IN EMERGENCIES --- Call 911 from any campus phone

University of Houston Campus Police  713-743-3333

For Services that require immediate attention to maintain safety or preserve work productivity or facility, please call Facilities Service Call Center -- 713-743-4948
WELCOME!

Thank you for serving as a University of Houston Building Coordinator. This role is vital in helping us meet your building and safety needs. The Building Coordinator Program is designed to facilitate communications, support facility capital planning and represent user needs within university buildings. You are the point of contact for custodial and maintenance services, energy management, heating and cooling, fire and environmental safety, building security, construction planning and project management activities within your facility. Within Administration and Finance many of these services are provided directly by Plant Operations, but there are also other business units across the university (Student Affairs, University Services, Public Safety and Information Technology) with whom you will work closely to coordinate all of the University facilities services in a seamless manner.

Building Coordinators and their alternates are appointed by the Executive Vice President for Administration and Finance and the Senior Vice President for Academic Affairs and Provost and will be called upon to help assist in resolving building issues and after-hours, building-related emergencies. The university will provide you with the necessary portfolio of resources and training to facilitate fulfilling your Building Coordinator role. As we all work together on behalf of the students, faculty and staff at the University of Houston, you will have many opportunities to provide feedback regarding our efforts supporting you in this newly designated role. We look forward to working with you as we continuously improve our services and thank you for your commitment in this critical role. If you have any questions or concerns, please feel free to contact Jacquie Vargas, Building Coordinator Program Manager at 832-842-4861 or by email at jmvarga5@central.uh.edu, or Melissa Rockwell, Executive Director, Facilities Management, at 713-743-8750 or by email at mrockwel@central.uh.edu.

Once again, thank you in advance for your support and commitment to UH and to the stewardship of our facilities in support of our Tier One Mission.

Dr. Carl Carlucci
Executive Vice President for Administration and Finance

Dr. John Antel
Senior Vice President for Academic Affairs and Provost
Helpful phone numbers

**Plant Operations/Facilities Service Call Center (FSC)**
713-743-4948

**Utility emergencies/outages**
Days: 713-743-4948
After-hours and weekends: Central Plant 713-743-5791

**Central Plant**
713-743-5791

**University Police**
713-743-3333

**Environmental Health and Safety**
713-743-5858

Helpful Websites

**University of Houston**
[http://www.uh.edu/](http://www.uh.edu/)

**Plant Operations**
[http://www.uh.edu/plantops/](http://www.uh.edu/plantops/)

**Building Coordinator Program**
[http://www.uh.edu/plantops/bcp](http://www.uh.edu/plantops/bcp)

**Plant Operations Service Guides**

**Facilities Service Center (FSC)**

**University of Houston Police Department**
[http://www.uh.edu/police/](http://www.uh.edu/police/)

**Environmental Health and Safety**
[http://www.uh.edu/ehs/](http://www.uh.edu/ehs/)

**Risk Management (including Workers Compensation)**

**University Property Management and Inventory Control**
[http://www.uh.edu/finance/pages/PM_Website.htm](http://www.uh.edu/finance/pages/PM_Website.htm)

**University Information Technology and Information Security**

**Green UH, Sustainability, Recycling**
PROGRAM PURPOSE

The diversity of University programs and activities often require coordination of building operations by various departments; building coordination is most efficiently accomplished through the assignment of Building Coordinators. The Building Coordinator Program mission will be to facilitate communications, support facility capital planning and represent user needs within the buildings. As a partner with the university, the Building Coordinators and their alternates represent the users and occupants of their buildings and serve as a resource on matters related to facilities and safety services. Building Coordinator in partnership with appropriate campus support units such as Plant Operations, University Police and Environmental Health and Safety (EHS) will help to enhance and improve facility services on campus through their commitment to UH and to the stewardship of our facilities in support of our Tier One Mission.

WHAT IS A BUILDING COORDINATOR?

