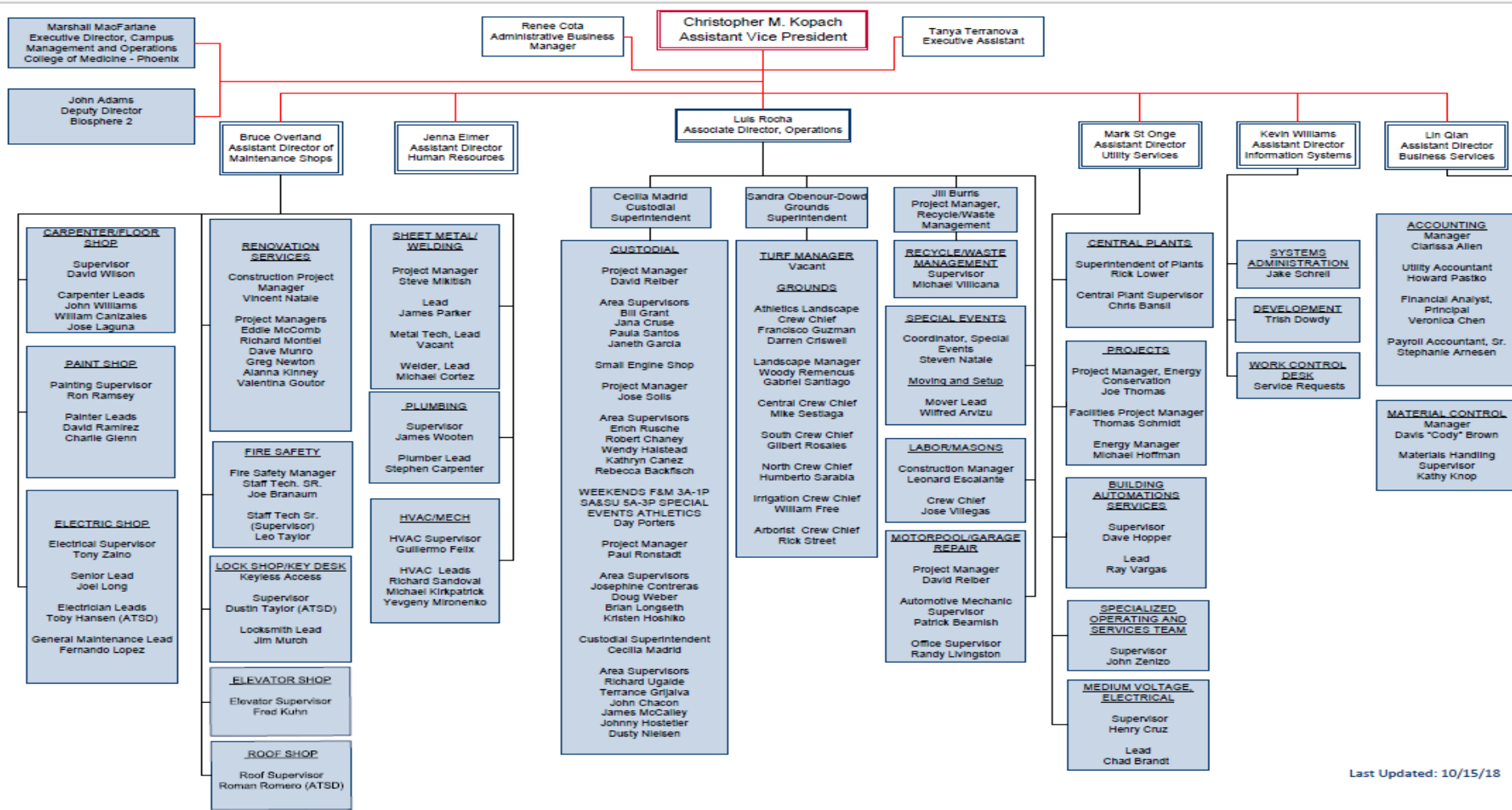


# Facilities Management

# Organizational Chart



Last Updated: 10/15/18

# Administration



Chris Kopach  
Assistant Vice President



Luis Rocha  
Associate Director



Bruce Overland  
Assistant Director



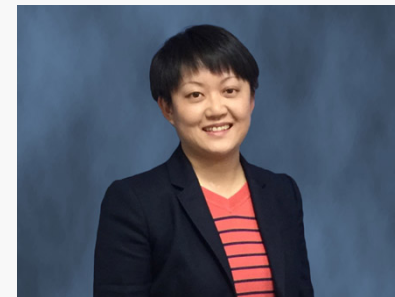
Mark St. Onge  
Assistant Director



Jenna Elmer  
Assistant Director



Kevin Williams  
Assistant Director



Lin Qian  
Assistant Director

# Building Manager Duties

As building manager, your general duties would include (but are not limited to):

- Being the primary point of contact for building malfunctions for which the resolution requires the services of Facilities Management
- Overseeing the hours the building is open
- Regulating hallway use
- Coordinating the locking and unlocking of the building
- Regulating general building cleanliness and noise control
- Notifying building occupants of any building shutdowns, etc.
- Being the primary contact for any emergency-related issues. This includes being the emergency coordinator contact for matters relating to UAPD/Campus Emergency Response Team actions during emergency situations at that building, or on campus.
- Developing/maintaining/exercising building emergency plans
- Facilitating the handling of administrative issues, e.g., building evacuation during fire drills or actual emergencies

# Building Automations



David Hopper  
Supervisor  
631-5587



Ray Vargas  
Lead

Building Automation is the centralized control of University buildings' heating, ventilation and air conditioning, metering and other systems through a Building Management System. Building Automation Services strives for improved occupant comfort, efficient operation of building systems, and reduction in energy consumption and operating costs.

# Carpenter Shop



David Wilson  
Supervisor  
419-0292



John Williams  
Lead



William "Billy" Canizales  
Lead



Jose "Pepe" Laguna  
Lead

## Non-billable Services

- Cabinet repair
- Door maintenance or repair
- Floor covering repairs

Maintenance of public areas and centrally scheduled classrooms

