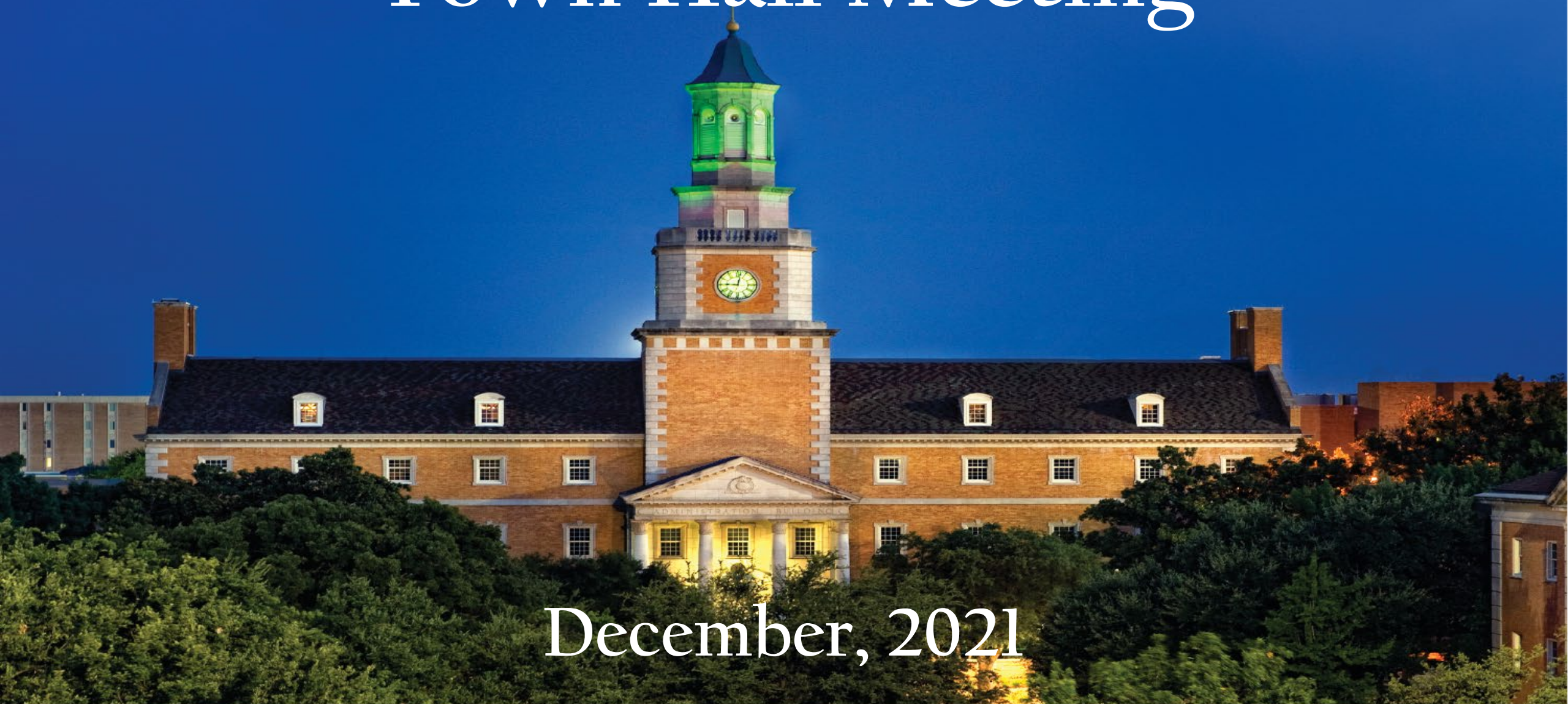


# Town Hall Meeting



December, 2021

# Who We Are

**Christian Stobaugh**  
Work Control Specialist  
*New Hire*

**Lusy Ramirez**  
Work Control Specialist

**Kathy Neira**  
Work Control Supervisor

**Clint Mills**  
Asst Dir, Fac. Supp. & Svc.

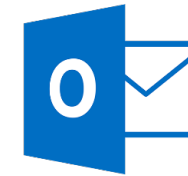




REQUEST SERVICE >

Online Work Order Request form

<https://facilities.unt.edu>



Email us [Work.Control@unt.edu](mailto:Work.Control@unt.edu)