Every building on campus will have a Building Coordinator (BC). A Building Coordinator is a University employee who has a defined role in building maintenance, campus emergency and disaster preparedness, and building security. This based on the facility and the college or area needs may be a full-time appointment or partial appointment. The intent is not to create positions, but to streamline and focus efforts using appointed existing university resources. The Primary Building Coordinator serves as the point of contact with Plant Operations for matters related to the condition of a building and its environmental, electrical, plumbing, elevator and related building systems. It is recommended that the Building Coordinator be a full-time employee with more than six (6) months experience in their position at time of designation. They should have a broad understanding of the activities of the department(s) housed within the building and be on duty during regular business hours. The Alternate Building Coordinator will perform in the absence of the Primary Building Coordinator. It is essential that either the primary or alternate Building Coordinators should be physically located in the designated building or department.

RESPONSIBILITIES OF THE BUILDING COORDINATOR

1. Serve as building contact between occupants, essential service providers and emergency responders if an emergency occurs during regular hours.
2. Act as coordinator for building occupants in implementing building emergency response and evacuation plans.

3. Work as building liaison to other campus departments and units that provide support, assistance and input to emergency preparedness planning.

4. Serve as the primary communication liaison between campus support agencies and building occupants.

5. Notify occupants of impending access interruption to public areas or utilities in the building.

6. Post notices of renovation and construction work in the building that could affect occupants.

7. Work directly with Public Safety/EHS in matters of safety and security for their building.

8. Periodically schedule time with Plant Operations and Public Safety to discuss specific problems or concerns within their assigned building.

9. Tour assigned building(s) on a regular basis to help identify equipment and/or facilities problems and report issues like doors not closing or locking correctly, light bulbs that are burned out or not working, trash accumulation, pest issues, noxious odor, maintenance issues, water leaks or drainage concerns, etc.

10. Train an alternate to assume duties when primary coordinator is on leave, absent or not available.

11. Attend an initial training session on the role of the building coordinator.

12. Attend annual training sessions, which will be conducted by the Building Coordinator Committee and which will include: information on facility and project services; overview of campus and environmental safety services and their role; and other training and information as deemed appropriate.

13. Have communication access via email, office phone, and cell phone.
14. Be available during normal business hours as well as after hours.

15. Work at an operational level.

**TIPS FOR SUCCESS** -- It is helpful when a Building Coordinator:

1. Works in the designated building

2. Is familiar with building entrances, access controls, doors and key systems

3. Is familiar with the building, occupants, special department equipment, labs and research areas

4. Works with Plant Operations or other Facility/Safety resources to communicate to occupants and users information related to building outages, construction disruptions, energy conservation measures and other matters related to building operations

5. Is familiar with the various services provided by University of Houston

6. Provides regular feedback to university contacts to assist them in improving services and communications

7. Participates in both the quarterly information meetings as well as the annual training program

**RESOURCES AVAILABLE TO THE BUILDING COORDINATOR**

1. Dedicated Building Coordinator Program website - http://www.uh.edu/plantops/bcp


3. Quarterly Information Sessions & Annual Training Program
   b. Guidelines for Planning and Project Delivery

5. Plant Operations Administrative Service Office, open 8:00am – 5:00pm
   Expanded hours of operation for Facilities Service Call Center

6. Building Coordinator listserv (email) for communications and facility/safety announcements. List will be updated as new coordinators and/or alternates are appointed.

7. The University Public Information & Emergency Response (PIER) system will be utilized for maintaining the Building Coordinator Contact list and will be maintained jointly by Plant Operations and Public Safety. Emergency communications will utilize the PIER system.

8. Frequent opportunities to provide feedback and network with other Building Coordinators colleagues

**FACILITY EMERGENCIES OR SERVICE DISRUPTIONS**

Facilities emergencies are referred to the Facilities Service Call Center anytime by phoning 713-743-4948. The university has a master emergency restoration contract that they can access for quick response and cleanup in all facilities, grounds or service areas. To ensure immediate attention, facility emergency situations should be indicated when contacting the Facilities Service Center. Facility emergencies may consist of the following:

- Stuck elevator carrying passengers (entrapment)
- Security risk
  - Broken glass in entry door or at ground level
  - Doors that will not lock
  - Outdoor lighting failure
- Americans with Disabilities Act (ADA) issues
  - Automatic door not working
  - Handicap stall broken
  - Elevator malfunctioning
Utility interruption
  ➢ Electric power outage
  ➢ Steam line break
  ➢ Gas leak
  ➢ Water main break
  ➢ HVAC system failure during bad weather
  ➢ Systems testing (generator, fire alarms, etc.)
  ➢ Service interruptions (non-outages)

Any situation that puts lab animals and or research at risk

BUILDING COORDINATORS AND SAFETY PREPAREDNESS

Building Coordinators may also serve as a key contact for emergency preparedness and a primary resource for their facility in the event of an emergency or disaster.

A. PURPOSE

The safety of all members of the campus community is a primary concern of the University of Houston. The university demonstrates this concern through compliance and enforcement of federal, state, local, and University of Houston System rules and regulations to which the university is subject. The purpose of this procedure is to further promote safety by ensuring adequate readiness of all UH employees, students, and visitors to promptly, safely, and calmly evacuate a facility in the event of an evacuation alarm signal.

B. SAFETY SCOPE

The scope of this procedure is to establish uniform methods for assuring that periodic evacuation drills are conducted in all facilities housing University employees, students, or visitors in accordance with the requirements of the University Fire Prevention Code and the National Fire Protection Life Safety Code 101 which may be viewed in the university’s Manual of Administrative Policies and Procedures, www.uh.edu/mapp/07/070201.pdf.

The procedure shall apply to all faculty, students, staff, and to all facilities. The policy shall also apply to all visitors, vendors, and contractors/subcontractors while on University of Houston property.

C. SAFETY ROLE DEFINITIONS

1. Building Coordinator (BC): From a life safety perspective, the building coordinator is the person responsible for preparedness planning for a designated facility. The BC will act as evacuation planning coordinator for that facility and will be the facility’s primary contact with the Fire Marshal. The BC will also coordinate the implementation of the
facility’s safety inspection program with the assistance of the fire marshal’s office. The BC will coordinate the development of Area Specific and Shelter-In-Place Evacuation Procedures with their facility liaison team.

2. Fire Marshal: The Department of Public Safety (DPS) Field Operations representative is assigned the responsibility for the development, implementation, and coordination of campus-wide evacuation procedures and drills. The Fire Marshal shall represent the University of Houston to the City of Houston Fire Department. The University of Houston Fire Marshal’s Office has the following Authority and Responsibilities:

- The State Fire Marshal’s Office (SFMO) delegates their authority (Sec. 417.009 Delegation of Authority) to other agencies, for example University Fire Safety and/or Fire Marshal’s Offices (FMO), to represent them.
- The University of Houston Fire Marshal’s Office has been delegated the Authority and Responsibility to represent the University in matters concerning fire and life safety as the Local Authority Having Jurisdiction (LAHJ). This was done via the State Fire Marshal’s Office, University of Houston MAPP 07.02.01 and the adoption of NFPA 1 Uniform Fire Code and NFPA 101 LSC as the University of Houston Fire and Life Code.
- Responsibilities under MAPP 07.02.01 include but are not limited to:
  - Implementation of all aspects of the Fire and Life Safety Code (V. Responsibilities)
  - Reviewing plans and specifications concerning renovation projects and new construction for fire and life safety issues (V. Responsibilities, A. University Fire Marshal Responsibilities, 4.)
  - Inspection of all University facilities for Fire and Life Safety Issues (V. Responsibilities, A. University Fire Marshal Responsibilities, 5.)
  - Acceptance and annual testing of all fire pumps, sprinkler systems, smoke and heat detectors, fire alarm systems, water supply, emergency power, and fire hydrants and to associated documentation (V. Responsibilities, A. University Fire Marshal Responsibilities, 10.)