## Billable Services

- Furniture or cabinet construction
- New door construction
- New floor coverings (tile, VCT, carpet)

# Custodial Services



Luis Rocha  
Associate Director  
241-7254

## Non-billable Services

- Cleaning
  - Classrooms (3x/week)
  - Meeting rooms (5x/week)
  - Offices (1x/week)
- Cleaning public areas and restrooms (5x/week)
- Carpet cleaning and hard-floor refinishing (1x/year)
- Pest control (on request)
- Recycled paper removal (as needed)
- Spill clean-up and spot-clean carpets (as needed)
- Interior trash removal (same as cleaning frequencies)
- Water removal (as needed)
- Interior window cleaning (1x/year)
- Ground-level exterior window cleaning (main entrance doors and windows to buildings - 1x/year)

## Billable Services

- Move-out/move-in cleaning of offices and labs
- Golf cart cleaning
- Refrigerator cleaning
- Carpet cleaning (non-routine)
- Floor refinishing (non-routine)
- Negligence/vandalism
- Special cleaning (non-routine)
- Special event setup and cleanup
- Upholstery cleaning
- Wood floor refinishing
- Exterior window cleaning above ground-level (only UAFM approved contractor)



# Electric Shop



Tony Zaino  
Supervisor  
307-1055



Joel Long  
Senior Lead



Toby Hansen  
Electrician Lead



Fernando Lopez  
General Maintenance  
Lead

## Non-billable Services

- Repair existing electrical wiring, outlets, switches, etc.
- Replace lamps and ballasts
- Maintain centralized clock systems

## Billable Services

- Install new electrical wiring or fixtures
- Modify existing electrical wiring or fixtures
- Audio support for special events
- Temporary power for special events



# Elevator Shop



Fred P. Kuhn  
Supervisor  
307-6334

## Non-billable Services

- Maintain and service elevators, dumbwaiters, wheelchair lifts, and stair lifts

# Fire Safety



Joe Branaum  
Manager  
784-4994



Leo Taylor  
Supervisor

## Non-billable Services

- Scheduled fire alarm testing
- Scheduled fire pump testing

## Billable Services

- Shutdown requests
- Fire watch/guard requests
- Replacement of batteries and testing of smoke detectors in outlying buildings