Call us [940-565-2700](tel:940-565-2700)

# Checking Work Order Status

Site Menu

Work Order # 21-282560

- [Home](#)
- Work Request**  
Submit a Request  
Query Request
- Work Order**  
Query a Work Order
- Other Options**  
Please select from list
- Search by Number**  
Work Order  
21-282560
- Contact Us**  
940-565-2700  
Work.Control@unt.edu

Work Order # 21-282560

**Work Status:** Cancelled  
**Date Complete:** 12/06/2021  
**Campus:** Various  
**Reference #:**  
**Building:** Discovery Park Bldg  
**Location ID:**  
**Tag Number:**  
**Priority:** Deferred  
**Item Description:** Discovery Park Bldg  
**Request Date:** 06/15/2021  
**Request Time:** 09:28:00  
**Schedule Date:** 06/15/2021  
**Date Last Posted:**  
**Work Status:** Cancelled  
**Trade:** Facilities Custodian  
**Date Complete:** 12/06/2021  
**Contractor Name:**  
**Main Charge Account:** 80111-152033-200 830001-600 Custodial Services  
**Charge?** Yes  
**Est End Date:** 01/03/2022  
**Task Code:** CUST04  
**Task Description:** Area Cleaning

**Requested Action:** Can we please get custodial services to do the following:

- Clean breakrooms
- Clean windows along the front of department
- Clean both sets of glass doors
- Vacuum and Shampoo carpets throughout the entire department

Thank you.  
**Corrective Action:**

**Requested action has been completed**

Task Comments		
Date	Task	Comment
12/07/2021	CUST04	Spoke to client. Contractors have not finished work in this area so we are cancelling the work order and will be resubmitting another one once the contractors complete their work.



# Building Representative Role

## New Building Representative Handbook

*Coming soon*



Content:

- Building representative list.
- Building representative expectations.
- Building information.
- Phone numbers.
- Work Order Priority System.
- Types of services.
- Chargeable work orders.

**Stay tune!** ~Updated Information Packets will be distributed to all Building Representatives

# Customer Satisfaction Survey

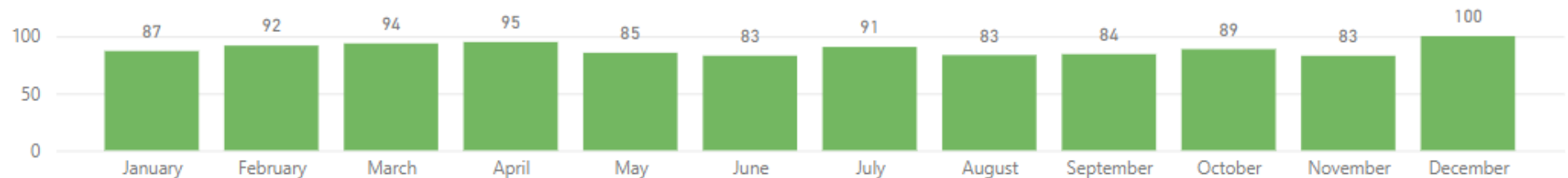
## Questions:

- Was the response timely?
- Was the technician courteous?
- Was your problem solved to your satisfaction?
- Rate your overall satisfaction with the work performed.
- Comments?

## Comments:

Matt Payne was super helpful!
Appreciate your assistance.
Ben is always timely and courteous, great customer service!
Desk was cleaned and the floor was vacuumed, no mouse droppings to be found afterwards
Very kindly technician. Very helpful.
Royce helps make all things great at McConnell!
Always grateful for the FA's attention and service to our building!