3. State Fire Marshal: The following is the Authority and Responsibilities of the State Fire Marshal’s Office (SFMO):

- The SFMO is the Authority Having Jurisdiction (AHJ) concerning Fire and Life Safety matters for the State of Texas (Government Code, Title 4. Executive Branch, Subtitle B. Law Enforcement and Public Protection, Chapter 417. State Fire Marshal).
• In the role of AHJ the SFMO has the power to adopt any rules necessary to guide their office in the performance of their duties (Section 417.005 Adoption of Rules).
• The rule (Texas Administrative Code, Title28, Part 1, Chapter 34, Subchapter C, Rule 34.303) which they have adopted concerning design, construction and inspection for public buildings including Public Universities is the National Fire Protection Association (NFPA)Life Safety Code (LSC)101 2009 edition.
• The impact for the University is that all renovations and new construction must meet, at a minimum, the requirements of NFPA LSC 101 2009 edition and the standards referenced in the LSC.

4. Shelter-In-Place: Some types of incidents may make going outdoors dangerous. Leaving the area might take too long or put people in harm’s way. In such a case it may be safer for people to stay indoors than to go outside.

“Sheltering in place” is when people make a shelter out of the place they are in. It is a way for people to make the building as safe as possible to protect them until help arrives. An example of an incident that may require sheltering in place could be the derailment and explosion of a hazardous chemical rail car.

D. SAFETY RESPONSIBILITIES

1. General
   a. For a given facility, the Building Coordinator will work with area specific facility liaisons to arrive at a logical and workable facility inspection program and evacuation scheme for the building. Public Safety will participate in this process by providing expert assistance as needed.

   b. General Emergency Evacuation Procedures will be developed and distributed by Public Safety. The purpose of these general procedures will be to inform and instruct individuals regarding personal actions expected of them during an evacuation alarm.

   c. Area Specific and Shelter-In-Place Evacuation Procedures will be developed through the Building Coordinator from those departments occupying the areas affected (e.g. the building). Public Safety will assist in this process by providing expertise on fire and other hazards of concern.

   d. Announced as well as unannounced drills will be conducted in contiguous areas on a periodic basis by Building Coordinators. Public Safety will assist with the coordination of drills between the contiguous drill areas, City of Houston Fire Department, UH Police Department, and the Fire Alarm Shop, as requested.
2. Departments and Administrative Units
   a. Each administrative unit in each specific site is responsible for ensuring prompt, orderly, and safe evacuation of their assigned space when an evacuation alarm is sounded. This must be accomplished in accordance with the General Emergency Evacuation Procedures developed by Public Safety.

   b. Area Specific and Shelter-In Place Evacuation Procedures must be developed and posted by Departments or Administrative Units.

   c. Individual administrative units within buildings are responsible for following their Area Specific and Shelter-In Place evacuation procedures when an evacuation drill is conducted.

   d. Building Coordinators and their alternates may have special responsibilities assigned to them for the conduct of drills (e.g. door monitor). If so assigned, they will perform their duties during a drill in the same manner expected for an emergency evacuation.

3. Employees, Students, Visitors
   a. All employees, students, and visitors are required to evacuate an area when the evacuation alarm sounds. All persons in a facility at such time as an evacuation alarm sound are to cooperate fully in the conduct of an emergency evacuation. Specifically, instructions given by a Building Coordinator in a facility to evacuate the building, or instructions prohibiting facility re-entry, must be followed immediately and completely.

   b. Persons not exiting a facility in the course of an evacuation alarm and for whom no official evacuation duties exist, will be subject to disciplinary or other action deemed appropriate by University authorities.

   c. Individuals are responsible for understanding their Area Specific Evacuation Procedures and the University’s General Emergency Evacuation Procedures.

4. Safety Training for Building Coordinators and Alternates
   Building coordinators are expected to keep current with the changing safety/security situations on campus. To assist them, Plant Operations, Public Safety, Fire Marshal, and Environmental Health and Safety will hold quarterly informational meetings as well as an annual training session. Attendance at the quarterly session is encouraged, attendance at the annual training session is mandatory.
SAFETY EMERGENCIES

EMERGENCIES THAT SHOULD BE REPORTED TO POLICE & FIRE AT 911 INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

❖ Fire
❖ Hazardous waste spill
❖ Chemical fumes
❖ Bomb threat
❖ Injury to student, faculty or staff member
❖ Crimes in progress
❖ Medical emergencies

Non-emergencies should be reported to Public Safety:

http://www.uh.edu/police/
3869 Wheeler Ave.
Houston, TX 77204
713-743-3333

❖ Suspicious persons and/or vagrants in or around building
❖ Violations of university rules and regulations (i.e. bicycles and pets in building, etc.)
❖ Any theft or vandalism of university and/or personal property

Crime Prevention Works

Most crimes occurring on campus are thefts and most are preventable.