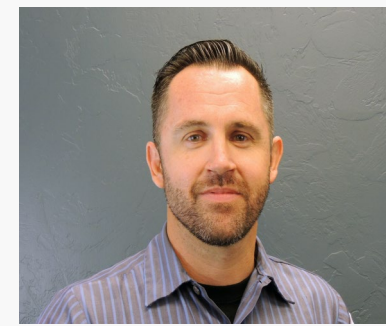
# Garage/ Motorpool



David Reiber  
Project Manager  
275-6376



Randy Livingston  
Office Supervisor



Patrick Beamish  
Automotive Mechanic  
Supervisor

## Non-billable Services

- Gas cards
- Vehicle carwash

## Billable Services

- Vehicle repairs
- Safety Inspections
- Vehicle emissions testing
- Vehicle fueling
- Vehicle title, licensing and striping
- Vehicle rental
- Towing
- On campus breakdown assistance during operating hours

The state of Arizona Board of Regents now requires all UA owned vehicles to receive an annual vehicle safety inspection. This inspection is to be performed by the UA Garage, or a qualified inspection facility that employs ASE certified mechanics. This inspection is to include all vehicles, trailers, golf carts, leased and USDA vehicles.

When an outside vendor performs the inspection, the vendor is required to complete a UA Garage vehicle inspection form. You may request a copy by calling 621-3028. After completion of the inspection and associated repairs are performed, all documentation must be faxed to 621-5547.

# Grounds Services



Sandra Obenour-Dowd  
Superintendent of Grounds  
528-2965

## Non-billable Services

- Athletic field turf maintenance
- Bee swarm removal
- Flower, shrub, and tree maintenance
- Decomposed granite area cleaning and maintenance
- Irrigation (sprinklers and drip) maintenance
- Landscape maintenance
- Masonry and plaster maintenance
- Pavement and asphalt maintenance
- Turf lawn maintenance
- Sidewalk cleaning and maintenance

## Billable Services

- Barricades for special events
- Remodel/demolition debris removal
- Equipment and operator rental
- Masonry construction
- Negligence or vandalism repairs
- Special events assistance

# HVAC / Mechanical Shop



Richard Sandoval  
Lead



Michael Kirkpatrick  
Lead



Yevgeny Mironenko  
Lead



Guillermo Felix  
Supervisor  
419-2427

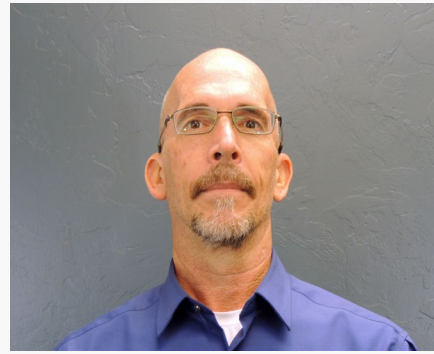
## Non-billable Services

- Maintain and repair mechanical and HVAC equipment
- Prepare estimates for replacement of mechanical and chilled water related equipment, (e.g. fan coils, air handling units, evap. Coolers, water circulating pumps, sewage pumps, booster pumps, condensate pumps, DI & R.O. water pumps, well pumps, air compressors, vacuum pumps and exhaust fans). Prepare estimates for the replacement of all types of refrigeration equipment, (e.g. package units, split systems, walk-in freezers, walk-in coolers, air driers and drinking fountains).
- Flood response during monsoon season
- 24/7 off-shift coverage for the entire campus

## Billable Services

- Service and repair of departmental ice-makers, freezers, etc.