Overall Satisfaction



# FPDC



# Campus Planning Projects



## Counseling & Testing Renovation, Chestnut Hall



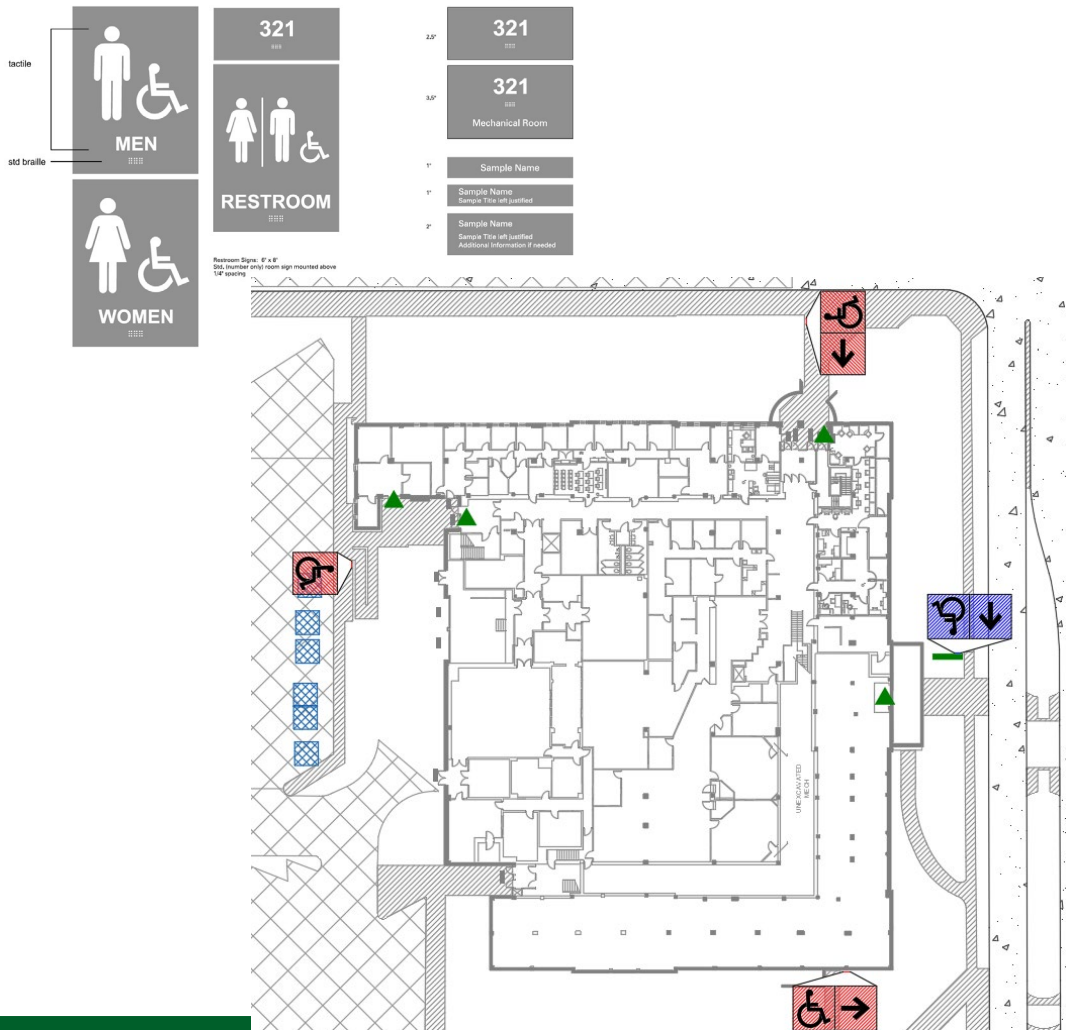
- Substantial completion 12/3
- Furniture moving 12/7
- Clients move week of 12/13



