management
- Joseph Marzullo was promoted to Associate Vice President of Facilities Maintenance and Engineering
- Leonard Jones was promoted to Assistant Vice President of Facilities Services
- William Fitzpatrick was promoted to Assistant Vice President of Facilities Logistic Support

In addition to reorganizing at the senior administration level, the Division promoted other individuals and created new positions in the managerial and professional staff ranks to provide, or re-allocate, higher-level resources and support for critical business functions:

- Upon the conclusion of a national search process, John Bonin was promoted from Windows Engineer in the Division of Information Technology to Director of Facilities Information Technology. Serving as a bridge between the two divisions in a Shared Services Agreement, Mr. Bonin is physically embedded within University Facilities while reporting to the Vice President for Information Technology, with dotted line reporting to the Assistant Vice President for Facilities Logistic Support. In his role, Mr. Bonin is responsible for implementing and maintaining facilities systems, and for ensuring the uninterrupted operation of the complex Facilities IT infrastructure.
- Yolanda Brandon was promoted from Professional Services Specialist to Director of Facilities Strategic Operations. This role provides oversight and development of division business processes and the completion of special division projects. Ms. Brandon serves as an advisor to the Vice President and all managerial staff within University Facilities; assists the Vice President in the development and review of objectives, policies, procedures and goals; and ensures consistent and compliant interactions within the Division.
- Lavone Broxton was promoted from Supervisor of Postal Services to Assistant Director of Postal Services. In this new capacity, Mr. Broxton serves as the official liaison and administrative coordinator between the University and Federal postal facilities and manages the overall operation of the Postal Services unit with responsibility for developing and recommending plans for program operation, assessment and improvement, overseeing procurement activities and budget management.

FY 2017 UF Headcount

(does not include vacant positions)

Division Total	333
Managerial	37*
Professional Staff	7*
CWA Staff (Spv & Admin)	44
IFPTE Staff	245

**includes Shared Services positions owned by University Facilities but supervised by other divisions*

UF by-the-Numbers

FY17

\$39,465,142

Division Expenses

\$7,643,399

Total Division Revenues

122,117

GSF Added to Campus

14

New Labor Positions Added

- Adeline Cochran was promoted from Systems Analyst to Capital Projects Administrator. Ms. Cochran provides to the Department of Capital Planning & Project Management: capital project creation and administration; project management tasks for Divisional and Department level projects; capital project sustainability initiatives support as a liaison with various University and external stakeholders; project application support and training; content management administration; high-level project, schedule, financial and data analysis; miscellaneous review and reporting; and assistance with departmental capital project related tasks.
- Earl Farrell was hired as Director of Building Repairs. As the manager for all renovation and repair activities across the University, Mr. Farrell is responsible for the oversight, administration and development of the Computerized Maintenance Management System and serves as the Facilities Maintenance and Engineering liaison to the Department of Capital Planning and Project Management for all capital construction and renovation projects.
- Joana Dos Santos Gonzalez was promoted from Professional Services Specialist 2 to Associate Director of Facilities Learning and Development. Ms. Gonzalez provides critical, high-level technical and administrative management for various initiatives and functions related to employee training and professional development, with responsibility for ensuring that the Division maintains compliance with all applicable University, state and federal regulations and assisting department managers in identifying, developing, and implementing job-specific training.
- Wilson Robles and Lisa Baker were hired as Associate Directors of Environmental Health and Safety, increasing the manpower of the Office of Environmental Health and Safety by 200%. Mr. Robles has primary responsibility for Construction and Maintenance safety, while Ms. Baker oversees Laboratory Safety, Industrial Hygiene, and Ergonomics.
- Nia Rogers was hired as Coordinator of Facilities Human Resources. The last of 15 newly-created Facilities positions in FY17, the Coordinator provides professional assistance overseeing daily office operations and coordinating personnel-related functions for the Division. Ms. Rogers ensures the accurate and timely processing and submission of HR paperwork and performs administrative functions within the Kronos time management system.
- Upon the conclusion of a national search process, Lynarkah Stephen was promoted from Assistant Director of Staffing and Employee Relations in the Division of Human Resources to Director of Facilities Human Resources. Serving as a bridge between the two divisions in a Shared Services Agreement, Ms. Stephen is physically embedded within University Facilities while reporting to the Vice President of Human Resources, with dotted line reporting to the Vice President for University Facilities. In her role, Ms. Stephen oversees all personnel-related activities for the Division.
- Robert Tropiano was hired as Assistant Director of Mechanical Maintenance mechanical services. He oversees HVAC and plumbing systems, the Preventive Maintenance (PM) of those systems, and the main distribution of Utilities- water supply, heating, cooling, ventilation, and the sewer system.

At the close of FY16, the Division of Human Resources (HR) requested that University Facilities participate in the utilization of services of an independent consultant to investigate further logical ways in which efficiencies may be realized in our business operations. HR identified Maureen Querey, a Human Resources professional experienced in regulated, service-based environment personnel administration at Duke University Medical Center, as a qualified contractor to study campus office operations and provide recommendations on how best to deploy current resources and offer potential opportunities for sustainable, industry-relevant business growth. In FY17, senior division administrators studied the issues identified in the consultant's report and investigated process improvement implementation strategies, particularly in the area of purchase order requisitioning.

ADMINISTRATIVE OPERATIONS**A. Facilities Financial Management****FY17 Year End Financial Summary****DIVISON DASHBOARD**

FY17 Revenues:	Budget	\$7,222,644	Actuals	\$7,643,399
FY16 Revenues:	Budget	\$7,213,946	Actuals	\$7,497,024
FY17 Personnel Expenses:	Budget	\$24,920,576	Actuals	\$24,652,787
FY16 Personnel Expenses:	Budget	\$22,383,964	Actuals	\$22,795,714
FY17 Non-personnel Expenses:	Budget	\$16,213,222	Actuals	\$14,812,355
FY16 Non-personnel Expenses:	Budget	\$16,668,772	Actuals	\$15,593,727

Revenues- While the revenue budget was consistent from FY16 and FY17, actuals were almost \$150,000 higher in FY17. There was a three percent increase in the Shuttle fee per credit for FY17 over FY16. However, the division actuals revenue increase in FY17 came from “over budget” Parking revenue in almost all categories.

Personnel Expenses- FY17 personnel expenses were \$2M higher than the prior year. Three new buildings opened in FY16 and FY17 (SBUS, CELS, SCM). Additional employees were added to clean and maintain these state of the art facilities. Partridge Hall featuring the School of Nursing will follow shortly, once again affecting our personnel needs. Favorable weather (fewer snow events) curtailed our overtime. Student workers are hired whenever possible to promote development opportunities and foster a greater sense of community.

Non-personnel Expenses- Following a directive from President Cole and the Budget Office, a conscious effort was made to prepare and follow a zero increase budget. The aim was helped by a stable environment in utilities, the lion’s share of these expenses. Significant effort was made in both FY16 and FY17 year-end to accrue the costs in the proper fiscal year which gives us a more accurate picture of annual expenses. The actuals for FY17 came in approximately \$780,000 less than FY16.

Financial Summary of Major Work Units and Departments**Facilities Services**

The need for housekeeping and grounds staff is constant, especially with the addition of new buildings. A new department, “Other Services” was created in FY17 to provide passport processing for students, faculty, staff, and the outside community. Passport photos are also available. In its first year of service, the department netted more than \$21,000 in profit for the University.

Facilities Maintenance & Engineering

Facilities Maintenance and Engineering continued its work to meter utilities to all buildings on campus along with building automation systems campus-wide.

Budget and actuals for the Services and FME groups together were just slightly higher in FY17 over FY16.

Facilities Logistic Support

The Facilities Information Technology department was re-activated in FY17 with the goal of coordinating and monitoring all software and hardware purchases, in addition to maintaining all software licenses used by the division. Reactivation of this unit added to our personnel expenses.

Capital Planning & Project Management

With robust construction activity continuing at a steady pace, two junior project managers were hired in FY17.

Fire Safety, Environmental Health & Safety

These two groups had significant budget and actual increases from FY16. Both were previously understaffed. With several new occupied buildings and the complexity of the CELS labs and equipment, it was necessary to increase the personnel. Two managers were hired in EHS. The fire-related contracts increased as the square footage on campus did.

Utilities

Total utility expenses and UMM saw no significant change from FY16 to FY17. While gas rates were down, sewer and water rates rose dramatically. Favorable weather conditions were a factor in keeping costs stable.

FY 2017 Financial Management Accomplishments

- **Facilities FMS procedures manual-** The Unit prepared a detailed instructional manual for Facilities requisitioners. This manual covers all FMS processes including creating a requisition, “receiving,” submitting an invoice for payment, researching in all modules including payment, running reports for budget vs. actuals by department and open encumbrances. The manual is updated as changes are communicated from the Controller’s Office. The manual was given to each requisitioner accompanied by in-person training. Additionally, the Procurement department hosted Facilities division specific training sessions for requisitioners and requisition approvers. The presentation was modified with the help of the Finance team to the specific procedures followed by our division.
- **Monthly department meetings-** Meetings are held each month with the three largest Facilities groups: Services, Logistics, and Maintenance. The agenda includes a review of departmental budget vs. actual amounts especially as year-end approaches, review of open encumbrances by department to be sure that work is paid for on time, discussion of FMS issues if any, and review of payment issues if any. The meetings include the group AVP, all department managers, and requisitioners. One of the most critical reports, open encumbrance, is reviewed more frequently by the department managers themselves. At FY17 year-end, this effort led to better control of encumbrances and resulted in fewer accruals after a final push in April and May. The ongoing monthly review of departmental budget vs. actuals resulted in a decrease in the available funds forfeited at year-end.
- **Accruals at year-end-** Following an early spring meeting with the Controller’s Office regarding requisitioning deadlines, UF was permitted to enter requisitions for work performed through June. Invoice payment was closely monitored, and accurate accruals were recorded in FMS for the year. The FY17 year-end accruals in FMS were confirmed by the Facilities Finance team as were the accrual reversals in FY18. The process was more successful this year than the prior year. In FY16, many expenses were not properly accrued resulting in these items being paid with FY17 funds. We expect that a continued cooperative relationship with the Controller’s Office will lead to increased understanding and acceptance of our processes.
- **Vendor statement review-** In December 2016, monthly statements were requested from our major vendors in the Services and Maintenance groups. The Finance team asked for the reports directly and worked with our department managers to reconcile open items. The outstanding open balance for items older than 30 days as of December 31, 2016, was \$383,000. Two vendors made up a significant portion of this balance: Eaton and RD Sales combined for almost \$200,000. The Eaton balance due of

\$97,000 was successfully negotiated to a final settlement of \$57,000 by June 2017. The RD Sales outstanding balance was reduced to less than \$10,000 at year-end. As of the June 30, 2017, statements, the outstanding open balance for items older than 30 days was just over \$84,000. The monthly review of vendor statements remains a critical task undertaken to ensure all liabilities are recognized and paid on time. This analysis further created relationships with the vendor and the Facilities Finance team. The increased awareness by the vendor that we give attention to processing payments has been a benefit for the division along with the significantly reduced outstanding balances.

- FMS security access- A detailed review of the FMS security access for all Facilities division employees was undertaken. Corrections were communicated to the Finance & Treasury IT team and confirmed when corrected. Such reviews will be on-going, especially with new hires and as recently hired department managers, especially in Maintenance, assume control of their specific departments.
- Budget call procedures- More defined annual budgeting procedures were established for the FY18 budget preparation. According to the budgeting directive from the President/Budget office, full department budget entry was initiated by the individual department managers who are most knowledgeable about the expenses in their area. The budget was then reviewed and adjusted if necessary by the group AVP. The final review included the Facilities Finance team with VP Connolly. This tiered approach established fiscal ownership at the department level and will be continued going forward.

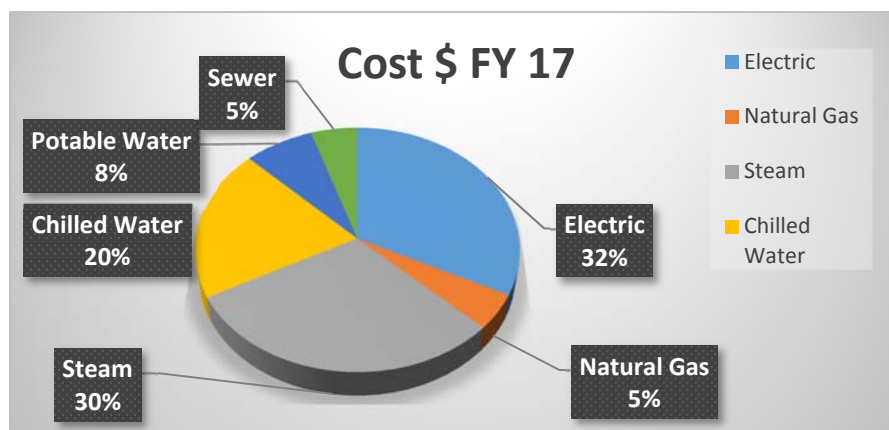
B. Energy Management

Montclair State University has continued to grow both in student/faculty/staff headcount and building square footage. Energy and water are unavoidable expenses that are at the top of the University's costliest expenses to maintain building and occupant comfort.

It is our goal to reduce utility usage and expenses to maintain costs down as well as to attain our sustainability duties while providing a level of comfort conducive to productivity and well-being.