# Locksmith shop/ Key Desk



Dustin Taylor  
Supervisor  
305-2935



Kristi Cobbs  
Key Desk Office Supervisor  
349-1036

## Non-billable Services

- Service, repair and adjust door and exit hardware
- Extract broken keys from door locks
- Replace worn or broken building keys
- Review construction access hardware schedules
- Life-safety and ADA compliance consultation
- Building security consultation
- Quotes for billable services

## Billable Services

- Re-key door locks
- Install door locks for new construction or renovation
- Install stand-alone digital keypad locks
- Change code or replace battery in stand-alone digital keypad locks
- Repair or replace stand-alone digital keypad locks upon expiration of manufacturer's warranty
- Change door lock hardware function
- Room lockout service
- Locks and keys for file cabinets and desks
- Additional security devices for file cabinets
- Negligence or vandalism repairs
- University-keyed padlocks



# Metal Technologies



James Parker  
Lead



Michael Cortez  
Welder, Lead

## Non-billable Services

- Provide estimates for maintenance projects, in-house renovations and building system upgrades
- Welding and sheet/metal repairs
- Certify and decontaminate built-in chemical hoods and biological safety cabinets

## Billable Services

- Certify and decontaminate stand-alone chemical fume hoods and biological safety cabinets
- Design and fabricate laboratory apparatus and research related specialty products
- Install air handlers, terminal units, refrigeration systems, related ductwork and laboratory exhaust systems
- Design and manufacture structures, awnings, industrial grade fabricated metal enclosures with integral automatic gates
- Exotic and specialty welding

# Paint/Sign Shop



Charlie Glenn  
Lead



David Ramirez  
Lead



Ron Ramsey  
Supervisor  
419-8321

## Non-billable Services

- ADA-compliance and restroom signage
- Building identification signage (Monument signs)
- Sign design consulting and estimating
- Secondary signs (on campus)

## Billable Services

- Manufacture and install name plates and holders
- Vinyl names on ADA-compliant door plaques
- Name tags
- Metal and temporary signs
- Directories
- Banners
- Lettering or logos on windows and walls
- Custom retirement/special event cards/welcoming cards
- Secondary identification signs (off campus)

# Plumbing Shop



James Wooten  
Supervisor  
307-0619



Stephen Carpenter  
Lead

## Non-billable Services

- Repair/maintain existing plumbing systems and fixtures for potable-water, chilled-water, steam, industrial-water, sanitary-sewers, natural-gas, HVAC hot/cold water, acid waste, and de-ionized/high purity water
- Backflow-preventer annual testing and maintenance
- Eyewash and emergency shower station quarterly testing and maintenance
- Prepare plumbing system modification estimates for in-house renovation projects
- Blue-stake surveys

## Billable Services

- Construct and install new plumbing systems and fixtures for potable-water, chilled-water, steam, industrial-water, sanitary-sewers, natural-gas, HVAC hot/cold water, acid waste, and de-ionized/high-purity water
- Upgrade equipment rooms
- Upgrade bathrooms

# Recycling and Waste Management



Jill Burris  
Project Manager  
260-5532



Michael Villicana  
Supervisor

## Non-billable Services

- Construction and demolition waste
  - 3-yard trainable dumpsters
- Office clean-outs
  - Bins or boxes for properly sorted materials
  - Education to ensure proper disposal of all materials
  - Removal of materials after proper sorting
- Recyclable materials
  - White office paper, paper, corrugated boxes
  - Books, journals, magazines
  - Plastic, aluminum and other metals
  - Print and toner cartridges
  - Green waste (for composting)
- Outdoor recycling containers
  - “Ottos” (90-gallon barrels) behind buildings
  - Dumpsters (4-8 yard bins)
  - Clusters (group of 4 for newspaper, plastic, aluminum, and trash) in high-traffic areas
  - Blue barrels (newspaper or aluminum and plastic) in high-traffic areas
  - Rolling cardboard cages
- Indoor recycling containers
  - Medium box (desk-side office paper)
  - Large box (office paper, aluminum, plastic, newspaper)

## Billable Services

- Secured/locked containers
- Confidential shredding services



# Renovation Services/ Estimates



Vincent Natale  
Project Manager  
907-3190

## Billable Services

- Change function of a room (must have approval of space use by PDC, Risk Management approval of building codes and Disability Resources approval for ADA compliance)
- Divide offices, labs, or classrooms (must have same approvals as above)
- Relocate biological safety cabinets, fume hoods, ductwork, electrical, plumbing, cabinets, shelving, equipment, etc.
- Upgrade heating, cooling, and electrical (panels, and circuits), plumbing, etc.
- Construct walls, partitions, concrete pads, sidewalks, ramps and install windows
- Fabricate cabinets, shelves, hoods, ductwork, and signs
- Install equipment, piping, wiring, conduit, workstations, flooring (carpet or tile), cove-base, window-covering (blinds), address sound issues, ceiling tile, thermostats, etc.
- ADA upgrades (construct ADA restrooms, offices, classrooms and labs, install automatic door openers, widen existing doorways, etc.)