# Campus Planning Projects



## Campus ADA Upgrades



### Interior Room Signage with Braille Updates

- *Campus Assessment:*
  - Buildings completed: Language, Matthews, Matthews Annex, Wooten, Auditorium and Music
    - *Music Building*
      - Scope defined
      - Signage has been made
      - Awaiting pricing from contractor for demo of existing
  - Assessment of remainder of Denton Campus is ongoing

### Campus ADA Entry Wayfinding Signage

- Plans created with signage locations
- Requesting WO for creation and installation of signage



# Campus Planning Projects



## Water Research Field Station, new lab building



Modular Building in place with:

- Water and Power
- Decks
- Fire Suppression Water Tank
- Parking Lot
- HC Parking
- Expected completion: Winter

# Campus Planning Projects



## General Use Classroom Projects

### FY 2021 Projects

- **Matthews 311**
  - Furniture installing 12/13.
- **Terrill Hall 120+121**
  - Ordering glass boards and lecterns, installation during Winter break.
- **Classroom Furniture**
  - Furniture installation week of 1/6.
- **HERF Lobby Furniture**
  - Working on getting furniture quotes.
- **ADA Classroom furniture**
  - Spring completion
  - Currently getting furniture quotes
- **DP Computer classrooms**
  - Furniture delayed to spring break
- **Chilton 255**
  - Spring construction
  - Adding 242 to scope of work

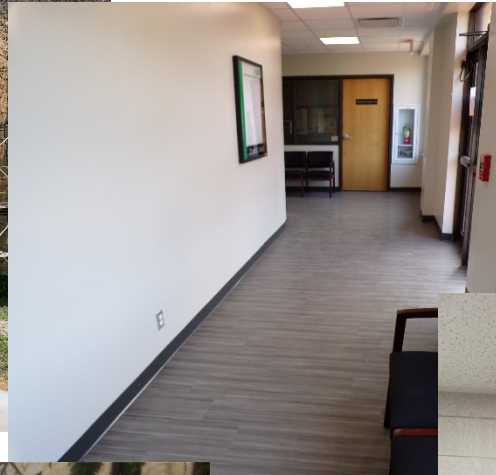
### Summer FY 2022 Projects

- **Wooten 122/222**
  - New furniture and minor upgrades
- **EESAT 110, 125, 130**
  - Full renovation (ceilings and furniture)
- **GAB 104/105**
  - New furniture and minor upgrades
- **DP K110, K120, K150**
  - New A/V
- **Welch Complex 1 \*Proposed Project\***
  - Creating 8 classrooms out of vacated Art graduate spaces.

# Engineering Projects



## Terrill Hall MEP & Interior Renovations



- New OA Intake structures being erected
- New HVAC equipment in basement is installed
- Must repair landscaping & irrigation above Fire main pipe
- Classroom renovations complete
- 1<sup>st</sup> & 3<sup>rd</sup> floor restrooms now open
- 2<sup>nd</sup> Floor North construction is complete
- 2<sup>nd</sup> Floor South construction began on November 11<sup>th</sup>.
- New generator started
- TAB is in process for 2<sup>nd</sup> & 3<sup>rd</sup> floors
- Elevator repairs from 12/13 – 12/31 (out of service)
- Lobby ceiling to be installed during Christmas Break

# Engineering Projects



## Coliseum MEP - Phase 1 (Fire Sprinkler & Emergency Lighting)



- Summit Consultants will submit 60% design drawings by Dec. 31
- Will not need to sprinker actual arena space per Pat Dunlap
- Fire Pump Room will be located inside building.
- New Design Schedule – 60% CDs due 12/30; 95% CDs due 1/24/22. 100% CDs due 2/7/22

# Engineering Projects



## Discovery Park MEP



- On-going, completing Spring 2022
- TAB/Commissioning/Punch list items remaining
- All equipment on roof and CUP in place and operational
- Working on lab exhaust F and E wings, and controls