Utilities usage and costs:

Of the total electricity consumed 75 percent was produced in the central plant, and 100 percent of the steam and chilled water reported above was produced in the central plant. The peak electrical demand has remained stable for the past two fiscal years at about 8.3 megawatts. Occupied square footage has increased by two percent since FY16. Electricity, steam and chilled water were the costliest expenses.



Total utility costs were over \$13,000,000, an increase of eight percent from FY16, resulting in an approximate expenditure increase of \$1,000,000 compared to FY 16. Electricity, chilled water and sewer costs experienced moderate increases of two percent, seven percent, and six percent, respectively. Natural gas and steam had a more dramatic increase of over 20 percent each. This increase can be attributed to the fact that the School of Nursing and Graduate School, SCOM and Stone Hall came online in FY17. An additional contributing factor is that FY17 experienced 1,412 cooling degree days compared to 1,292 in FY16, a nine percent increase; and 4,639 heating degree days compared to 4,895 in FY16, an increase of six percent. No fuel oil was used during FY17.

Potable water costs decreased slightly by 11 percent, despite the opening School of Nursing and Graduate School, SCOM and Stone Hall. This reduction can be attributed in part to the repair of the Panzer pool.

Utility	Cost \$ FY 16	Cost \$ FY 17	% Difference
Electric	\$ 4,261,015.99	\$ 4,340,801.47	2%
Natural Gas	\$ 514,107.77	\$ 626,284.58	22%
Steam MLB	\$ 3,394,276.95	\$ 4,060,880.52	20%
Chilled Water	\$ 2,511,685.75	\$ 2,693,975.99	7%
Potable Water	\$ 1,137,311.65	\$ 1,014,069.52	-11%
Sewer	\$ 636,559.58	\$ 676,761.11	6%

SERVICE IMPROVEMENTS

Customer Communications

In 2016, the Division engaged a class of Communications students to assess the effectiveness of the online Service Comments portal and the Division's interactions with resident students. The students, split into two groups, utilized surveys and focus groups in soliciting the input of the target audience. The results of this project identified three needs: 1) better deployment of the Maximo Computerized Maintenance Management System, 2) increased utilization of audio/visual tools to communicate critical information, and 3) to communicate with students through the channels to which they are accustomed.

In FY17, University Facilities began reaching out to customers through social media channels, specifically Twitter, to relay maintenance and parking information. During this time, efforts also commenced investigating how to engage Maximo to its maximum potential and to produce instructional and informational videos about how to execute the work order process.

Long Shot Productions, a full-service media production company, was hired to produce both the Maximo instructional video and an informational feature video about the Division's mission and services.

During FY17, the Division began the process of re-designing and enhancing its online web pages in anticipation of the University's planned migration to a new web-hosting platform. The new design plan outlines a service-based, action-driven homepage to provide prominence ease of access to the Division's most critical services, including the Service Comments portal.

Policy Template

A template was developed in 2016 to provide clarity and transparency about operational practices to customers and staff, and to create uniform, consistent policies and procedures across the division. It is anticipated that in FY18, all UF policies will be available on the division website or in the University's upcoming document repository.

Pipeline Newsletter

The University Facilities *Pipeline* newsletter was introduced in 2016. Anticipated to be a bi-monthly publication, the *Pipeline* provides information about division activities, highlights staff achievements, and communicates significant University news relevant to Facilities staff and operations. The newsletter is available on the division website, and it printed for the convenience of Facilities staff who do not have access to a computer.

EMPLOYEE ENGAGEMENT



Tim Rudolph, President of IFPTE AFL-CIO Local 195, enjoys the UF annual BBQ with Sharon and Sharise Dennis, family members of the late John Dennis

The addition of the Facilities Human Resources (FHR) office in May 2016 enabled the redefinition of the role of HR in the Division to accommodate the requirements of our dynamic workplace and to be responsive to the needs of a workforce that provides around-the-clock customer support.

During FY17, the HR needs of the Facilities workforce began to be addressed in a more responsive, accessible, transparent, and most importantly customer-focused manner. The Director of Facilities Human Resources (DFHR) immediately sought to change the perception of HR-employee relations by establishing her presence as an authority and an accessible resource for all job-related issues. She attends all Division functions and performs field visits to observe working conditions and job performance. The DFHR also attends bargaining unit-coordinated functions, when invited. The Director is accessible to all staff and the union leadership at all hours.

In addition to strengthening the relationship between HR and employees, Facilities HR successfully endeavored to engage on-and-off-campus union leadership as business partners and stakeholders. A recurring meeting schedule with state and local IFPTE leadership was established. The most prominent result of a labor/management collaboration during FY17 is the *University Facilities Employee Handbook*, which was finalized with the input of all three unions represented in the Division.

FY 2017 UFHR Communication & Accountability Accomplishments

- Instituted “Ask HR” meetings with supervisors and managers for clarification of HR processes.
- Provided Employee Handbook training to managers & supervisors.
- Collaborated with the Benefits Office to provide employee training for HR/Workday transactions.
- Used grievances as opportunities for process/policy improvement resulting in four major policy changes: Reassignment, Shift Change Announcement/Selection, Vacation Requests, and Overtime Selection. More than ten grievances were informally resolved.
- Increased utilization of EAP and Mediation sessions for conflict resolution.
- Worked to change the perception of inconsistent discipline processes amongst different units.
- Ensured the equal application of University policies for all levels of staff.

The University Facilities Learning and Development (UFLD) unit was established to address the needs of a large workforce that is diverse in education, rank, and classification. UFLD works with division managers to coordinate required training and assists staff with identifying potential career paths and professional development opportunities, and with facilitating access to these programs.

FY 2017 UFLD Accomplishments

- Partnered with the Division of Information Technology to offer Beginner and Basic Level computer classes (48 program completions)
- Worked with Environmental Health and Safety to address compliance risks for Facilities employees. The EHS team received their certification in 10 and 30 Hour OSHA Compliance for Construction Industry. All have completed this certification and L&D is implementing these two classes as part of our certificate programs, as well as CPR Training.
- Collaborated with The College of Humanities and Social Sciences, to fund employees to attend the University's non-credit bearing English as a Second Language course. Classes are held twice a week on campus. Currently, seven (7) Facilities employees are enrolled.
- The Associate Director of L&D became a Certified Facilitator for the APPA Supervisor's Toolkit: Nuts and Bolts of Facilities Supervision Certificate. This training and development package has been specifically designed for the needs of the facilities management employee. It is a structured, open-ended, and pragmatic approach to developing supervisors. It is not a "teach" activity but a development process designed to help supervisors realize both personal and professional growth. The program was hosted on campus by University Facilities in June 2017. More than ten supervisors were trained.
- During FY17, Montclair State University became the first four-year college/university in the state to feature a Trades Apprenticeship program that was approved by the US Department of Labor. There is currently one employee in the Electrical Apprenticeship program.

University Facilities implemented the Cornerstone Learning Management System (LMS), which tracks training/certification compliance requirements, in FY17. All UF staff have 24/7 access to this system. Cornerstone currently provides more than 400 training courses for employees. This system is accessible to enrolled employees through "Connect Corner" computer kiosks installed at six locations throughout campus. This hardware, which was donated by the Division of Information Technology, enables UF employees without computers to execute HR tasks such as viewing pay stubs; and to participate in web-based training and development activities. Since its implementation, Cornerstone remains a popular employee resource.



"Connect Corner" computer kiosks are available to UF staff in six locations throughout campus.

Cornerstone LMS

FY17 Results

366

Online Training Completions

964

Event Training Completions

25

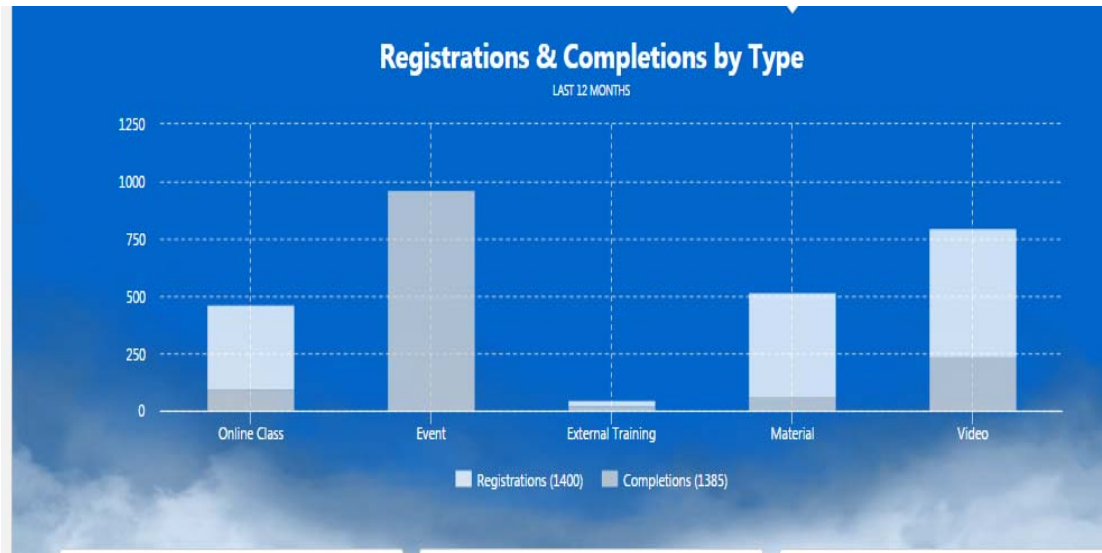
External Training Completions

452

Material Training Completions

557

Video Training Completions



2016-2017 Cornerstone training statistics

As of September 29, 2017, the total number of participants in the Learning Management System was 1,100.

Notable Employee Engagement Programs:

Staff Retreat- In March 2016, Facilities held its first team-building retreat at the NJ School of Conservation (NJSOC) in Sussex County. More than 70 managers, supervisors, administrative staff, and campus partners attended the day-long program which included a keynote speech on change management and several team-building exercises instructed by the NJSOC team. The second annual retreat was held in April 2017, with a “Mission Possible” theme. These activities have been beneficial in inspiring and motivating employees, and in giving staff a sense of involvement in establishing goals and ideals for the Division.



New Employee Orientation- New employees are required to attend both University and Divisional New Employee Orientation. Information communicated in Divisional orientation includes organizational structure, roles, responsibilities, expectations of employees, and University nomenclature. Based on formal and informal employee feedback, the value of this program has proven to be so beneficial that the Division now assigns established employees to attend the orientation sessions, as well. New employees also participate in a formal onboarding program where they are assigned a “buddy” to help acclimate them to the Facilities environment.



Staff Appreciation Events- The Division began an annual employee recognition program in June 2016. The University Facilities Employee Recognition program is the only one of its kind at Montclair State highlighting staff achievements in leadership, education, job performance and service milestones. The Division's highest honor, the John W. Dennis Leadership Award, is bestowed upon an employee with five years of service or more, who demonstrated exceptional abilities to lead, serve, inspire, and collaborate with broad impact. This award honors John Dennis, a Locksmith and former president of the IFPTE Local 195 bargaining unit who worked at MSU from 1972 until his death in 2012.

In FY17, 74 Facilities employees received Kudos, Red Hawk and Service Milestone awards. The John W. Dennis Leadership Award was bestowed upon Liliam Turino, a Senior Building Maintenance Worker in the Housekeeping Services SCATH unit. Ms. Turino is a 19-year Montclair State employee.

Additional staff appreciation and bonding events held in FY17:

- Holiday celebrations for all levels of employees (December 2016)
- Division BBQ (June 2017)
- NJ Jackals softball outing
- Bowling and Karaoke nights (recurring)

University Facilities Diversity Initiative

In June 2016, the University contracted with an external firm, deepSEE Consulting, to gather input from UF employees regarding diversity and the working environment. DeepSEE conducted the following activities over a six-month period during FY17:

- 1) Online Division-wide surveys on employee satisfaction and inclusion competencies
- 2) On-campus focus groups of select employees representing all UF work units
- 3) A series of strategic planning retreats in which a working group of 25 employees convened to develop the University Facilities Diversity Strategic Plan

Adopted in January 2017, the Diversity Strategic Plan includes three goals: 1) Create Clear and Effective Communication Channels Throughout the Division; 2) Develop Key Skill Sets for all Staff, and 3) Recruit and Develop in Under-Represented Categories. Timed action plans for each goal are in place. To date, the Division's progress includes:

- The Vice President instituted separate quarterly meetings for all UF Managers and Supervisors to learn about Division and University issues and to engage in dialog about efficient operations.
- All UF employees are strongly encouraged to attend Facilities Division information sessions, town hall-style meetings with the Vice President and other senior managers, where Divisional and University issues are discussed.
- The Division engaged the services of a Certified Professional to provide "Professional Behavior and Respectful Communications" workshops for all UF employees between June - August 2017.
- NJ APPA Supervisor Toolkit Training was held.

- Development and training courses were made available to all UF employees in the Cornerstone Learning Management System.
- English and Spanish courses were made available to all UF employees in Cornerstone.
- English as a Second Language (ESL) classes were made available to UF employees through the College of Education and Human Services.
- The University Facilities Employee Handbook was made available to all employees in Cornerstone and on the UF website in April 2017.
- Supervisors and Managers were trained on policies in the UF Employee Handbook at the end of April 2017.
- Starting in February 2017, all new employees began attending an all-day Division orientation program. In April 2017, existing UF employees began attending this program.
- In FY17, University Facilities underscored the importance of a gender diverse workplace with the promotion or addition of staff from under-represented populations in leadership and supervisory roles.