Building coordinators are asked to assist in our campus community’s crime prevention efforts by helping building occupants understand and practice simple crime prevention strategies: Keep valuables secured. Purses, wallets, laptops and such should be kept where they cannot be accessed by thieves. Building coordinators are like Neighborhood Watch block captains who facilitate information between the police department and their building occupants. The police department and its officers look forward to working with you to help make our campus a safe place to live and work.
Building keys and electronic card access

Keys may be picked up from Key Control located in the General Services Building during normal business hours. For general information, non-emergency and emergencies involving keys, call the Facilities Service Center, 3-4948.

OTHER RESOURCES — YOUR FACILITY RESOURCE TEAM

FACILITIES MANAGEMENT

Facilities Management is a service-oriented sector of Plant Operations that is structured to efficiently manage the maintenance of UH’s facilities and grounds. The four primary areas of Facilities Management include:

- Central Facilities Services (Custodial, Access Control & Lock Shop, Auto, Fleet & Equipment Repair, Fleet Coordination, Pest Control, Grounds, Solid Waste & Recycling, Parking Garage & Lot Maintenance)
- Minor & Planned Projects (Minor Projects & Renovations under $4M, including Job Order Contract (JOC) Projects)
- Business Services (Facilities Service Center, Project Accounting, and Human Resources)

University-Wide Facilities Service Call Center

The UH Plant Operations Facilities Service Call Center serves as the central point of contact for the Building Coordinators. FSC staff receives work requests and will triage and dispatch your requests to the appropriate Plant Operations unit to meet your needs.

Emergencies

Plant Operations staff respond immediately to emergencies such as health and safety hazards, damage or potential damage to facilities, and loss of facility use.

Service Requests

Service requests involve routine repair and maintenance of state-supported space in order to ensure the health and safety of all University staff, faculty and students. There is no charge for a service request.
**Recoverable Requests**
Recoverable requests involve services outside of routinely scheduled repairs and maintenance. A recoverable request will include an associated fee.

**UH Facility Expense Guidelines**

**New Construction**: Plant Operations is responsible for assuring that the building functions properly for the intended occupants according to the approved design and authorized program requirements. This includes any special infrastructure or building systems for the specific occupancies in the approved design. For example, if a space is designed for a specific number of fume hoods then the ventilation system should be capable of supporting that specific number of fume hoods. All of these items will be documented through test and balance, and commissioning tests (reviewed by our engineer, Facility Management representative, and commissioning consultant). All documents will be transmitted to Facility Management with records stored in project files.

**Planned and Routine Maintenance**: Plant Operations is responsible for costs to maintain all general building systems such as the building’s ventilation, electrical and water systems. The Occupant is responsible for all equipment maintenance that supports the specific activities performed in the space, such as all components of fume hood systems, specialty systems beyond standard design specifications, autoclaves and refrigeration equipment as well as special fire protection systems. However, infrastructure support for such laboratory equipment such as electrical and ventilation maybe maintained by Plant Operations as long as it is consistent with the approved design of the space. This would include electrical supply for high-demand equipment and maintenance of building ventilation systems for special need occupants such as Animal Care facilities, sophisticated electronics laboratories, and Clean Rooms.

**Note**: Vandalism and non-routine circumstances will be addressed on a case-by-case basis and an agreement reached on appropriate cost placement and responsibility.

**Occupant Design Changes**: When renovations to existing buildings are needed to accommodate a change in use of the facility, all work from inception of the modification must be managed by Plant Operations and all such modifications paid by the Occupant. This would include, but not limited to installation of any laboratory-specific equipment, supplemental air conditioning/ventilation, supplemental electricity, additional fume hoods and related ductwork/exhaust systems. The University’s project approval process must be completed before the work begins. Failure to utilize Plant Operations for renovation or construction
projects will deem the department responsible for all repairs, associated service calls and operational issues.

