

FACILITIES NOTIFICATION PROCESS

EFFECTIVE DATE: 11/9/2020

Scope

This document establishes the process for all Facilities/Construction Management (F/CM) notifications. All F/CM employees are responsible for following this process.

Purpose

F/CM openly and honestly communicates with our partners. Processes ensure timely, effective communication of F/CM related activities that affect facility occupants, facility users and/or the general University community. Timely, effective communication minimizes negative impacts to the University and helps protect life, limb and property.

Definitions

- A. **Building Coordinator (BC)** - Primary contacts in each building to help facilitate building communications, represent user needs and coordinate activities. BC duties include reporting, arranging and/or coordinating repairs, outages, construction, maintenance and other facility activities. [Building Coordinator Website](#)
- B. **Building Coordinator Program Team (BC Program Team)** - F/CM team responsible for final validation and distribution of Facilities Notifications. This team includes the BC Program Director and the BC Zone Managers. Primary Communication: facomm@central.uh.edu
- C. **Multiple Facilities** - Four (4) or more facilities are impacted
- D. **Notification Requester (Requester)** - F/CM member responsible for coordinating, completing and submitting a notification form. Contractors are not Notification Requesters. In order to be a Notification Requester, an acknowledgement form for the Facilities Notification Process should be on file in the BC Team Office.
- E. **Facilities Notification** - Notification for an activity with little to no impact on the buildings, building occupants or general campus including but not limited to site walk-throughs for risk management building audits, facility condition audits, and exterior wall or window cleaning.
- F. **Facilities Outage Notification** - Notification for an activity impacting buildings, building occupants or general campus including but not limited to Power/Electrical, Water, Elevator, HVAC-AC/Heat Outages, Road/Sidewalk, Door and/or space impediments affecting personnel access.
- G. **Outage Notification Calendar** - Calendar indicating approved outage notifications Building Coordinator web page. This calendar is maintained by the BC Program Team.
- H. **Outage Coordination Meeting** - Meetings scheduled by Notification Requester to coordinate and plan outages including but not limited to power/electrical, chilled or domestic water, HVAC-AC/Heat outages.

- I. **Outage Work Order** - Work order created to request Facilities Services support to complete an outage such as but not limited to power/electrical, water, elevator, HVAC-AC/Heat outages.
- J. **Zone Manager** - Part of the F/CM BC Program Team. Liaison between Building Coordinators, FS and FPC. Provide oversight, technical expertise, address user needs.
- K. **Zones** - Zones include Auxiliary Zone, Lab Zone, Medical Zone and E&G Zone

Basic Process

- A. The Requestor is responsible for coordinating and outage and/or scheduling an Outage Coordination Meeting with each decision maker from each shop involved to agree on a date for outages involving power/electrical, chilled or domestic water, HVAC-AC/Heat. A BC Program Team member should also be invited to attend.
- B. The Requestor creates a work order through FAMIS to request support from Facilities Services including but not limited to power/electrical, water, elevator, HVAC-AC/Heat, etc.
- C. The Requestor submits a draft form to the Building Coordinator Program team (faccomm@central.uh.edu). Requester must complete all fields indicated on the form. If the field does not apply, N/A should be used.
- D. If it impacts Multiple Facilities (4+), the Requester will also provide a list of the Building Coordinator emails when submitting the draft Notification form.
- E. The Building Coordinator Program team will communicate with the Building Coordinators, Fire Marshal and appropriate approvals outlined in the table for Facilities Outage Notifications.
- F. If the Building Coordinator Program Team receives questions/concerns they are unable to address from the BCs or Fire Marshal, questions/concerns will be directed to the Requesters. Requesters should attempt to return responses in 24 hours or less.
- G. The Building Coordinator Program team verifies the submitted forms and distributes the notification via email (faccomm@central.uh.edu).
- H. The Building Coordinator Program team updates the Outage Notification Calendar website.