PROFESSIONAL OUTREACH

Many Divisional managers hold memberships in national, state and local industry-based organizations, enabling the Division to provide the expertise needed for innovative and productive approaches to local, state, and regional issues. Active FY17 UF professional affiliations included, but were not limited to:

- NJ State Industrial Safety Committee
- American Institute of Architects (AIA)
- NJ Chapter of the Alliance of Hazardous Materials Professionals
- Greater NJ Postal Customer Council
- National Society of Professional Engineers
- Center for Campus Fire Safety
- NJ College Health & Environmental Safety Society
- NJ College and University Fire Safety Prevention Association
- Black Data Processing Associates (BDPA)
- Montclair Environmental Commission
- Association of Physical Plant Administrators (APPA), and its affiliates NJAPPA and ERAPPA
- Passaic County Brownfields Commission
- Society of Human Resources Management
- NJ School Buildings and Grounds Association

University Facilities personnel are active with APPA: Leadership in Educational Facilities. APPA is the leading organization of facilities management professionals in higher education, providing education, training, and networking to facilities professionals to promote interest, professionalism and proficiency in the administration of college and university physical plant facilities and operations. The Division holds memberships in the organization's national, regional (ERAPPA) and state (NJAPPA) chapters. Two UF employees, the Associate Director of Facilities Learning and Development and the Assistant Director of Postal Services serve on the Board of NJAPPA as Director of Professional Development and as Director of Technology and Communication, respectively. In FY17, University Facilities hosted the NJAPPA Fall Chapter Membership meeting at the newly-opened Center for Environmental and Life Sciences.

The Assistant Director of Postal Services was appointed as a Member of the Executive Board of the Greater NJ Postal Customer Council.

Presentations given by UF staff at regional or national conferences in FY17:

- *Energy Efficiency on Campus: Expanding Your Utilities to Meet the Needs of a Growing Campus* (APPA 2017)
- *Higher Standards for Higher Education* (AIA Conference on Architecture 2017)
- *Smart Homes: From the Field to Your Living Room* (BDPA National Technology Conference 2016)
- *Navigating the Waters of Management Through Change* (NJAPPA 2016)
- *I Hear You but I Don't Know What You're Saying* (NJAPPA 2016).

COMMUNITY SERVICE

University Facilities is committed to working with local leaders to engage in community outreach with our neighbors.

Earth Day- On May 3 and 4, 2017, University Facilities sponsored its annual Earth Day celebration for students in grades K-5 at Bradford Elementary School in Montclair. What began in 2013 as a small and informal opportunity for a handful of UF managers to interact with 30 students about environmental stewardship, has become a significant event for the Division. In FY17, more than 50 UF staff from all ranks and disciplines participated in producing two full mornings of educational activities for 250 children.



"After the Fire" Program- MSU Fire Safety and the Township of Montclair Fire Department collaborate annually to present the documentary film *After the Fire: A True Story of Heroes and Cowards* to high school seniors in the Township of Montclair and the Borough of Glen Ridge. *After the Fire* is a sobering-yet-inspirational film about the origins of the January 19, 2000, residence hall fire which claimed the lives of three students and injured several others at Seton Hall University. Two survivors of this blaze, Alvaro Llanos and Shawn Simons, present their experiences as burn victims more than 225 times

each year to firefighting personnel and students in high schools and colleges across the nation, including annually each September at Montclair State.

Recognizing the value in educating young adults about fire safety awareness while away from home, the Montclair Fire Department approached MSU in 2016 about offering this program to high school students in its service areas. University Facilities is proud to provide the funding to support this program.

Jersey Cares Coat Drive- University Facilities participates in the annual *Jersey Cares Coat Drive*, through which "gently used" winter coats are distributed to the needy. Since its inception, Jersey Cares has collected, sorted, and distributed more than 500,000 coats to New Jersey residents. Participating organizations set up sites to collect coats and then deliver them to the nearest central drop-off point. In 2016, University Facilities collected 165 coats from four MSU sites.



Cans for Citations- In November 2016, Parking Services waived more than \$13,000 in fines, donating over 1,300 cans of food benefiting the Montclair State food pantry.



Pie and Dunk a First Responder- In FY17, the Montclair State EMS, Fire Safety, and Police Departments joined forces to host two fundraising events in the Student Center Quad. *Pie a First Responder* and *Dunk a First Responder*, were conceived with the goal to raise money for MSU Emergency Medical Services and the St. Barnabas Burn Center.

The *Pie a First Responder* event, which featured First Responders willing to have a laugh and interact with students, took place on April 11. At the cost of \$1 per chance, students who donated were given a pie to throw in the face of their First Responder of choice. This event successfully raised \$225.00 to be applied towards the University EMS equipment fund.

The second joint fundraiser *Dunk a First Responder* was held on April 13. This event included First Responder volunteers who were submerged in a dunk tank to raise money for the St. Barnabas Burn Center. With the support of Director of Grounds Services, which provided water hoses to help fill the dunk tank, and high participation from MSU student dunkers, this event raised \$250.00.

CAPITAL PLANNING & PROJECT MANAGEMENT



Capital Planning & Project Management Report

As part of the University Facilities reorganization of 2016, the Design and Construction and Campus Planning units merged under a single Associate Vice President into the Department of Capital Planning and Project Management.

Two junior-level Project Managers were hired to assist more senior staff with Architecture, Engineering, and Interior Design projects.

During the FY17 reporting period, the Department of Capital Planning and Project Management oversaw the management of 10 major campus construction or renovation projects.

FY 2017 CPPM Headcount

(does not include vacant positions)

Department Total	14
Managerial	11
Professional Staff	3



CAPITAL BUDGET PLAN: FY 16-20

DATE: 2017 ANNUAL REPORT

PROJECTS	PLANNING	DESIGN	BIDDING	CONSTRUCTION	COMPLETE	Estimated Project Cost (Millions of Dollars)
Educational & General						
Academic Projects						
School of Communication & Media Phase II					X	55.8
School of Nursing and The Graduate School					X	19.4
Mallory Hall for Computer Science and Info. Tech.				X		22.2
Calcia Hall East Wing Art & Design Renovation					X	2.0
Sprague Library CART Renovation				X		2.3
						101.7
Administrative, Athletic & Support Space						
College Hall Renovation		X				56.0
Utility Infrastructure Vault				X	X	10.4
147 Clove Road West & Center Building Renovation				X	X	7.9
MicroGrid: CoGen Expansion/Chilled Water Extensor		X				T.B.D.
						74.3
Campus & Utility Improvement						
Yogi Berra Drive Realignment		X				3.0
						3.0
SUBTOTAL (Education and General)						179.0
Auxiliary						
Campus Life						
Dioguardi Field - Turf Replacement*					X	1.8
Village: 2 Bldgs - Living Room & Lounge Furn. Replacement*					X	1.1
Hawk Crossings - Hot Water Heater Replacement*					X	0.5
Bohn Hall Painting & Window Replacement*			X			6.0
SUBTOTAL (Auxiliary)						9.3
GRAND TOTAL						188.3

Notes & Key:

TBD - Initial budget To Be Determined

* - No Summary Pages Provided

PROJECT NAME: School of Communication and Media Phase II [12-70-01b]

Project Manager:	Sharon Mahoney	Occupant:	CART, Univ. Adv., AA
Project Status:	Punch List	Net /Gross Sq. Feet:	62,000/105,000
Source of Funds:	Univ. Bond 2014A	Percent Complete:	100%

DESCRIPTION:

The University is advancing a new School of Communication and Media consisting of its excellent and high-demand programs in Communications, Media, Broadcast, and Film. The project will construct new specialized spaces to accommodate program needs and will connect Morehead Hall to the Dumont Television Studios. The surplus funds from the Phase I project have been incorporated in this Phase II project to fund the site development work that will be undertaken as a portion of the Phase II work.

NOTES:

This project award was approved by the Executive Committee of the Board of Trustees on June 10, 2015. The project scope was increased to include the site development and required utility infrastructure for the entire Eastern Quad at a cost of \$2 Million. The project technology components have changed to include state of the art broadcasting equipment that was not in existence at the time the project was designed and was made available to the University through the Sony Strategic Partnership at a cost of \$3 Million.

TIMELINE & BUDGET**BUDGET ESTIMATE**

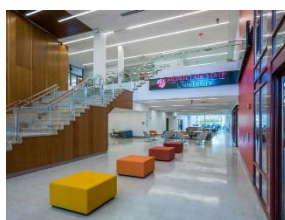
PHASE	SCHEDULE	AT PHASE START:	REVISED TO:
Planning:	February 2012 – July 2012	\$50,000,000	
A/E Selection:	March 2012		
Design:	March 2012 – December 2014	\$50,000,000	\$50,818,097
Construction:	June 2012 – May 2017	\$52,800,000	\$55,800,000

UPDATE

The general contractor is complete and the University has received its temporary certificate of occupancy. The building is fully furnished and the occupants are being moved in. The punchlist is being completed and the building is undergoing a final readiness check for all events and classes that will be held commencing September 6th. This project is on budget and the building is currently open for use.

BOT CONTRACTS

VENDOR	TYPE & WAIVER NO.:	TOTAL BOT AMOUNT	SPENT TO DATE
CannonDesign:	Architect (W151263)	\$3,411,621	\$3,262,159
Langan:	Geotechnical (W150480)	\$121,250	\$121,250
Epic:	Construction (W160627)	\$38,475,600	\$38,164,815

PHOTOGRAPHS

PROJECT NAME: School of Nursing and The Graduate School [09-70-24]

Project Manager:	Frank Cunha
Project Status:	Complete
Source of Funds:	Univ. Bond 2014A

Occupant:	Nursing & Grad.
Net /Gross Sq. Feet:	34,000/44,000
Percent Complete:	100%

DESCRIPTION:

This renovation project will facilitate centralizing the academic support services of the Graduate School, along with providing the requisite instructional and office space for the new Nursing Program. Along with the aforementioned functional changes, this project will life cycle renovate this 46 year old building.

NOTES:

When this project started, the scope consisted of a modest renovation of the MEP systems and modest internal renovations to create offices for the University's student support programs. With the transfer of these functions to the to-be-renovated College Hall, the project scope has been increased to consist of a complete life cycle renovation of the building along with the requisite functional changes to accommodate the new Nursing Program.

TIMELINE & BUDGET**BUDGET ESTIMATE**

<u>PHASE</u>	<u>SCHEDULE</u>	<u>AT PHASE START:</u>	<u>REVISED TO:</u>
Planning:	February 2012 – October 2014	\$12,000,000	\$15,000,000
A/E Selection:	December 2014		
Design:	December 2014 – July 2015	\$15,000,000	\$19,470,000
Construction:	November 2015 – January 2017	\$19,470,000	

UPDATE

The building construction is complete and occupied by the School of Nursing and The Graduate School. In preparation for the College Hall renovation project, the remainder of the building is being occupied by staff relocated from College Hall including the Provost's office, University Honors and University Senate. The project is complete and on budget.

BOT CONTRACTS

<u>VENDOR</u>	<u>TYPE & WAIVER NO.:</u>	<u>TOTAL BOT AMOUNT</u>	<u>SPENT TO DATE</u>
ClarkCatonHintz:	Architect (W160605)	\$1,347,858	\$1,250,449
Hall Building:	Construction (W161141)	\$13,897,400	\$13,378,859

PHOTOGRAPHS

PROJECT NAME: Mallory Hall for Comp. Sci. and Info. Tech. [16C032]

Project Manager:	Chris Danish
Project Status:	Construction
Source of Funds:	State C.I.F. and Univ. Funds

Occupant:	CSAM
Net /Gross Sq. Feet:	30,200/43,800
Percent Complete:	61%

DESCRIPTION:

The project consists of a major renovation and expansion of Mallory Hall, a 52-year old, 34,400 GSF building into a state-of-the-art 43,800 GSF instructional and research facility for the Computer Sciences. The project will add a fourth floor to the existing building and will repurpose the existing space to house classrooms, faculty offices, meeting rooms, and student study and project spaces, and specialized research and instructional spaces. The facility will also house several specialized Biology research laboratories. The building will also be life cycle renovated to include a new heating and cooling system, plumbing and electrical upgrades, life safety systems replacement, environmental systems remediation, new flooring, ceilings, and walls, and a new exterior façade and roof system.

NOTES:

The project was delivered to the Secretary of Higher Education c/o of the NJEFA on January 12, 2016 in response to the December 2015 Higher Education Capital Facilities Fund - Building Our Future Bond Act grant solicitation. The University has received a \$7 Million grant to fund a portion of this project.

TIMELINE & BUDGET**BUDGET ESTIMATE**

<u>PHASE</u>	<u>SCHEDULE</u>	<u>AT PHASE START:</u>	<u>REVISED TO:</u>
Planning:	Oct. 2013 – November 2015	\$19,900,000	\$22,200,000
A/E Selection:	December 2015		
Design:	December 2015 – July 2016	\$22,200,000	
Construction:	January 2017 – August 2018	\$22,200,000	

UPDATE

The first layer of the exterior insulation finishing system is complete and the building is partially enclosed, awaiting delivery of the windows. On floors 1 through 3, interior framing, rough plumbing, vertical shafts and rough electrical are complete. The 4th floor work has been temporarily suspended since the University has decided to eliminate the biology labs and repurpose that space to become a Math Education faculty, staff and student suite. The project is on budget and the schedule has been adjusted due to the change in scope regarding the 4th floor to be complete in August 2018.