Note: Further determinations are needed to differentiate the “Occupant” responsibilities as Division of Research, Division of Academic Affairs or the applicable College or Department.

**Minor & Planned Projects**

Minor and Planned Projects is a unified team within Plant Operations Facilities Management that is led by Director, Jim Norcom. This group is made up of the Minor Projects team which currently consists of 8 project managers that manage renovation and construction projects under $4M. In addition they are teamed with an integrated Skilled Trades Shop managed by Steve Wright. This team is made up of 30 staff that plan, manage and complete preventive and planned maintenance work as well as in-house projects that include carpentry, plumbing, painting, exterior and general maintenance. This team can complete and support small renovation and trades projects.

The Skilled Trades Shop is an innovative shop that is moving ahead of its peers in cross-training the skilled trades in an effort to more effectively service the campus customers.

- Minor Renovation and Construction Projects under $4M
- Planned and Preventive Maintenance Activities for General Maintenance Activities

**Utilities, Energy & Technical Services**

Our mission is to provide the campus community with safe, user friendly, reliable, and cost effective utility services. We are committed to:

- Reducing utility costs
- Improving the reliability of utility services
- Meeting customer expectations for a comfortable work environment and reliable utility services

**Central Plant Operations**

Central Plant group ensures reliable operations of all Central Plant equipment and systems responsible for producing chilled water & steam for building cooling & heating needs. Central Plant operators also provide after-hours contact for maintenance service requests.

- Controls **19,500** total tons of chillers and **14,000** firm tons of chillers
- Produces **132,000** steam lbs. /hr.
• Provides 97% of campus chill water and steam needs
• Operates 24hrs. 7 days a week

**Mechanical Maintenance**
Mechanical Maintenance group ensures reliable operation of air-conditioning and heating equipment and maintain indoor air quality for occupant comfort. Following is a summary of equipment/systems maintained and tasks performed:

1. Ensure reliable operation of utility distribution tunnel piping, pumps, and fans.
2. Maintain building steam stations, steam traps, steam and condensate expansion joints.
4. Operate and maintain building chillers, chilled water and hot water pumps, and steam heat-exchangers.
5. Operate and maintain direct expansion air-conditioning and heating system.
6. Operate and maintain fan-coil units, central-station, packaged, and rooftop air handling units including coil cleaning, and filter replacement.
7. Perform preventive maintenance on all campus HVAC building systems, mechanical systems and fume hood exhaust and supply air systems.
8. Perform sheet metal ductwork repairs and fabrication.

**Labs:**

1. Process chilled water systems
2. Building de-ionized (DI) water systems (using service contractor)
3. Lab fume hoods with associated exhaust fan systems and control systems

**Electrical Maintenance**
Electrical group ensures reliable operation of high voltage and building electrical systems on campus. Following is a summary of equipment/systems maintained and tasks performed:

1. Ensure reliable operation of Cougar substation and all campus high-voltage electrical power distribution systems.
2. Maintain building electrical equipment associated with heating, ventilation and air-conditioning (HVAC) systems including building pumps and air handling units.
3. Maintain interior lighting systems and receptacles.
4. Maintain emergency generator systems.
5. Perform electrical maintenance on all tunnels, walkways, street lights and parking lot lights.
6. Assist with issues related to electrical systems and with drawing reviews to ensure compliance with National Electrical Code and Life Safety codes.
7. Perform small projects power and branch circuit installations and estimating.
8. Ensure lamp recycling occurs
9. Provide special event support Graduations, sports, community functions, etc.

**Fire & Life Safety Systems**

Fire alarm and life safety provides monitoring and control of all fire alarm and life safety systems in campus buildings along with maintenance, testing, and trouble-shooting operating problems associated with these systems.