Change Process

- A. Changes to already distributed Notifications will be submitted by the Requester.
- B. On the PURPOSE box - the word UPDATE - should be included in red font at the beginning of the description text.
- C. Any changed verbiage should be in red font.
- D. Changes require the same approval process as outlined in the Basic Process.
- E. If the change includes additional impacted buildings that were not included on the original distributed form, additional buildings should be added to the original form in red with the words - ADDITIONAL BUILDINGS also in red.
- F. All updated/changed forms will be submitted to the BC Program team (faccomm@central.uh.edu) along with originally approved distributed form.

NOTIFICATION OUTAGE CATEGORY	APPROVALS	Building Coord	Fire Marshal	Applicable FS Director	Asst VP Facilities Services	F/CM Assoc VC/VP
PLANNED		✓	✓	✓		
IMMEDIATE		✓	✓	✓		
EMERGENCY (Including Load Shedding)		✓	✓	✓	✓	
Impact to E Cullen, Wortham House, Multiple Facilities (4+), High Impact or High Profile		✓	✓	✓	✓	✓

Types of Notifications

- A. **Planned** - Distributed to the partners two weeks or more in advance.
- B. **Immediate** - Distributed to the partners less than two weeks in advance.
- C. **Emergency** - Distributed to the partners on the same day

Notifications are logged and reviewed at the monthly F/CM Scorecard meeting.

Timeline Expectations

- A. Requesters should attempt to submit forms to the BC Program team (faccomm@central.uh.edu) in a timely manner to meet the two weeks in advance communication to the partners.
- B. **Facilities Notifications** need to be submitted one (1) business day ahead of the two weeks' notice to the partners. (see definition)
- C. **Facilities Outage Notifications** need to be submitted to the BC Program Team (faccomm@central.uh.edu) a minimum of three (3) business days ahead of the two weeks' notice to the partners in order to be processed with all approvals.
- D. **Facilities Outage Notifications** considered high impact, high profile or are a multiple facilities outage, need to be submitted to the BC Program Team (faccomm@central.uh.edu) a minimum of five (5) business days or more in order to be processed with all approvals.

FACILITIES OUTAGE NOTIFICATION

Building(s) Impacted and Date/Time			
Building Name:	General Services Bldg	Building #:	585
Building Name:		Building #:	
Building Name:		Building #:	
Building Name:		Building #:	
Start Date:	Monday, June 15, 2020	End Date:	Monday, June 15, 2020
Start Time:	2:00pm	End Time:	4:00pm

Purpose and Impact

PURPOSE: Water valve for the building needs repair.

IMPACT: Domestic water will be offline. Restroom sinks and water fountains will not be available.

Impacted Service

<input type="checkbox"/> Electric	<input type="checkbox"/> Gas	<input checked="" type="checkbox"/> Domestic Cold Water	<input type="checkbox"/> Elevators & Accessibility
<input type="checkbox"/> DI Water	<input type="checkbox"/> Construction	<input type="checkbox"/> Domestic Hot Water	<input type="checkbox"/> Air Handling Unit
<input type="checkbox"/> Steam	<input type="checkbox"/> Vacuum	<input type="checkbox"/> Chilled Water	<input type="checkbox"/> OTHER:

Primary Contact Information

Primary Contact: George Lucas

Secondary Contact: Steven Spielberg

Please contact the FIXIT Call Center at 713-743-4948 or fixit@uh.edu to reach the primary contact.

Review and Approval Process (FBOC OFFICE USE ONLY)

Requested by: Joshua McElhinney
 Bldg Coordinator: Nelson Williamson
 Bldg Coordinator: Jessica Johnson
 Fire Marshal: Christopher Claus
 FS Director: Buzz Lanyard
 FS AVP: Na
 F/CM AVC/AVP: Na
 Issued by: Ray Sunshine

Request Date: 15 May 2020
 Sign Off Date: 16 May 2020
 Sign Off Date: 17 May 2020
 Sign Off Date: 18 May 2020
 Approval Date: 18 May 2020
 Approval Date: Na
 Approval Date: Na
 Issue Date: 18 May 2020

Work Order# WO123456
 Project # M123456