BOT CONTRACTS

<u>VENDOR</u>	<u>TYPE & WAIVER NO.:</u>	<u>TOTAL BOT AMOUNT</u>	<u>SPENT TO DATE</u>
ClarkCatonHintz:	Architect (W161252)	\$1,027,581	\$855,110
Delric	Construction (W171258)	\$16,429,600	\$5,498,067

PHOTOGRAPHS

PROJECT NAME: Calcia Hall: East Wing Art & Design Renovation**[17C003]**

Project Manager:	Frank Cunha/Kathryn Hunchar
Project Status:	Close-Out
Source of Funds:	Univ. Funds

Occupant:	CART
Net /Gross Sq. Feet:	4,600
Percent Complete:	100%

DESCRIPTION:

This project is a two phase renovation: Phase 1 includes the interior renovation of four digital art labs that makeup the College of Arts Foundations Courses for: 2D & 3D Art and Design, Life Drawing, Animation/Illustration Lab and a Digital Literacy Lab which will include new artwork presentation & gallery space, flexible furniture installations and new computers. Additionally, this renovation will include modest upgrades to the finishes, new LED lighting systems and substantial improvements to the failing HVAC systems throughout the eastern side of the building. Phase 2 includes architectural improvements to the photography studio and an integrated multi-disciplinary studio for shared Art & Design environments.

NOTES:

The phase 1 core renovation is scheduled to be completed by the start of the Fall 2017 Semester and includes HVAC infrastructure to the rooms identified for Phase 2. The improvements identified for Phase 2 will be completed during Summer 2018.

TIMELINE & BUDGET**BUDGET ESTIMATE**

PHASE	SCHEDULE	AT PHASE START:	REVISED TO:
Planning:	Summer 2016		
A/E Selection:	September 2016		
Design:	October 2016 – March 2017		
Construction:	May 2017 – September 2017	\$2,000,000	

UPDATE

The new heating and cooling systems are complete and training is being conducted for Facilities Maintenance and Engineering staff to take over the day to day operations management. The classrooms upgrades including finishes, audio-visual, lighting, furniture and equipment are all installed and operational for the current semester. This project has been completed on schedule and is under budget. University Facilities is now in discussions with the Dean regarding phase 2 improvements as described above for implementation in the Summer of 2018.

BOT CONTRACTS

VENDOR	TYPE & WAIVER NO.:	TOTAL BOT AMOUNT	SPENT TO DATE
Brahma Construction:	Construction (W170581)	\$960,300	\$910,361.77

PHOTOGRAPHS

PROJECT NAME: Sprague Library CART Renovation

[17C029]

Project Manager: Victor Misarti
Project Status: Construction
Source of Funds: Univ. Funds

Occupant: CART
Net /Gross Sq. Feet: 9,250
Percent Complete: 65%

DESCRIPTION:

This project is multi-phased renovation that includes interior renovations to the following spaces: University Archives, OIT Laptop Lending, High Density Library Storage Solutions, and Lower Level Renovations. All these projects are concurrent and are being completed in advance of the relocation of the College of the Arts (CART) programs currently occupying College Hall. These CART programs that are being relocated include Graphic Design, Digital Photography and Industrial Design.

NOTES:**TIMELINE & BUDGET****BUDGET ESTIMATE**

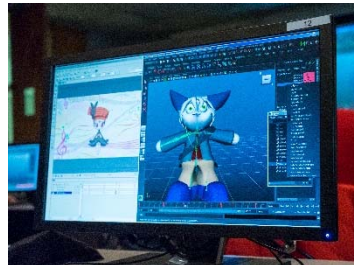
<u>PHASE</u>	<u>SCHEDULE</u>	<u>AT PHASE START:</u>	<u>REVISED TO:</u>
Planning:	Fall 2016		
A/E Selection:	January 2017		
Design:	February 2017 – June 2017		
Construction:	August 2017 – November 2017	\$2,300,000	

UPDATE

The contractor has completed the framing, rough electrical and plumbing, mechanical system units installation and partially complete with the drywall installation. Final electrical and data wiring are underway, lighting systems are being installed and the ceiling grid is approximately 50% complete. The contractor is awaiting delivery of the doors and door hardware, ceiling lights and final finishes, which are all expected to be completed within the next 4-6 weeks. The University is adding scope to the project including ceiling and lighting replacements, new carpeting and air conditioning to support future expansion plans as well as to modestly improve some adjacent rooms. The project is on schedule and under budget.

BOT CONTRACTS

<u>VENDOR</u>	<u>TYPE & WAIVER NO.:</u>	<u>TOTAL BOT AMOUNT</u>	<u>SPENT TO DATE</u>
Molba Construction:	Construction (W180721)	\$741,616	\$253,732

PHOTOGRAPHS

PROJECT NAME: College Hall Renovation

[16C050]

Project Manager:	Sharon Mahoney
Project Status:	Design
Source of Funds:	Univ. Bond 2014A & Univ. Funds

Occupant:	UNIV., SDCL, AA, F/T
Net /Gross Sq. Feet:	62,342/124,467
Percent Complete:	N/A

DESCRIPTION:

The original project consisted of a limited phased renovation of the University's original building including: minor architectural changes to the 2nd and 3rd floors only; minimally invasive MEP improvements; and a new addition. The current project completely life cycle renovates all the utility systems within this 108 year old historic building with dramatic and contextual sensitive architectural improvements to all spaces and floors of this reimagined facility. This project will centralize all admissions and academic support services including but not limited to: Admissions; Financial Aid; Registrar; Student Accounts; Advising; and Enrollment Management.

NOTES:

Student Development & Campus Life, University Facilities, The Office of Information Technology, HMR Architects and the Cambridge CM Team have completed their feasibility assessment for this project. After a thorough review of: the Red Hawk Central Staffing Plan resulting in an expanded space program; the trending construction climate; the historic nature of this building; the environmental challenges; and the innovative design associated with the re-imagined world class Student Services Center; the University has increased their project budget from \$30,000,000 to \$56,000,000.

TIMELINE & BUDGET**BUDGET ESTIMATE**

<u>PHASE</u>	<u>SCHEDULE</u>	<u>AT PHASE START:</u>	<u>REVISED TO:</u>
Planning:	January 2013 – June 2013	\$30,000,000	
A/E Selection:	February 2017		
Design:	September 2013 – December 2017	\$30,000,000	\$56,000,000
Construction:	March 2018 – T.B.D.		

UPDATE

The Architect is finalizing construction documents to reflect work completed as part of the utility project. Additionally, the University is bidding an early demolition and abatement package, for which we are awaiting contractor pricing, due next week. This work is intended to commence in December and is expected to take 8-12 weeks to complete. For the balance of the renovation work the Architect is currently preparing for a submission to the State Comptroller and Division of Consumer Affairs Code Office in November with a planned advertisement for bidding in December 2017.

BOT CONTRACTS

<u>VENDOR</u>	<u>TYPE & WAIVER NO.:</u>	<u>TOTAL BOT AMOUNT</u>	<u>SPENT TO DATE</u>
HMR:	Architect (W140944)	\$3,035,000	\$1,357,331
Cambridge:	Limited CM (W170943)	\$425,209	\$40,000

PHOTOGRAPHS

PROJECT NAME: Utility Infrastructure Vault**[17C025]**

Project Manager:	Sharon Mahoney
Project Status:	Construction
Source of Funds:	Univ. Bond 2014A & Univ. Funds

Occupant:	UNIV., SDCL, OIT
Net /Gross Sq. Feet:	3,500/5,000
Percent Complete:	45%

DESCRIPTION:

The renovation of College Hall includes the running of chilled water, steam, and electricity to the building from the University's Cogeneration Plant. In order to efficiently take College Hall utilities off-line, make the necessary additional connections for the chilled water, steam and electricity, and move the all the utility ducts and lines back post construction it is recommended that the University amend the agreement with its energy services provider, UMM to undertake this work. Ancillary to this project is the movement and expansion of the University's current fiber, telephone and data center. The College Hall Utilities vault will house the utilities infrastructure conduits, the chilled water, steam and electrical distribution systems, a new telecommunications equipment room, Network Operations Center, and data center spaces.

NOTES:

The construction is being performed by the University's Energy Partner UMM. The work associated with this phase of work includes the excavation and rerouting of utility infrastructure work and equipment associated with the high and low pressure steam, chilled water services, and electrical distribution systems. MSU has engaged with UMM under a change order to the Energy Services Agreement to perform the work.

TIMELINE & BUDGET**BUDGET ESTIMATE**

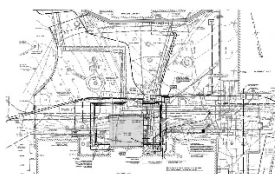
PHASE	SCHEDULE	AT PHASE START:	REVISED TO:
Planning:	October 2016 – December 2017	\$10,400,000	
A/E Selection:	February 2017		
Design:	December 2016 – April 2017		
Construction:	August 2017 – March 2018		

UPDATE

The installation of the new telecommunication utility manholes and ductbanks are complete and the University telecommunications contractor is rerouting data and copper cabling over the next 3 weeks. There will be intermittent shut downs during this period which require careful planning. Once the cabling work is complete, the existing telecommunication pathways can be removed so additional excavation for the rerouted steam and chilled water lines around the footprint of the new vault and addition can be completed. The existing generator has been relocated and pending additional electrical shut downs the existing switches and transformers can also be removed from within the footprint. This project is under budget and scheduled to be complete in March 2018.

BOT CONTRACTS

VENDOR	TYPE & WAIVER NO.:	TOTAL BOT AMOUNT	SPENT TO DATE
HMR:	Architect (W140944)	\$3,035,000	\$1,357,331
UMM Energy Partners LLC.:	General Contractor (ESA 4.02(c))	\$7,522,779	\$1,200,000

PHOTOGRAPHS

PROJECT NAME: 147 Clove Rd. West & Central Building Renovation

[18C017]

Project Manager:	Chris Danish
Project Status:	Bidding
Source of Funds:	Univ. Funds

Occupant:	UF
Net /Gross Sq. Feet:	31,000
Percent Complete:	28%

DESCRIPTION:

Under Phase V Renovation, the central and western portion of the former depot will be renovated to accommodate University Facilities Maintenance, Engineering, Grounds and Housekeeping departments. This renovation includes a comparable exterior renovation as was performed on the eastern side of the complex including; roof replacement, siding and structural steel supports as required. Specifically within the building the renovation work will include open plan offices, meeting rooms, mail distribution, the work-order center, locker rooms, break areas, and a variety of trade specific shops and production centers.

NOTES:

This project will be advanced in two phases. Phase one includes the exterior renovation work which commenced June 2017. Phase two, which includes the interior renovation, was authorized by the Board of Trustees at the July 27th meeting. This project will be completed by February 2018.

TIMELINE & BUDGET**BUDGET ESTIMATE**

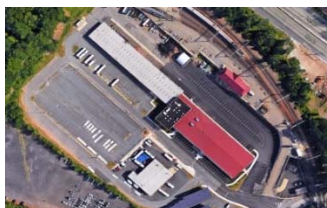
<u>PHASE</u>	<u>SCHEDULE</u>	<u>AT PHASE START:</u>	<u>REVISED TO:</u>
Planning:	March 2017		
A/E Selection:	April 2017		
Design:	April 2017 – June 2017	\$7,900,000	
Construction:	June 2017 – February 2018		

UPDATE

Roof and wall demolition and the steel reinforcing supports are 100% complete. The interior framing is 80% complete and the electrical, plumbing and data wiring are being installed. Major equipment and the elevator have all been ordered. There are no change orders to date. The project is on budget and scheduled to be completed February 2018.

BOT CONTRACTS

<u>VENDOR</u>	<u>TYPE & WAIVER NO.:</u>	<u>TOTAL BOT AMOUNT</u>	<u>SPENT TO DATE</u>
Environetics:	Architect (W120270)	\$273,000	\$182,265
UniMak Construction	Phase I Construction (W180601)	\$1,537,800	\$504,293
UniMak Construction	Phase II Construction (W180722)	\$4,575,900	\$711,787

PHOTOGRAPHS

PROJECT NAME: MicroGrid: Cogen Expansion/Chilled Water Extension

[17C036]

Project Manager:	Ana Pinto/Chris Danish
Project Status:	Design
Source of Funds:	Energy Sales Agreement

Occupant:	UNIV.
Net /Gross Sq. Feet:	N/A
Percent Complete:	N/A

DESCRIPTION:

MSU desires to implement a System Expansion and add Micro Grid capabilities in the form of two additional electric generators for the purpose of peak shaving and emergency backup and to: (i) add a Load Management System, through control of the campus main electrical switchgear and (ii) to expand the chilled water distribution system to serve the Student Recreation Center.

NOTES:

This expansion, including the installation of the Engines and the three separate segments of scope can accommodate potential scheduling differences and timing of the implementation of each separate Scope or perform them all together in the form of a single Project. Scope "A" will include the installation of the Micro Grid engines to supplement existing campus generation capacity, plus the installation of the Load Management System. Scope "B" will include the Distribution System expansion for the Student Recreation Center.

TIMELINE & BUDGET**BUDGET ESTIMATE**

<u>PHASE</u>	<u>SCHEDULE</u>	<u>AT PHASE START:</u>	<u>REVISED TO:</u>
Planning:	July 2012 – January 2016		
A/E Selection:	N/A		
Design:	January 2016 – February 2017		
Construction:	June 2017 – December 2018		

UPDATE

Regarding Scope 'A': The University has identified a new location for the structure to house the two natural-gas 2.5 megawatt electric generators which is proximal to the existing District Energy Plant, which will result in construction cost savings. Regarding Scope 'B': UMM is currently scheduling and coordinating the work with University personnel for construction to commence in June 2018 and planned to be completed by Fall 2018.