# Engineering Projects



## Library Mall Fountain Vault Relocation

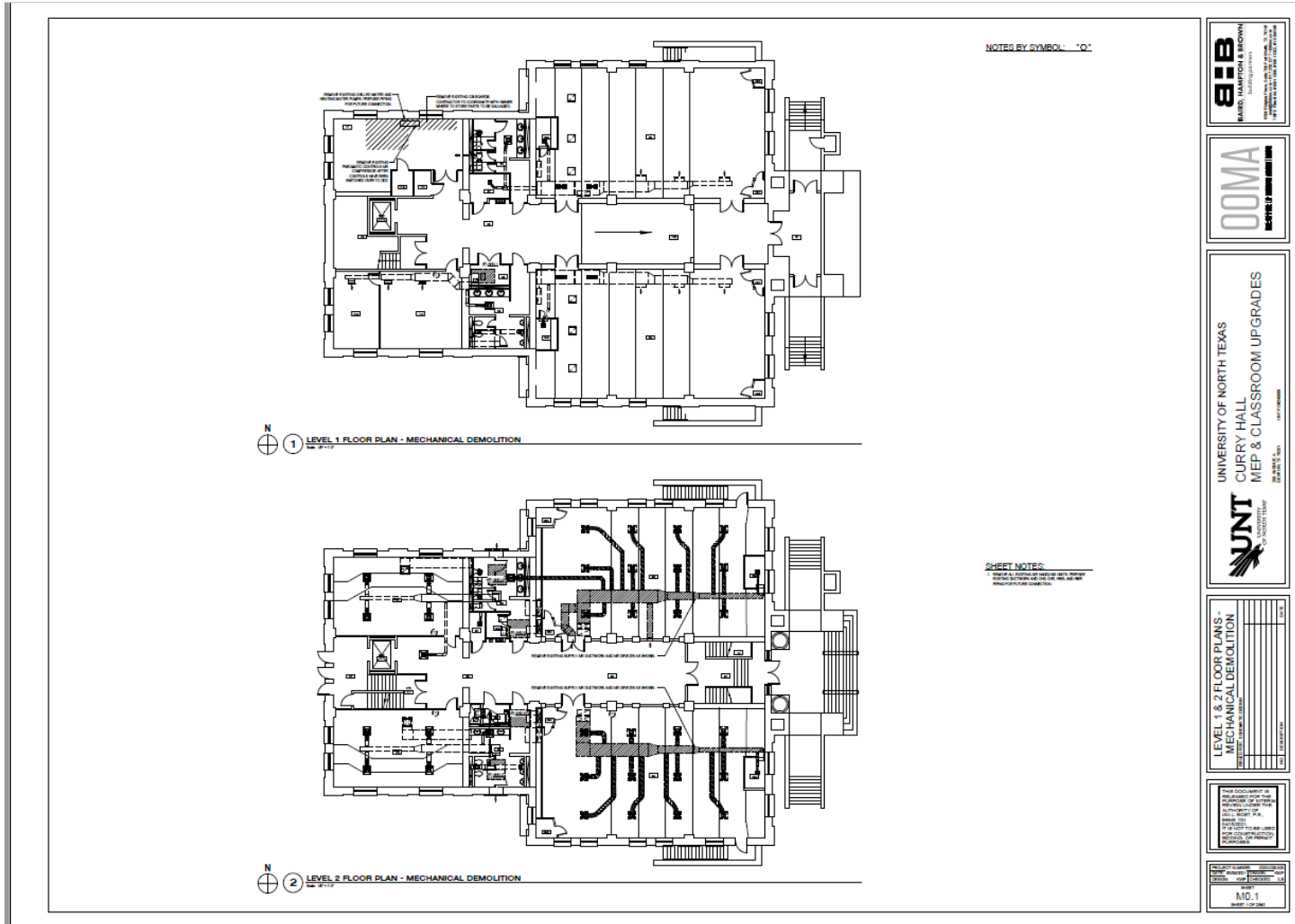


- Circular and Rectangle fountains running.
- Fence gone until 12/13.
- Bonding on outside of fountains remaining, complete by end of December.