# Roofing Shop



Roman Romero  
Supervisor  
465-4864

## Non-billable Services

- Maintain roofing and moisture-protection
- Quarterly roof inspections



# Special Events/Moving Services



Steven Natale  
Special Events Coordinator  
631-5588



Wilfred Arvizu  
Lead

## Non-billable Services

- Event planning and execution support for U of A functions (cultural, athletic events, public addresses, luncheons, groundbreaking, dedications, celebrations, graduations, homecoming, etc.)
  - [http://www.union.arizona.edu/mall/request\\_for\\_m.php](http://www.union.arizona.edu/mall/request_for_m.php)
  - <https://www.fm.arizona.edu/#/specialEvents>
- Coordinate with other professionals such as lighting specialists and party rental companies (tents, tables, chairs, etc.)
- Small quantity of tables and chairs available for loan to approved student groups
- University departments may borrow select equipment for small events at no charge when they supply the vehicle and labor to pick up and return the equipment

## Billable Services

- Equipment rental and setup
  - Tables, chairs, linens
  - Risers, stages, steps, platforms, podiums
  - Flags (US, Arizona, UA)
  - Easels, stanchions, poster boards
  - Trash cans/recycle containers
- Moving services (furniture, labs, equipment, boxes, etc.)
- Special-event set-ups (on or off campus)
- Silver and Sage Room (Old Main) reservation and set-up

# Utility Plants



Rick Lower  
Superintendent of Central Plant  
360-8534



Chris Bansil  
Central Plant Supervisor  
307-6881

## Non-billable Services

- Reverse-osmosis water for research use
- Compressed-air
- Campus master-clock

## Billable Services

- Chilled-water for refrigeration and cooling
- Steam for heating, humidification, cooking, and sterilization
- Domestic-water for potable and industrial use
- Reclaimed-water for irrigation
- Electricity

# Specialized Operations and Services Team



John "Z" Zenizo  
Supervisor  
235-5350

Maintain many critical buildings and related systems throughout the campus community. This versatile team takes a "One Stop Shop" approach to maintenance, and is well versed in all technical areas ranging from direct digital control systems, to maintaining clean rooms and high profile water features while creating an aesthetically pleasing atmosphere for campus dwellings. Their holistic approach provides a new concept to in-house campus maintenance.

# Work Control



Erica Mayer  
Work Control Supervisor  
343-6998



Emily Diday  
Office Specialist, Sr.



Kayla Catacutan  
Office Specialist, Sr.

Work desk personnel are available to process all your service needs. Request for service can be made online at <https://www.fm.arizona.edu/fmcustomer/servicerequests.aspx>, or by phone at **621-3000**. The convenient online system allows you to track your orders! Work control is available from 7:00am to 3:30pm, Monday through Friday for your calls and for your web requests. Please do not submit emergency requests through this online system after-hours. An answering service is available for any calls after business hours. After-hours calls will be dispatched to our general maintenance mechanic (GMM). GMM's are onsite 24 hours a day.

# Material Control



David "Cody" Brown  
Manager  
419-8511

Material Control, a division of Business Services, is responsible for the receipt, storing, issuing and delivery of the 4,500 line item material inventory. This inventory is retained for the Facilities Management shops for the maintenance, repair, and construction carried out on the University of Arizona buildings and property.

Other responsibilities include, but are not limited to, deliveries of supplies and equipment to numerous UA campus sites, shipping and receiving of materials, order tracking, cycle counting, and providing exceptional customer service.

# Energy Conservation and Management



Joe Thomas  
Project Manager  
241-0923



Michael Hoffman  
Energy Manager

This unique area of utility related services was established for the purpose of developing and managing special projects and energy building audits to evaluate building performance and establish baselines for energy consumption, to realize optimal energy usage and utility savings.