BOT CONTRACTS

<u>VENDOR</u>	<u>TYPE & WAIVER NO.:</u>	<u>TOTAL BOT AMOUNT</u>	<u>SPENT TO DATE</u>
UMM Energy Partners, LLC	Construction		

PHOTOGRAPHS

PROJECT NAME: Yogi Berra Drive Realignment

[05-70-06]

Project Manager:	Chris Danish/Adam McGuire
Project Status:	Legal Action
Source of Funds:	Univ. Funds

Occupant:	UNIV.
Net /Gross Sq. Feet:	N/A
Percent Complete:	N/A

DESCRIPTION:

Realign and widen Yogi Berra Drive (formerly Quinn Road) to allow for two-way traffic and an additional point of egress from the campus onto Valley Road, possibly including the installation of a traffic light at Valley and MacLean Roads.

NOTES:

The requisite applications for this project were re-filed with the Passaic County Engineer on April 7, 2014. The University filed a law suit against the County of Passaic seeking an Order compelling to the County to approve the application with or without a traffic light.

TIMELINE & BUDGET**BUDGET ESTIMATE**

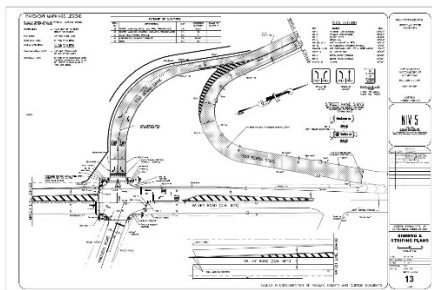
<u>PHASE</u>	<u>SCHEDULE</u>	<u>AT PHASE START:</u>	<u>REVISED TO:</u>
Planning:	July 2004	\$3,000,000	
A/E Selection:	October 2005		
Design:	November 2005 – May 2007	\$3,000,000	
Construction:			

UPDATE

On Hold – however the drawings and construction estimates are currently being reviewed by the consultant and internal constituents for final readiness in the event the University receives approval to advertise for construction. There have been changes to the campus parking lots near Yogi Berra Stadium over the past several years that required a new survey be performed, in addition to an internal evaluation of the design due to potential planning ideas for future parking lot, sidewalk, and roadway connections.

BOT CONTRACTS

<u>VENDOR</u>	<u>TYPE & WAIVER NO.:</u>	<u>TOTAL BOT AMOUNT</u>	<u>SPENT TO DATE</u>
NV5 Northeast, Inc.:	Engineer (W090619)	\$231,545	\$135,450

PHOTOGRAPHS

ENVIRONMENTAL HEALTH & SAFETY



Environmental Health & Safety Report

The Fiscal Year 2017 was a period of significant growth for the Office of Environmental Health and Safety (EHS). For many years, the work of this group was performed by one director initially supported by one subordinate employee shared with Fire Safety; then, subsequently, by one part-time non-professional clerical employee. The addition of two Associate Directors in FY17 increased the full-time, professional expertise of this group by 200%.

EHS administers major strategic programs and initiatives and provides evaluations, inspections, and training for faculty, staff, students, and contractors in these areas:

- Bloodborne Pathogens
- Chemical Hygiene
- Electrical Safety
- Emergency Response
- Ergonomics
- Forklift Operation Training/Certification
- Hazard Communication
- Hazardous Materials Spill Incident & Emergency Response
- Hazardous Waste Storage to Disposal
- Indoor Air Quality
- OSHA 10-Hour General Industry
- Permit Compliance
- Permitted Confined Space
- Personal Protective Equipment & Respirator Protection
- Pollution Prevention
- Radiation and Biological Safety
- Recycling & Waste Minimization
- Spill Prevention
- Storm Water Discharge

FY 2017 EHS Headcount

Department Total	4
Managerial	3
CWA Staff (Admin)	1*

**permanent part-time administrative support employee*

EHS regulatory reports submitted in FY 2017:

 <p>Biennial Resource Conservation & Recovery Act Report</p>	 <p>NJ Right-to-Know Survey</p>	 <p>Title V Air Permit (with NJDEP, DCO, FM&E & CEM Service Group)</p>
 <p>MOU with the EPA Reporting (with UF & USEPA)</p>	 <p>Campus Sustainability Reporting (Princeton Review, Sierra Club, etc)</p>	 <p>Provided for medical waste disposal for Biology, Health Center, Athletics</p>

During the FY17 reporting period, EHS benefitted greatly from the addition of two full-time Associate Directors. Hiring personnel with Associate Safety Professional, Hazardous Materials Management, Radiation Safety and OSHA Train the Trainer Certifications enabled the Division to save between \$20,000 - \$50,000. EHS personnel

oversaw in-house inspections of laboratory equipment (chemical hoods, biosafety cabinets, showers and eyewash stations); radiation safety equipment, designated rooms, and dosimeters; animal facilities (Vivarium and equipment); and construction safety (contractor safety plans).

EHS launched an Ergonomics program for the University in first quarter 2017 that educates and assists employees in ergonomic work safety (areas include office, laboratory, and facility work settings). The goal of the program is to facilitate lower ergonomic injury rates by raising awareness and teaching our employees to self-manage their workstations.

In FY17, Environmental Health and Safety was explicitly charged with concentrating its efforts in two critical areas of compliance: *Laboratory Safety* and *Safety Training for Facilities Employees*.

Laboratory Safety

The Associate Director of EHS/Labs was tasked with organizing and implementing a centralized Lab Safety program for the University, including policies, procedures, standards and the creation of a campus-wide chemical inventory.

EHS staff were instrumental in the formation of the University's Institutional Biosafety Committee, the cornerstone of oversight for research involving recombinant nucleic acids and biohazards, required by the National Institute of Health. The Associate Director of EHS/Labs was appointed as the Biosafety Officer on this committee and was very active in the review of research activities and in ensuring the safety of those involved.

EHS began the process of selecting a chemical inventory management system which involved testing many industry solutions, working with and engaging University employees who currently manage the chemicals we have on site, understanding their requirements for a successful implementation, and creating a workflow of the inventorying process. Chemical Safety's Environmental Management Systems, a leading software solution, was selected and implemented, and EHS began the process of integrating each department which uses hazardous chemicals into the system.

Safety Training for Facilities Employees

In the area of required training, University Facilities made great strides to update and advance staff knowledge. A training matrix template organized by job classification and title was developed by EHS staff and used to populate the Cornerstone Learning Management System deployed for University Facilities staff during FY17.

The following OSHA compliance training materials were developed and implemented:

- Hazardous Materials in the Workplace
- Ladder Safety
- Confined Space
- Personal Protective Equipment (PPE)
- Respiratory Protection (voluntary)
- Slips/Trips/Falls
- Critical Lifts
- Bloodborne Pathogens
- 8-hour Hazardous Waste Operations & Emergency Response Refresher
- Permit-Required Confined Spaces
- OSHA 10-Hour General Industry Safety

Three Fire Safety employees were trained and coached on how to effectively conduct emergency shower and eyewash station inspection and testing.

In FY17, the first safety campaign to raise safety awareness among University Facilities staff was created. The safety topics selected for this inaugural campaign- Slips, Trips and Falls, Hand Safety, and Ladder Safety were selected based upon an evaluation of the frequency of injuries reported in University accident and incident records from 2012-2015.

Displaying the initiative and foresight needed to manage the dynamics of EHS, staff ensured that the University remained ahead of environmental issues. While other Universities were struggling with how to handle the lead in water issue, which affected the entire state in 2016, Montclair State EHS proactively obtained more than 300 samples from around campus. EHS staff identified and isolated sources, as needed, took corrective action, and produced a report, if public comment on this issue was necessary.

On the academic side, EHS was able to gain the support of the faculty on acknowledging the need for a complete overhaul of chemical management on campus, starting with a manual inventory of all chemicals on site. EHS then worked with critical users to develop a process to limit the number of purchasers and the quantities of chemicals on campus.

Additional EHS Academic Accomplishments:

- EHS staff worked with Earth and Environmental Studies to establish the new Center for Mapping and Geospatial Analysis for GIS mapping on and off campus.
- EHS staff worked with MSU Campus Sustainability Club students to re-engineer the food waste composter purchased through an NJDEP grant. A passive ventilation system for the Rocket A900 composter was re-designed and re-built by EHS staff. The Composter is operable.
- EHS staff worked with CSAM administration to support the two new on-site business/R&D incubators, Immunomedics and Endomedix.
- EHS staff taught *Introduction to GIS, Remote Sensing, and* independent study *Advanced GIS* for the Earth & Environmental Studies department.
- EHS staff continued to provide training for faculty, staff, and students seeking to obtain *LEED Green Associate* Certification.

EHS Policy Development & Business Process Improvements

- *Control of Hazardous Energy* and *Confined Space* written programs were developed and implemented.
- Four errors were identified in the Title V Air Pollution Control Operating Permit language. EHS staff worked to correct these errors during FY17.
- EHS staff created the Corrective Action and Preventive Action (CAPA) tracking system, a tactical tool that is extremely powerful for continuous improvement.

EHS Professional Development and Outreach

In FY17, EHS staff began scheduling regular, recurring meetings with specific groups to maintain open lines of communication and transparency, which has contributed to fostering a team environment with critical stakeholders.

During this reporting period, EHS offered our campus as an on-site host for Environmental Health and Safety training for University faculty, staff, and students in the following areas:

- Integrated Pest Management
- Indoor Air Quality Designated Persons training
- OSHA 10-hour certification

EHS staff coordinated, planned, and provided technical support to consultants and contractors with the Hazardous Material Survey for the College Hall Demolition Project.

Associate Director of EHS/Maintenance & Construction Accomplishments:

- Completed 24-hr Electrical Safety training
- Completed 8-hr Confined Space Entry training
- Completed 40-hour Radiation Safety Officer training
- Became an active member of New Jersey College Health and Environmental Safety Society
- Obtained the *Registered Environmental Professional* Certification
- Continued to chair the New Jersey State Industrial Safety Committee (NJSISC) Training and Professional Development Subcommittee

Associate Director of EHS/Labs Accomplishments:

- Continued OSHA General Industry Safety and Health Specialist Certification (50% complete)
- Received Radiation Safety Officer Certification
- Attended the American Biological Safety Association's 59th Annual Biological Safety Conference and completed many sessions in preparation of becoming the Biosafety Officer for the MSU Biosafety Committee
- Became an OSHA Outreach Trainer for General Industry
- Received *Confined Space Operations* Certificate

EHS Inspections

EHS began conducting weekly inspections on campus to identify unsafe conditions and initiate immediate corrective action. Safety walks with Capital Project and Project Management Project Managers were implemented to promote the integration of safety in construction-related standard routines.



EHS provided Ladder Safety training for 162 trades and services employees in FY17



Plumber Larry Austin and Repairer Edwin Torres participated in Confined Space training



OSHA 10-Hour General Industry training was provided to UF employees in 2017.

FACILITIES LOGISTIC SUPPORT



Facilities Logistic Support Report

Facilities Logistic Support provides and services the critical infrastructure necessary for the successful operation of Montclair State University Facilities.

The Office of Transportation and Parking Services (TAPS) works continuously to improve the quality of the services we provide. It has and will continue to, aggressively manage the demands associated with the ever-growing and changing environment on our campus.

Over the past few years, TAPS has faced challenges as a result of extensive construction activity affecting parking resources, and the continued enrollment growth, which affects the demand for all of our services.

Achievements from the past few years include:

- Significantly altered parking plans which added several parking options to commuter students. Montclair State bought 900 New Jersey Transit permits and resold them to resident students. This enabled Parking Services to re-purpose 742 resident surface lot spaces to accommodate commuter students.
- Added more than 250 spaces to the parking inventory by expanding Lot 60
- Integrated technology to provide information so that parking decisions can be made before students come to campus. This includes the Parker App that shows available spaces on campus. Utilizing Twitter, Parking Services informs students of what areas of campus to avoid in order to detour from heavily congested areas.
- Introduced virtual permits which eliminated the need for physical hangtags.
- The five-year bus fleet replacement plan was completed with 16 new clean-running diesel buses added to Shuttle Services.
- Shuttle Services expanded its operations to the Overlook Corporate Center and 1515 Broad Street while overall campus ridership is up 4% over the previous academic year.

FY 2017 FLS Headcount

(does not include vacant positions)

Department Total	32
Managerial	4*
CWA Staff (Spv & Admin)	5
IFPTE Staff	23

Facilities IT

Managerial 1*

Fleet Services

Managerial 1

IFPTE Staff 2

Parking Services

Managerial 1

CWA Staff (Admin) 1

Transportation Services

CWA Staff (Supervisors) 3

IFPTE Staff 20

**includes Shared Services position owned by UF but supervised by other division*

FLS by-the-Numbers

FY17

6,723

Parking Spaces

13,061

Permits Sold

19,929

Citations Issued

5,875

Citations Waived

18

Shuttle Buses

1,600,000

Passengers Transported

34,000

PWD Transports

Parking Services Financial Summary***FY 2017******(July 1, 2016 – June 30, 2017)*****REVENUE**

Parking (Daily and Visitor Parking)	\$ 1,275,631
Parking Permit Income	\$ 2,865,073
Parking Citation Income	\$ 455,936
Parking Meter Income	\$ 180,406
Events Income	\$ 55,810
Other Revenue	\$92,716
TOTAL REVENUE	\$ 4,925,572
TOTAL OPERATING EXPENSES	\$ 1,694,348
Net Margin	\$ 3,231,224
To Garage Debt Service	\$2,728,000
To General Fund Reserve	\$ 503,224
	\$ 3,231,224

Transportation Services Financial Summary***FY 2017******(July 1, 2016 – June 30, 2017)*****REVENUE**

Transportation Fee	\$ 2,590,428
Other Revenue	\$ 1,298
Grants	\$ 1,416
TOTAL REVENUE	\$ 2,593,142
TOTAL OPERATING EXPENSES	\$ 2,348,563
Net Margin	\$ 244,579
To General Fund Reserve	\$ 244,579

FACILITIES MAINTENANCE & ENGINEERING



Facilities Maintenance & Engineering Report

The Department of Facilities Maintenance and Engineering (FM&E) maintains, operates and repairs all physical and mechanical assets of the University, including the significant utilities serving the campus. Additional responsibilities include the administration of outsourced services, coordination with Capital Planning and Project Management (CPPM) on construction projects, and serving as the liaison to the major utility companies that provide electricity, water, and other necessary services to our campus.