Utility Services' Fire & Life Safety Systems is responsible for maintaining fire alarm systems for (55) educational buildings on the UH campus, including (14) fire pumps. The fire alarm system network is monitored (24) hours a day, seven days a week through the UH police dispatch. Fire & Life Safety staff complete annual inspections to ensure alarms are functioning properly, test fire pumps on a weekly basis, perform preventative maintenance, and install fire alarm devices. They also assist the Fire Marshal's office with monthly fire drills for the Charter School (Melcher Gymnasium Building) and Child Care (Child Care Building), as well as with acceptance tests of new fire alarm installations, burn permits, and fire protection shutdown permits.

**Energy Management and Environmental Controls Systems (EMECS)**

EMECS provides remote monitoring & control of temperature conditions in campus buildings, troubleshooting operating problems, and optimizing operations for energy management. Following is a summary of equipment/systems maintained and tasks performed:

1. Provide remote monitoring and control of space temperatures in buildings.
2. Respond to building occupant hot and cold call problem service requests.
3. Trouble-shoot operations problems of HVAC systems.
4. Ensure reliable operation of all VAV boxes, damper motors, relays, control valves, thermostats, and other associated control systems accessories in the building.
5. Identify and implement energy conservation projects.
6. Conduct in-house and retro-commissioning of existing buildings to optimize building HVAC systems for energy management and occupant comfort.

7. Monitor and maintain campus auxiliary utility metering.

8. Operate and maintain building air compressors used for control systems and lab air.

**Plant Operations Business Services**

Business Services consist of two service-oriented, administrative teams 1) Project Accounting and Contracts, and 2) Human Resources & Operational Accounting, which support all of Plant Operations. Areas of responsibility include the following services:

- Process all payments for Plant Operations
- Prepare all departmental annual budgets in Plant Operations
- Manage P-Card and Travel cards
- Process and manage all human resources functions for Plant Operations
- Assign and maintain cost centers for major, minor and operational projects
- Process cost recovery for FPC overhead, FME work request, etc.
- Maintain contracts database and contract log
- Reconcile all departmental cost centers for compliance with applicable university and state guidelines

**FACILITIES PLANNING AND CONSTRUCTION**

The Facilities Planning & Construction (FPC) Department of the University of Houston is responsible for oversight of all major renovation, additions, alterations and new construction for all of the University of Houston campuses. In achievement of these goals, the department offers programming, design and construction services in accordance with design and construction standards (both internal and external), the Campus Master Plans, and available resources. *FPC handles all projects over $4M, and projects under $4M are managed by Minor and Planned Projects in Facilities Management.*

**Planning & Programming**

Space Planning & Programming establish the feasibility of a project. These pre-design activities develop a project's goals and objectives as they relate to the client's program requirements, the site, the time schedule and the available funding. At this stage of a project, efforts focus on assessment, analysis, conceptualization, consultant recommendations and the reconciliation of needs and resources.
Design
FP&C oversees the Design process as part of program management. This assures the functional requirements; the expected quality level, the desired appearance and ease of operation and maintenance are met, all within an affordable budget. To assist this effort FP&C maintains Campus Design Guidelines. The Design process includes Schematic Design, Design Development, and Construction Documentation.

Construction
Projects managers move capital projects from the construction documentation phase through completion. This work is accomplished through the implementation of multiple trade contracts. Projects are managed through a project manager acting as the University's representative with responsibility to deliver the project according to plans, specifications, local code, project budget and schedule.

Facility Information
The facilities archives in ADEPT houses the plans inventory and are available to University personnel and consultants associated with campus construction, renovations and maintenance activities. This service is based on the management, maintenance and updating of campus facility and property records, both manual and CAD. Available services include architectural, electrical, mechanical, civil, plumbing, and structural plans for each building. A space database is also maintained for the reporting of the utilization and stewardship of space.

ENVIRONMENTAL HEALTH AND SAFETY
Environmental Health & Safety's efforts are directed at reducing and managing hazards at the university through its programs in Biological Safety, Environmental Protection, Chemical Safety, Occupational Safety, Radiation Safety, and Risk Management.

Environmental Protection
EHS's staff assists faculty, staff and students with their responsibility for managing all wastes properly and cost-effectively ensuring compliance with a range of environmental regulations including air, waste, and petroleum storage tanks.