This area also manages monthly boiler and turbine natural gas consumption for the central plants. This area works closely with campus academia, outside contractors and in-house staff to accomplish these goals.



# Cost Accounting



Chris Allen  
Manager

A “job number,” is a mechanism used to keep track of time and materials used when our employees work on your projects. You might think of a “job number” like using a credit card to obtain services. Small departments may have one job number, while larger departments may have several. Charges generated by Facilities Management are posted to the University ledger system twice a month.

# Holiday Closure

To help conserve energy during the University Closure, we will be turning off the heat in buildings that will be unoccupied. Facilities Management is committed to the success of the closure period in saving the University valuable dollars in utility expenditures.

It is imperative that everyone evaluates the need to have their building heated during the shutdown. FM has no way of determining the critical needs for the various departments and colleges. Building managers are required to fill out the online waiver request if they want to be exempt from the current year's closure.

The waiver submittal link is: <http://www.fm.arizona.edu/holidayclosure/index.html>. You will receive an email in November to let you know when the link will be active.

Your net ID is required to access the waiver. After you submit an exemption request, it will be reviewed and you will receive an email informing you the request has been approved. When entering the waiver, **please submit only one building per request.**

Although building power and water are not affected, it is important for building occupants to turn off all possible lighting and electrical equipment. The utilities that will be adjusted are for comfort conditioning such as building air: heating/cooling.

# Chemical Safety, Radioactive and Biosafety Material

The Research Laboratory & Safety Services Department (RLSS) serves the University of Arizona, and various other units to assist, monitor and ensure that federal, state, local, and U of A regulations and policies are implemented in a safe and secure manner.

RLSS provides direction, resources, and training regarding the safe handling of hazardous biological materials in labs. The RLSS website contains standards, guidelines, and additional information on the handling of radioactive and biosafety material and chemical safety.

Please see: <https://rgw.arizona.edu/compliance/RLSS>

Contact: 626-6850

Email: [rlss-help@email.arizona.edu](mailto:rlss-help@email.arizona.edu)

# Student Engagement Projects

## Design Thinking Challenge



Facilities Management collaborated with the UA office of Student Engagement during the Spring 2018 semester to facilitate OSE's second "Design Thinking Challenge." Over 100 students started in the competition to generate proposals for a marketing plan to target the different UA stakeholders (students, faculty, staff) and raise awareness for energy efficiency on campus, and to develop strategies to encourage more energy efficient behaviors. Three finalist teams received awards for their participation and UAFM is currently collaborating with the winning teams to create a deployable marketing plan.

UAFM enjoys opportunities to engage with our student body. Our website: [www.fm.arizona.edu](http://www.fm.arizona.edu), shows other projects where FM has collaborated with students on campus. Please follow the link: <https://charlotte-dev.fm.arizona.edu/index.html#/news/students> to view.

# College Accreditations

Facilities Management wants to support your overall missions and continue working in a collaborative fashion getting your buildings ready for any upcoming accreditations, national conferences and other events. The sooner we have information in regards to any upcoming events, the better. Please provide us with the official dates and the contact person as soon as possible.

# Surplus Property

Surplus property is charged with disposition and re-utilization of all UA property whether capital or non capital following State guidelines. If property is not re-utilized within the University system, it is disposed of through various methods.

Please see the surplus property, program information page for all information regarding surplus property: [https://pacs.arizona.edu/surplus\\_department\\_main](https://pacs.arizona.edu/surplus_department_main)



# UAPD - Active Shooter

When an active shooter is in your vicinity, quickly determine the most reasonable way to protect your own life. Students, employees and visitors are likely to follow the directions of instructors, supervisors and administrators during an active shooter situation. Call 911 when it is safe to do so.

## Run

- Have an escape route and plan in mind
- Leave your belongings behind (take keys and phones only if it doesn't delay your escape)
- Keep your hands visible

## Hide

- Hide in an area out of the active shooter's view
- Block entry to your hiding place and lock the doors if possible

## Fight

- As a last resort and only when your life is in danger
- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the shooter

\*\*\*See the UAPD website for further information: <https://uapd.arizona.edu>, or call the non-emergency number: 621-8273.