During Fiscal Year 2017, FM&E completed the restructuring of its organization and achieved several goals, including:

- Hired an Assistant Director of Mechanical Services to manage HVAC and Plumbing work activity.
- Appointed a Director of Building Repairs and assigning within this area the Facilities Customer Service Center (Service Desk) and the General Trades (Carpentry, Masonry, Painting), and the stewardship of the Computerized Maintenance Management system.
- Continued to secure multiple building perimeters with access control systems, including alarm and camera installations.
- Established preventive maintenance (PM) procedures to encompass 100% coverage of the recently renovated School of Business, Morehead Hall and the Center for Environmental and Life Sciences (CELS).
- Standardized the Building Automation System to one single front end: the WebCtrl system by Automated Logic. FM&E continued the installation of Utility meters and completed WebCtrl dashboard displays for all Residence Life buildings, Dickson Hall and CELS.
- Collaborated with CPPM project managers with document review, utility shutdowns, and contractor coordination for the construction of The School of Communications and the renovation of Partridge Hall into the School of Nursing and the Graduate School.
- Upgraded the High Voltage Distribution Electrical Grid: installed new relays and performed high-voltage transformer PM at Sprague Library, the Cali School of Music, Panzer Gymnasium, the Student Recreation Center and the Red Hawk Diner.
- Completed the summer inspection and maintenance of Residence Life facilities with the engagement of 60% of the department work force, including the complete painting of Count Basie and Alice Paul Halls.

FY 2017 FME Headcount

(does not include vacant positions)

Department Total	69
Managerial	7
CWA Staff (Spv & Admin)	13
IFPTE Staff	49

Access Control & Systems

(Locks, Access, Cameras)

Managerial	3
CWA Staff (Technician)	1
IFPTE Staff (Locksmiths)	3

Building Automation Systems

CWA Staff (Technicians)	2
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Building Repairs

(Carpentry, FCSC, Masonry, Painting, Repairers)

Managerial	1
CWA Staff (Spv & Admin)	5
IFPTE Staff	26

Electric Services

Managerial	1
CWA Staff (Supervisors)	1
IFPTE Staff	6

Mechanical Services

(HVAC & Plumbing)

Managerial	1
CWA Staff (Supervisors)	2
IFPTE Staff	14

FME by-the-Numbers

FY17

6,723

Work Orders Processed

80

% of Work Orders in CMMS

19,000

Work Orders Entered

98

Tablets Deployed in Trades

- As a result of the Diversity Initiative directive to increase communication transparency, FM&E established ongoing weekly informational meetings within the individual shops and monthly meetings with managers and supervisors. Additionally, department staff actively attended and participated in the semi-annual town hall-style meetings with the VPUF.
- Provided all members of FM&E work units with cell phones, and most have also been equipped with iPads to improve communications, data gathering and to eliminate paper processing within the group.
- Completed all Trades training required to maintain the New Jersey Department of Community Affairs (DCA) annual inspection permits.
- Trained staff in Confined Space, OSHA 10-Hour, computer skills for labor employees, Time Management, Maximo and other internal and external training, seminars and conferences including those sponsored by NJAPPA and ERAPPA.

FM&E WORK UNIT ACTIVITY

A. Facilities Customer Service Center

The nerve center of FM&E and the direct link to our customers is the Facilities Customer Service Center (FCSC), formerly known as the Facilities Service Desk. The FCSC is staffed by one supervisor supported by two full-time employees and several student workers. Under the direction of the Director of Building Repairs, the FCSC manages and coordinates the Computerized Maintenance Management System (CMMS), Maximo.

In FY17, this unit received and triaged approximately 19,000 work requests from students, faculty, staff, contractors and other stakeholders. This fiscal year the hours of operation were expanded to increase coverage and services to our customers. The hours of operation are Monday to Friday 7:00 a.m. to 10:00 p.m., Saturday and Sunday 9:00 a.m. to 8:00 p.m.



The Maximo CMMS manages work operations. In FY17, the CMMS was upgraded to:

1. Provide an increased number of reports,
2. Feature better user interface graphics,
3. Include mobile application software upgrades by DataSplice, and
4. Add features geared towards Preventive Maintenance and bar code scanning of tagged assets.

FY17 improvements to the Computerized Maintenance Management System included:

- iPad IOS upgrades: Along with working offline, complaints are down 90% (excluding user errors)
- JFC: DataSplice reconfigurations and supervisor trainings - Elimination of the majority of issues that caused iPads to "hang up" causing data to be lost.
- JFC: Maximo Director training-report administration, configuration, assets, PMs, work order tracking, planning, security groups, assignment manager, etc.
- Maximo: Daily input time of work orders has increased over 100% YTD. The majority of staff are using DataSplice more efficiently.

The upgrades were implemented in conjunction with additional staff training. Off-site training was provided to administrative staff and the unit manager.

B. Access Control & Systems

The Access Control & Systems (ACS) unit is responsible for all manual and electronic lock systems and doors for the University, as well as alarm and security systems and the installation, maintenance, and repair of all related hardware and systems. ACS coordinates with Campus Safety, University Police and other departments in addressing campus, ADA, compliance and building security concerns. Reporting to the Director of Access Control & Systems, the unit consists of Access Control, Alarms and CCTV Security Cameras and the Lock Shop. In FY17, the Lock Shop comprised three full-time Locksmiths. Access Control service work was performed by the Director, supported by two managers and one field technician, supported by staff in the Lock Shop.

In FY 17, this unit processed 4,309 lock and access control work orders.

FY17 Access Control Accomplishments:

-
- Collaborated with CPPM in managing and executing the following projects:
 - Access control system for the Overlook relocation
 - Access control system for the School of Nursing
 - Access control system for the School of Communication
 - Keying and hardware specifications for the Mallory Hall
 - Replace Persona Wi-Fi controllers at all residence suites in Sinatra Hall
 - Manage perimeter door and access control upgrades for the School of Business
 - Developed PM schedules for Kaba, RCI, Morse Watchman, S2, Facilities Commander and Lenel OnGuard access control systems.
 - Performed access programming for buildings, academic and administrative staff and special events.
 - Terminated 60% of 350 stand-alone Kaba swipe locks and replaced them with WI-FI Persona locks.
 - Consolidated 20,000 magnetic stripe cards and proximity cards and replaced them with HID iClass smart chip cards.
 - Performed on-going linkage of multiple Facilities access software systems (see below) to one central monitoring access control system (Lenel).
 - Generated electronic monitoring audit reports.

Completed Training:

- Access control system training on Lenel OnGuard, Facilities Commander, S2 Box and Morse Watchman systems
- Swipe Card lock training on Kaba 950, 923 and RCI (Card Reader System)
- Schlage NDE Wi-Fi locks
- Persona/Sargent Wi-Fi lock – Assa Abloy Operations & Troubleshooting
- A2 keying system training (Lock Shop)
- Master King integrated keying system software training (Lock Shop)
- Hands-on lock and key extraction repair for the Repairers Unit (Lock Shop)

Communication Initiatives:

- Held weekly scheduled meetings/training with staff.
- Held regular biweekly/monthly meetings with supervisors and staff.
- Adjusted some shifts to cover late evenings during the week to improve campus Access Control coverage.

1. Access Control: CCTV Cameras and Alarms

Access Control and Systems provides and maintains electronic security for several areas on campus. The unit installs and assists contractors in the maintenance and repair of CCTV cameras such as those at the Village and the Ben Samuels Children's Center.

FY17 Camera & Alarm Accomplishments:

-
- Installed security systems in Russ Hall, LGBT offices, the Blanton Hall Health Center, the President's suite in SBUS, 22 Normal Avenue, and the Office of Emergency Management in Sinatra Hall.
 - Installed new CCTV cameras to monitor the lobbies in Alice Paul, Basie, Fenwick and Williams Halls.
 - Perimeter Security Electronics:
 - Installed access control to perimeter of the Student Recreation Center
 - Science Hall perimeter electronic control
 - Calcia Hall perimeter electronic control
 - Richardson Hall perimeter electronic control
 - Secured West End of Clinical Services building

Completed Training:

- Persona locks
- Facilities Commander

2. Access Control: Lock Shop Services

The Lock Shop is responsible for the maintenance, installation, and repair of interior and exterior electronic locking systems and mechanical locks. In FY17, Lock Shop staff consisted of three full-time Locksmiths (supervised by the Systems Controller) working various shifts from early morning into late evening.

FY17 Key control upgrades, installation and repairs Accomplishments:

- Implemented 2017 Keyway registered Medeco X4 high security keying system.
- Installed electronic Wi-Fi and hard-keyed locking hardware in the Center for Clinical Services (CCS) building.
- Created and installed a new Medeco X4 HS keying system in CCS.
- Installed electronic Wi-Fi and hard-keyed locking hardware in the School of Nursing.
- Created and installed a new Medeco X4 HS keying system in the School of Nursing.
- Installed electronic Wi-Fi and hard-keyed locking hardware in the School of Communications (SCOM).
- Created and installed a new Medeco X4 HS keying system in SCOM.
- Installed hard-keyed locking hardware in Stone Hall.
- Created and installed a new Medeco X4 HS keying system in Stone Hall after refurbishment was complete.
- Maintained and repaired all campus-wide Persona electronic 700 Wi-Fi locks in Administrative and Residence Life buildings.
- Created and temporarily cored all buildings under construction.
- Provided temporary locks and keys for SCOM, CELS, SBUS, CCS, Stone, College and Partridge Halls to contractors and MSU staff.
- Updated and maintained all Fire Safety and Police key boxes (Knox) & Keywatch Boxes campus-wide with the required keys for each building.
- Supplied all campus keys to students and staff. Re-keyed locks and supplied new keys in the event of lost keys.

Completed Training:

- Provided A2 keying system training and Master-King integrated keying system software training.
- Provided hands-on lock repair and key extraction Persona Wi-Fi training for Repairers.

Communication Initiatives:

- Held regular weekly meetings with staff.
- Held regular bi-weekly meetings with supervisor and staff.

C. Building Automation System Services:

The Building Automation System (BAS) is a computerized building automation controls system connected to most of the mechanical equipment dedicated to heating, cooling and utility metering. The Building Controls unit is headed by the Assistant Supervisor of Building Repairs and reports directly to the AVP of FM&E. The BAS Supervisor works closely with the HVAC unit on building controls to troubleshoot and address HVAC system issues.

FY17 BAS Accomplishments:

-
- Upgraded the Sinatra Hall building automation system into the main BAS system (Automated Logic).
 - Integrated the Kasser Theater Alerton building controls into the main BAS (Automated Logic).
 - Integrated the Russ Hall Alerton building controls into the main BAS (Automated Logic).
 - Integrated building-level utility metering into the main BAS front end for the following buildings: Dickson Hall, CELS, Freeman Hall, Russ Hall, Blanton Hall.
 - Created energy dashboard with utility consumption data for several campus buildings.

Completed Training:

- Provided in-house BAS control to all HVAC mechanics
- Provided Siemens training for five HVAC Mechanics
- Provided off site Automated Logic BAS training to all HVAC mechanics

D. Building Repairs

The Building Repairs Unit was created in FY17 with the hire of the new Director of Building Repairs, who manages all renovation and repair activities across campus, oversees the Maximo CMMS, and serves as the FM&E liaison to Capital Projects and Project Management. This group comprises Carpentry Services, the Facilities Customer Service Center, General Mechanics (Repairers), and the Paint and Masonry Unit. Repairers and Senior Repairers, centralized within this group, are assigned to perform work across all FME trades.

1. Carpentry Services

Under the direction of the Director of Building Repairs, Carpentry Services is responsible for the repair and maintenance of interior and exterior building systems. Work tasks include the installation and assembly of desks, file cabinets, hanging shelves, hanging pictures, bookshelves, windows, glass, screens, door hardware, door closures and other similar work. Preventive Maintenance and repair of building roof systems also fall under the purview of this unit.

FY 2017 Carpentry Services Accomplishments:

-
- Processed 2,932 work orders.
 - Assisted in the management of the Life Hall Roof Replacement project.
 - Removed the original Dickson Hall archway.
 - Completed RFP for selecting and awarding 2017 roof maintenance contract: Secured a new Roof Vendor.
 - Drafted New RFP for Glass Contract.
 - Replaced the Life Hall dance floor.
 - Performed exterior and security door replacements (Freeman Hall main doors, Life Hall east doors, student kitchen etc.)