- **Air Emission** - EHS monitors air emissions on campus to assure regulatory compliance.
- **Hazardous Waste** - EHS is charged with the responsibility for ensuring that hazardous waste generated on campus is disposed of in accordance with all applicable regulations. The function of the EHS Hazardous Waste team is to assist faculty, staff and
students with their responsibility for managing all hazardous wastes properly and cost-effectively.

- **Storm Water Management** - provides general guidance related to erosion and sediment controls and other measures to control storm water pollutants from construction sites.

**Environmental Safety Programs**

The safety of all members of the campus community is a primary concern of the University of Houston. Environmental Health and Safety is committed to assisting the University in identifying safety hazards and controlling such hazards through protective equipment and other hazard mitigation methods to ensure the safety of the campus community.

Most of the Department’s safety programs are focused on the University’s scientific laboratories as they present significant hazard potentials. There are specific programs addressing Radiation Safety, Chemical Safety and Biological Safety.

The Department is a major training provider on campus, training over 1,000 members of the University’s staff, faculty and students every year. Both instructor-led and on-line training courses are used in the program. For more information see the Safety Training section of the EHS website ([www.uh.edu/ehs](http://www.uh.edu/ehs)).

**Training – All EHS Classes Are Offered Free to UH Staff/Faculty/Students**

The EHS training classes are offered to help ensure the safety and health of those employees participating in them. Some presentations will also meet regulatory requirements and help ensure departmental compliance with respect to radiation, chemical, and biological safety. For those presentations which require mandatory attendance, persons required to attend will receive prior notification.

**Risk Management**

The Risk Management function manages the property and liability insurance program for all campuses in the University of Houston System. The department also handles all insurance-related claims so such losses must be reported to Risk Management immediately to assure satisfactory claim handling.

**Workers Compensation**

All University employees are covered by Workers Compensation insurance. Under Workers Compensation rules, "employees" are those in the University's payroll system and are paid either bi-weekly or monthly. Students who receive scholarship stipends are not covered by
workers compensation insurance. Forms to file workers compensation claims are located at http://www.uh.edu/af/riskmanagement/.

GREEN UH / SUSTAINABILITY / RECYCLING

The University of Houston has a deep commitment and responsibility to sustainability and is a member of the Association of Advancement for Sustainability in Higher Education (AASHE). Through information sharing and benchmarking, the University of Houston can evaluate and focus on sustainability in nine major categories: administration, climate change and energy, food and recycling, green building, student involvement, transportation, endowment transparency and investment property share holder engagement. The university believes sustainability is shared by each and every member of the campus community. One of the university’s goals is to lead the nation in achieving sustainability in all areas of university operations, including responsible resource usage and energy management. Through the Green UH program, sustainability is a priority from Green Building to Utility Metering http://www.uh.edu/af/greenUH/.

1. **RECYCLE** – Recyclable materials include writing paper, cardboard, plastic and glass bottles, metal food and aluminum. Keeping rubbish separate from recycling is critical! To get started, visit http://www.uh.edu/af/greenUH/recycling.htm.

2. **LIGHTS** – Encourage building occupants to turn off artificial lighting when natural light is sufficient. Turn off all nonessential lighting (classrooms and office space) when not in use, particularly during nights and weekends.

3. **OFFICE MACHINES** – Turn off energy-consuming office equipment, such as computers and monitors, fax machines, printers, copiers and window air conditioning units when not in use.

4. **WALK, BIKE, CARPOOL, AND USE PUBLIC TRANSPORTATION** whenever possible http://www.uh.edu/af/greenUH/commuting.htm

5. **KEEP OFFICE** and academic spaces at 70°F during heating season and 76° during the cooling season. Dress appropriately. Report energy issues to the Facilities Service Call Center.

6. **CONSERVE WATER** – Report water leaks and dripping faucets to the Facilities Service Call Center, 713-743-4948.

7. **USE ENVIRONMENTALY FRIENDLY PRODUCTS** like energy efficient appliances and lighting supplies.