- Assisted with post-contractor repairs for CPPM Projects: SCOM, Dickson, SBUS moves, designated smoking areas, Automatic Entry device (AED) installations, etc.
- Replaced sidewalks around campus: Webster Drive, Student Center parking lot, Dickson and University Hall partial walks.
- Installed fencing behind the School of Communications and along Dickson Hall.
- Completed various roof and gutter repairs on all houses along Normal Avenue, as well as Memorial Auditorium, Russ Hall, Freeman Hall, University Hall and the Ben Samuels Children's Center.
- Completed the President's house deck restoration
- Repaired the floor in Kops Lounge.
- Installed new Freeman Hall dock doors and replaced Freeman maintenance room doors.
- Completed Residence Life summer inspections and repairs.

2. Paint and Masonry Services

Paint and Masonry Services is responsible for preparing, priming and painting building interiors and exteriors, removing graffiti, refinishing furniture, maintaining floor and ceiling tiles (including the ceramic tiles), and repairing and maintaining plaster, brick and stone walls. Paint and Masonry Services is also responsible for exterior and interior masonry maintenance and repair. The unit comprises three Painters and one supervisor.

FY 17 Painting and Masonry Accomplishments:

-
- Processed 960 work orders.
 - Summer Residence Life Painting Project: Alice Paul & Count Basie Halls – repaired all walls & painted corridor walls and living spaces.
 - Painted Bohn Hall exterior.
 - Painted University Hall interior stairway.
 - Performed Residence Life summer inspections and repairs.
 - Painted more than 200 areas, including apartments, faculty offices, and classrooms campus-wide.

Completed Training:

- Provided basic computer classes for staff.
- Provided confined space training and ladder training.
- Provided training for Computerized Maintenance Management System for staff.

Communication Initiatives:

- Held regular weekly meetings with staff.
- Held regular biweekly meeting between supervisors and staff.
- Upgraded employees still using electronic pagers (beepers) to cell phones.
- Adjusted some shifts to better cover the campus mechanical needs.

E. Electric and Elevator Services:

Electric Services is responsible for the maintenance, upkeep, and repair of the distribution system which provides all electricity to University buildings and end devices, (i.e., motors, pumps, lights, etc.)

This unit, which reports to the Director of Electric Services, is composed of six full-time Electricians supported by three Repairers.

FY 17 Electric Services Accomplishments:

-
- Processed 3,486 work orders.
 - Replaced high voltage lines underground feeder G2 from Sub Station to Blanton Hall.
 - Replaced high voltage distribution line D1 and replaced lines serving Fox Theater, Mallory Hall and Life Hall.
 - Started troubleshooting underground line to buildings on South Campus feeder C1.
 - Repaired several generators: Campus Police and University Hall generators were completely rebuilt.
 - Managed all electric service shutdowns for facilities and new construction at College Hall, Partridge Hall, Mallory Hall, and the School of Communications.
 - Continued to upgrade all exterior light poles to LED bulbs (approximately 200 units).
 - Upgraded two labs in Richardson Hall to energy efficient LED lighting.
 - Added electric heat to Webster Hall “day room.”
 - Maintained and serviced more than 50 campus elevators.
 - Activated generator PM in Maximo. Added emergency generator PM.
 - Upgraded the elevator cabs and controls at:
 - Dickson Hall
 - Bohn Hall
 - Student Center freight area

Completed Training:

- Variable Frequency Drive (VFD) training with the Mechanical Services unit
- Weekly Tool Box meetings
- Confined Space training
- Sub-Station training
- Site Automatic Transfer Switch (ATS) training
- Ongoing training for Computerized Maintenance Management System

Communication Initiatives:

- Held regular weekly meetings with staff.
- Held regular biweekly meetings between supervisors and staff.
- Upgraded employees still using electronic pagers (beepers) to cell phones.

- Adjusted some shifts to better cover campus electrical needs.

F. Mechanical Services: Heating Ventilation and Air Conditioning and Plumbing

Mechanical Services comprises two distinct units, Heating Ventilation and Air Conditioning (HVAC) and Plumbing. The HVAC group is responsible for the maintenance, upkeep, and repair of those systems providing heating, cooling and ventilation to all University buildings. The HVAC group is composed of seven Mechanical Equipment Specialists supported by approximately six Repairers. The Plumbing Unit comprises five Plumbers and five Repairers.

The Mechanical Services unit reports to the Assistant Director for Mechanical Services.

FY 17 Mechanical Services Accomplishments:

- The Mechanical Services Unit processed 3,272 HVAC and 3,775 Plumbing work orders.
- Added the Hawks Crossings Lift Station to the computerized Building Automation System.
- Added remote alarm monitoring to the CarParc Diem Lift Station.
- Replaced damaged water main section on 6" main by the Student Center Annex.
- Upgraded heating system pumps in Russ Hall to Variable Frequency Drives (VFD).
- Assessed and completed summer maintenance in all residence halls.
- Updated chilled water pump motors to VFD in Blanton Hall.
- Installed new heating coils for major air handling units in Kasser Theater and Basie Hall.
- Completed the installation of new univentilators and controls for all Russ Hall apartments with CPPM.
- Installed new boilers at Legge House and 14 Normal.
- Added a Saturday evening shift to better cover campus mechanical needs.
- Completed survey of steam traps to reduce campus-wide energy costs, with an estimated \$80,000 in annual savings.
- Upgraded electronic controls to Russ Hall heat pumps and Blanton Hall chilled water pumps.
- Managed, along with CPPM, renovations to the Bohn Hall heating system, Calcia Hall classroom upgrades, HVAC controls and BAS in the School of Communications, heating system renovations in Stone Hall, hot water systems in Alice Paul and Basie Halls, and others.
- Completed HVAC and plumbing PM and CM repairs in all residential buildings during the summer in:
 - Blanton Hall
 - Freeman Hall
 - Russ Hall
 - The Village at Little Falls

- Bohn Hall
- Sinatra Hall

Completed Training:

- Provided Variable Frequency Drive (VFD) training to several employees in the Mechanical Services Unit.
- Provided a hands-on Steam Trap seminar for all staff.
- Provided Confined Space training.
- Provided training for Computerized Maintenance Management System to staff.

Communication Initiatives:

- Held regular weekly meetings with staff.
- Held regularly regular biweekly meetings between supervisors and staff.
- Upgraded employees still using electronic pagers (beepers) to cell phones.

FACILITIES SERVICES



Facilities Services Report

The Department of Facilities Services maintains the interior cleanliness of every building, the campus landscape, trash and recycling removal, the setup of special events, internal moves of office space, replacement of residence furniture and appliances, and the movement of postal mail and delivery of packages/receivables on campus.

FY 17 Facilities Services Highlights:

- Hired an Assistant Housekeeping Supervisor, Susana Rodriguez, to supervise the Housekeeping Staff on the second shift in the Administrative Housekeeping Unit.
- Established regular informational meetings held weekly within the individual Housekeeping units, and monthly with the managers and supervisors.
- The Postal Services unit became a Certified United States Passport Acceptance Facility.
- Training included the Diversity Initiative, Chemical Usage in Cleaning, the proper use of cleaning equipment such as auto scrubbers and burnishers.
- Postal Services, Grounds and Stock Clerk staff participated in Fork Lift training.
- Labor employees participated in computer training and English as a Second Language classes.
- Trained supervisors on the Maximo and Kronos systems.
- New Supervisors attended the APPA Supervisor Toolkit training.
- Department staff attended NJAPPA and ERAPPA meetings and conferences.
- Provided all Facilities Services supervisors with cell phones and most have also been equipped with iPads to improve communication, data gathering, and paperless processes within the Department.

FY 2017 Facilities Services Headcount

(does not include vacant positions)

Department Total	204
Managerial	5
CWA Staff (Spv/Clerk/Admin)	25
IFPTE Staff	174

Grounds Services

Managerial	1
CWA Staff (Supervisors)	2
IFPTE Staff	20

Housekeeping Services

Managerial	2
CWA Staff (Supervisors)	12
IFPTE Staff	150

Move & Waste Management

(Campus Moving & Residential Moving)

CWA Staff (Supervisors)	2
IFPTE Staff	4

Postal Services

Managerial	1
CWA Staff (Spv & Clerks)	7

FS by-the-Numbers

FY17

3,002

Work Orders Processed

573,783

Outgoing Letters Processed

33

Inches of Snow Cleaned

6,000

Boxes used for relocations

FACILITIES SERVICES WORK UNIT ACTIVITY

A. Housekeeping Services

Housekeeping Services consists of 4 sub-units: Residence Life; Academic; Student Center, Athletics & Theater (SCATH); and Administrative. Housekeeping work hours are scheduled seven days a week from 4 a.m. to 9 p.m. The Student Recreation Center has Housekeeping coverage until 11:30 p.m. Housekeeping manages the University's Pest Control contract.

FY 17 Housekeeping Accomplishments:

- Processed 1,382 work orders, including 276 work orders for Pest Control.
- Assisted in the development of the University Facilities New Employee Orientation program.
- Participated in the Diversity Initiative, resulting in improved communications in the Unit.
- Equipped all staff with cellphones for better communication.
- Lilliam Turino, a Senior Building Maintenance Worker, was selected for the Division's highest honor, the John W. Dennis Leadership Award.
- Staff attended ERAPPA and NJAPPA Meetings.
- Participated in Service Level Agreement meetings with campus stakeholders and the Associate Vice President for Facilities Maintenance & Engineering.

Completed Training:

- Ethics
- Sexual Harassment
- Ladder Safety
- Personal Protection Equipment (PPE)
- Auto Scrubber
- Basic Computer Skills
- ESL
- Workday
- KaiVac
- Cleaning Chemical Usage
- Email
- APPA Drive-In Training (Supervisors)
- APPA Tool Box Training (Supervisors)
- University Facilities New Employee Orientation



*2017 John W. Dennis Leadership Award recipient
Lilliam Turino, with Assistant Housekeeping Supervisors
Edwin Camacho and James Brown*

Communication Initiatives:

- Weekly staff meetings were held.
- Weekly management meetings (Director and Assistant Directors) were held.
- Bi-weekly supervisor meetings were instituted.
- Staff attended semi-annual Town Hall Meetings with AVP and VP of University Facilities.

B. Grounds Services

Grounds Services is responsible for maintaining the campus landscape. Tasks include grass mowing, leaf removal, weeding, landscape planting, pothole filling and snow removal. Grounds Services also is responsible for campus

waste removal and recycling. Grounds Services staff participate in the set-up of special events such as Convocations and Homecoming.

In FY17, Grounds Services diversified its staff with the hire of Nilka Santamaria, the University's first female Grounds Worker.

Grounds Services planned executed six new planting projects on campus: The School of Business, Sinatra Hall, Bohn Hall, College Avenue, the Red Hawk Deck and the Student Recreation Center. In conjunction with the Department of Capital Planning and Project Management, Grounds staff participated in the completion of planting projects at the School of Communications, Life Hall, and Sprague Library.

Grounds Services personnel removed 33" of snow in 21 recorded snow events during FY17.

Presently, Montclair State produces a lower rate of recycling among Universities which are comparable in size. Similar institutions average a 43% recycling rate, while our average is approximately 37%. Corrective measures taken by Grounds Services in FY17 included working with the PSE&G Institute to label recycling cans on campus and purchasing 60 more substantial waste and recycling receptacles. The new cans are color-coded to make it easier for the public to separate trash and recycling. Areas identified as in need for distinct improvement in recycling rates include the Student Center, Freeman Hall, Blanton Hall and the Hawks Crossings Apartments.



Assistant Housekeeping Supervisor Susana Rodriguez and Grounds Worker Nilka Santamaria

FY 17 Grounds Services Accomplishments:

- Processed 126 work orders.
- Hired 3 Grounds Workers, including the unit's first female Grounds Worker.
- Participated in the Earth Day 2017 celebration.
- Set up the picnic areas in Bohn Hall and the Village.
- Installed new plantings at the main entrance of Sinatra Hall.
- Replaced the outdoors trash cans around campus with red trash cans and the blue recycling cans.
- Worked with the PSEG Sustainability Group to help promote recycling on campus.
- During FY17, as a result of the Diversity Initiative, the unit improved communication among the staff. Grounds Services began regular monthly staff meetings and participated in the semi-annual town hall meetings with the AVP and the VP of Facilities.

Completed Training:

- Pesticides (four employees)
- Public Works Managers program (Director)
- North American Snow Conference (Director)
- Blood Borne Pathogens
- Storm Water Pollution
- Basic Computer Skills
- Ethics

C. Postal Services

In FY17, the Postal Services unit was created through the merger of the former Central Receiving and Mail Services units. This group comprises one Assistant Director, one Supervisor, and six subordinate staff.

Postal Services is responsible for internal mail circulation and outgoing mail processing for the campus. This unit receives all supplies and equipment for the University and processes new and renewal passport applications.

After a series of successful one-off events in FY16, Postal Services began offering full-time passport processing services in FY17 to the community-at-large. Postal Services staff became trained and certified to provide this service in FY17.



FY 17 Postal Services Accomplishments:

- Processed 65,093 incoming packages.
- Processed 573,783 pieces of outgoing mail.
- Implemented Passport Services started in January 2017.
- Processed 837 passports from January 2017 to June 2017.
- Passport processing generated \$23,305 in revenue.
- One Senior Postal Clerk became a Certified Mail Design Professional, Notary, and Passport Agent; and earned certifications in College, University & Non Profit Mail Management and Postal Mail Management.
- The Postal Services Program Assistant became a Certified Notary and Passport Agent.
- The Principal Postal Clerk became a Certified Mail Design Professional, Notary, and Passport Agent; and earned certifications in College, University & Non Profit Mail Management and Mail Systems Management.

Completed Training:

- Ethics
- Sexual Harassment
- Workplace Safety
- Forklift Safety

Communication Initiatives:

- Regular staff meetings.
- Staff attended semi-annual town hall meetings with AVP and VP of University Facilities

D. Moving Services:

Moving Services is responsible for internal office moves, special event set-ups and snow removal. Moving Services is divided into two sub-units: Campus Moving and Residential Life Moving. The Campus Moving group handles all academic, administrative and student life moving requests and set-ups. The Residential Life Moving group handles all requests for new furniture, new appliances, and residential bed bunking/un-bunking. This team additionally participates in special event set-ups and snow removal activities.

FY 17 Moving Services Accomplishments:

- Processed 1,494 work orders (Campus Moving Unit).
- Processed 696 work orders (Residential Moving Unit).
- Set up daily requests for special events.
- Set up the January and May Graduate School Commencement ceremonies at the NJPAC.
- Set up the May Commencement at the Prudential Center.

Completed Training:

- Forklift Safety
- Ethics

Communication Initiatives:

- Regular staff meetings
- Staff attend Town Hall Meetings with AVP and VP University Facilities

FIRE SAFETY



Fire Safety Report

Life Safety Systems

During FY17, fire alarm systems on campus remained in good working order. The Bohn Hall fire alarm system was upgraded, Stone Hall had a new system installed in conjunction with the new construction, and all seven campus fire pumps in the Village, the Heights and University Hall were serviced, balanced and a full diagnostic test was conducted on all control units. Hawks Crossing had three new control units installed that now report room smoke detectors to the monitoring system.

The central fire alarm reporting system had two new mainframe computers replaced, and one unit was upgraded to serve as a backup unit.

New procedures were introduced beginning in September reducing the frequency of response from local fire departments to the University. These new response procedures were part of the building fire alarm upgrades, completing the installation of monitored smoke detectors where battery-operated detectors were in place. Although the number of fire alarms received in buildings increased, the safety of occupants increased because the old battery operated alarms and 110v detectors never notified anyone except the room occupants.

Currently, all room and building smoke alarms are received by University Police and responded to by the University Police. Notifications are determined by the alarm policies that have been set up between the University and the three local fire departments.

Summer testing of fire alarm systems, fire extinguishers, and sprinkler systems was completed.

The University Hall Pre-Action system which will provide full control of the monitoring and provide graphics for the 6th-floor data room will connect to the main fire panel in the first quarter of Academic Year 17-18.

The Office of Fire Safety is staffed by one Director supported by a Fire Safety Coordinator. Additional human resources are provided by five student workers who are employed year-round. The student workers conduct monthly fire extinguisher inspections, weekly sprinkler valve inspections, assist in fire drills, and participate in fire-related building inspections with the state. Students also aid in accompanying contractors during repair work and general office support.

Fire Alarms in buildings:

Most campus fire alarms stem from room detectors: steam from showers, cooking, hair products. In FY17, two small kitchen fires were contained on the cooking surface. Damages from these incidents were minimal.

Between July 2016 - March 2017, the University was charged \$7,680 for fire alarm response from the Little Falls Fire Department.

From July 2015 – March 2016, the University paid \$46,880 in fees to Little Falls. This \$39,200 decrease can be attributed to internal changes in response procedures and external changes in the current Fire Codes which reduce the amount of calls to which fire departments must respond

FY 2017 Fire Safety Headcount

Department Total	2
Managerial	1
Professional Staff	1

Fire Alarm Activity

July 2016-March 2017

318

Fire Alarms on Campus

\$7,680

Charges Paid to LFFD

University Police investigate all *room* smoke detector alarms before dispatching local fire departments, reducing the call for nuisance fire alarms. When University Police receive a building detector or water flow device alarm, it results in an automatic call to the local fire department.

FIRE SAFETY INSPECTIONS PERFORMED IN FY17:

 <p><u>NJ Division of Fire Safety</u> 24 Quarterly Inspections 2 Semi-Annual Inspections 51 Annual Inspections</p>	 <p><u>FM Global Recommendation</u> 118 Monthly Sprinkler System Inspections</p>	 <p><u>Montclair State University</u> 136 Monthly Building & Room Inspections Conducted</p>
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FY17 FIRE SAFETY TRAINING ACTIVITY

Date	Target Audience	Training Area
7/1/16	Heights Neighborhood Faculty/ Staff	<ul style="list-style-type: none"> Fire extinguisher training
8/18/16	Student Assistants (4 Sessions)	<ul style="list-style-type: none"> Evacuation procedures and staging areas Access control prior to fire drills Fire extinguisher training
8/24/16	Childcare Center Staff	<ul style="list-style-type: none"> Fire extinguisher training
8/26/17	Resident Assistants	<ul style="list-style-type: none"> MSU Annual RA Fire Academy Training @ Bergen County Fire Academy
8/30/16	Returning Resident Assistants (4 Sessions)	<ul style="list-style-type: none"> Evacuation procedures and staging area awareness General fire prevention Staging and accountability of students Fire extinguisher training Frequently found room violations for health & safety checks
9/6/16	Fleet Service Bus Drivers	<ul style="list-style-type: none"> Fire extinguisher training Emergency egress awareness in buses
9/6/16	Fleet Services Mechanical Staff	<ul style="list-style-type: none"> Fire extinguisher training
9/21/16	Fox/Memorial Theater Stage Crew	<ul style="list-style-type: none"> General fire prevention <ul style="list-style-type: none"> Housekeeping practices in Metal and Wood Shops Electrical Hazards Evacuation Procedures of Life/Memorial Theater Fire Extinguisher Training
9/21/16	Kasser Theater Ushers	<ul style="list-style-type: none"> General Fire Prevention <ul style="list-style-type: none"> Notification of exit locations before performances Evacuation Plans (Evacuation Routes, Areas of Refuge, Staging Areas) Employee responsibilities

October 5, 2016	Hawks Crossing Residents	Cooking/ Kitchen Fire Safety <ul style="list-style-type: none"> • General Fire Prevention Awareness <ul style="list-style-type: none"> ○ Evacuation Procedures and review of Hawks Crossing staging area ○ Specific cooking fire prevention awareness ○ Fire Extinguisher training
10/10/17	Russ/Freeman Neighborhood	Open Fire Extinguisher Training
3/13/17	Overlook Building	<ul style="list-style-type: none"> • Evacuation Plan training • Review of evacuation plans • Staging Area for MSU & Accountability <ul style="list-style-type: none"> ○ Areas of Refuge Awareness ○ Fire Alarm Notification (Evacuate/Stage in Place) ○ Responsibilities of Fire Wardens assigned per division

FY17 FIRE SAFETY FINANCIAL REPORT

Sprinkler: City Fire 2015-2018 with option until 2020	Contract (Test/Inspect) \$54,640	Service (Repairs) \$116,789
Fire Alarm System Contract: Automatic Suppression on 3rd year of a five-year contract	Contract (Test/Inspect) \$198,450	Service (Repairs) \$151,680

Maintenance performed: 36 buildings on campus have sprinkler standpipe systems or fire pumps. All buildings had their five-year inspection conducted including changing of all system gauges, system flush and all additional reviews that are required every five years according to National Fire Protection Agency 13. All fire hydrants on campus had a flow test conducted, and all were tested for the annual inspection. Four fire hydrants were replaced due to failure and repairs were performed.

System enhancements: Major fire system enhancements were performed at the Village and University Hall during FY17. At the Village, four fire pumps were tested for vibration and wear, all had pressure-reducing valves replaced and packing replaced. All control units were tested. The Basie Hall fire pump was removed and overhauled, and the base was replaced.

The University Hall pressure relief valve was replaced due to pump overheating. Additionally, the fire pump base was fabricated, a new concrete pad was installed, and the Outside Stem & Yoke (OS&Y) valve was replaced.

Summary of Other Fire System Enhancements

Bohn Hall	All above maintenance conducted. Pump was removed and rebuilt.	\$10,000
Webster	Check valve replaced	\$3,800
20 Normal	Back flow replaced	\$9,800
Ward (center building)	System hydro tested and placed in service	\$6,000
Williams Hall	OS&Y Valve	\$4,000
Cali School of Music	Backflow	\$6,500
Richardson Hall	OS&Y Valve	\$7,800
Science Hall	Backflow valve	\$5,800
Freeman Hall	OS&Y Valve	\$8,190
Fuel Pumps	Installed cameras	\$13,000

Student Recreation Center, Village Pool, Freeman Hall	Installed gas detection for Carbon Monoxide	\$4,000
Residence Halls	Changed programing on for alarms	\$15,000
Ben Samuels Children's Center	Installed panic and evacuation buttons	\$22,000
Additional repairs under \$3,000.00 conducted on all buildings		\$56,000
Fire Extinguisher Campbell Fire: No contract under the bid amount \$22,000.00		

This past year we replaced the three main frame computer systems that run our central station for all alarms on campus

APPENDIX A***UNIVERSITY FACILITIES ADMINISTRATION*****Office of the Vice President**

SHAWN M. CONNOLLY, M.S. Eng., Vice President

CAROLEN AMARANTE, B.S., Director of Facilities Financial Management

YOLANDA BRANDON, M.S., Director of Facilities Strategic Operations

JOANA DOS SANTOS GONZALEZ, M.B.A., Associate Director of Facilities Learning & Development

ANA A. PINTO, M.S., C.E.M., C.E.A.M., LEED GA, Director of Energy Management

LYNARCAH STEPHEN, M.A., Director of Facilities Human Resources

Capital Planning and Project Management

MICHAEL ZANKO, B.S., Associate Vice President

FRANK CUNHA, B.Arch., AIA., LEED GA, Director of Architecture Services

CHRISTOPHER DANISH, B.S., Director of Project Engineering

ELLEN GALLAGHER, B.S.L.A., Assistant Project Manager

KATHRYN HUNCHAR, B.S., Assistant Project Manager- Architecture

SHARON MAHONEY, M.S.E., Senior Project Manager

ADAM MCGUIRE, B.Eng., Assistant Project Manager- Engineering

ANTHONY J. MENNUTI, B.F.A., CAFM and Mapping Services Manager

VICTOR MISARTI, B.Arch., M.B.A., AIA, LEED GA, Senior Project Manager

ERIN MURRAY, B.A., NCIDQ, Senior Space Planner/Interior Designer

HENRY ORNOVITZ, B.S. Civil Eng., Senior Project Manager

Environmental Health & Safety

AMY FERDINAND, Ph.D., Director of Environmental Health and Safety

LISA BAKER, M.S., ASP, Associate Director of Environmental Health & Safety

WILSON ROBLES, B.S., PE, CHMM, Associate Director of Environmental Health & Safety

Facilities Maintenance and Engineering

JOSEPH MARZULLO, B.S., Associate Vice President

KWOK CHEUNG, M.S., Systems Technician

EARL FARRELL, B.S., B.Arch., Director of Building Repairs

ROBERT HELLANDER, B.Elec.Eng., Director of Electrical Services

JONATHAN F. LEE, B.S., PMP, LEED GA, Director of Access Controls and Systems

ROBERT TROPIANO, Assistant Director of Mechanical Maintenance

ROBERT ZAWISTOWSKI, B.S., CEFM, Systems Controller

Facilities Logistic Support

WILLIAM FITZPATRICK, B.A., Assistant Vice President

JOHN BONIN, Director of Facilities Information Technology

BEN CECA, Assistant Director of Fleet Services

BENEDICTO OMUYA, M.B.A., CAPP, CPP, Director of Parking Services

Facilities Services

LEONARD JONES, M.P.A., Assistant Vice President

JACQUELINE ALVAREZ, Assistant Director of Building Services

LAVONE BROXTON, Assistant Director of Postal Services

STEPHEN RUGGIERO, Director of Grounds and Landscaping

PREYA SANASIE, Assistant Director of Building Services

Fire Safety

ROBERT FERRARA, A.A.S., Director of Fire Safety

APPENDIX B

FREQUENTLY USED FACILITIES ACRONYMS

APPA	Formerly known as the Association of Physical Plant Administrators, APPA: Leadership in Educational Facilities, is the industry leader in higher education facilities management dedicated to the ongoing evolution of its professionals into influential leaders in education.
AVP	Associate or Assistant Vice President
BAS	Building Automation System
CAPA	Corrective Action and Preventive Action tracking system used within the EHS office
CM	Corrective Maintenance
CMMS	Computerized Maintenance Management System
CPPM	Capital Planning and Project Management
EHS	Environmental Health and Safety
EPA	The United States Environmental Protection Agency
ERAPPA	Organization of the Eastern Region of APPA
FCSC	Facilities Customer Service Center
FI	Fire Safety
FLS	Facilities Logistic Support
FME	Facilities Maintenance and Engineering
FS	Facilities Services
GSF	Gross Square Feet
HVAC	Heating, Ventilation and Air Conditioning
IFPTE	International Federation of Professional and Technical Engineers
LEED	As designated by the US Green Building Council- Leadership in Energy and Environmental Design is the most widely used green building rating system in the world
LMS	Learning Management System
NJAPPA	Organization of the New Jersey chapter of APPA
NJDEP	The New Jersey Department of Environmental Protection
OSHA	The United States Department of Labor Occupational Safety and Health Administration
PEOSH	New Jersey Department of Health Public Employees Occupational Safety and Health
PM	Preventive Maintenance
UF	The Division of University Facilities
VPUF	Vice President for University Facilities