# Engineering Projects



## Curry Hall MEP Renovation

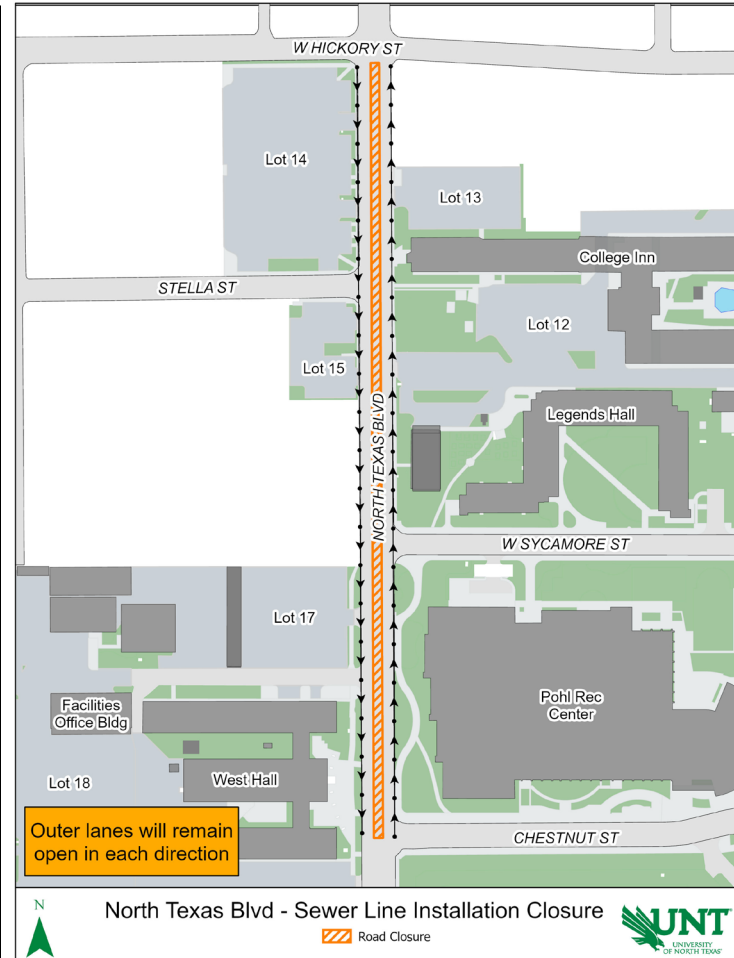


- Bidding for subcontractors ongoing
- GMP presentation December 17
- Construction expected to start in April 2022
- Construction planned completion December 2022





# N TX Blvd Reconstruction



## Winter Break work

- Water tap near PAC
- Sewer line install – no buildings impacted

## Water line install

- ~February – April 2022
- Impacted buildings being investigated

## Road construction

- ~May – August 2022

[Facilities.unt.edu/ntbconstruction](https://facilities.unt.edu/ntbconstruction)



# New Building at Frisco



# New Art Studio building



# UNT Systems Projects



As of December 2021

Project	Status	Completion Date
CVAD	Done and successful	Complete
Art Studio Facility	Brickwork underway. Welch St Complex 1 being vacated by end of the spring semester. Oak St Hall demo planned for summer 2022.	Substantial Completion Nov '21 Final Completion February '22
Maple Hall	Phase 3 Rooms & Kitchen – project is on hold.	On Hold
Vivarium	RFQ/P for design build on this new facility.	TBD
Eagle Landing	Punch list work occurring over winter break. Retail space options being explored.	TBD on Retail area - planning rebid
Multi-Cultural Center	Location selected by Barnes and Noble – NE corner of Union building. 12/1 was the first schematic design meeting. Working on refining scope to match budget.	Opening scheduled for Spring 2023



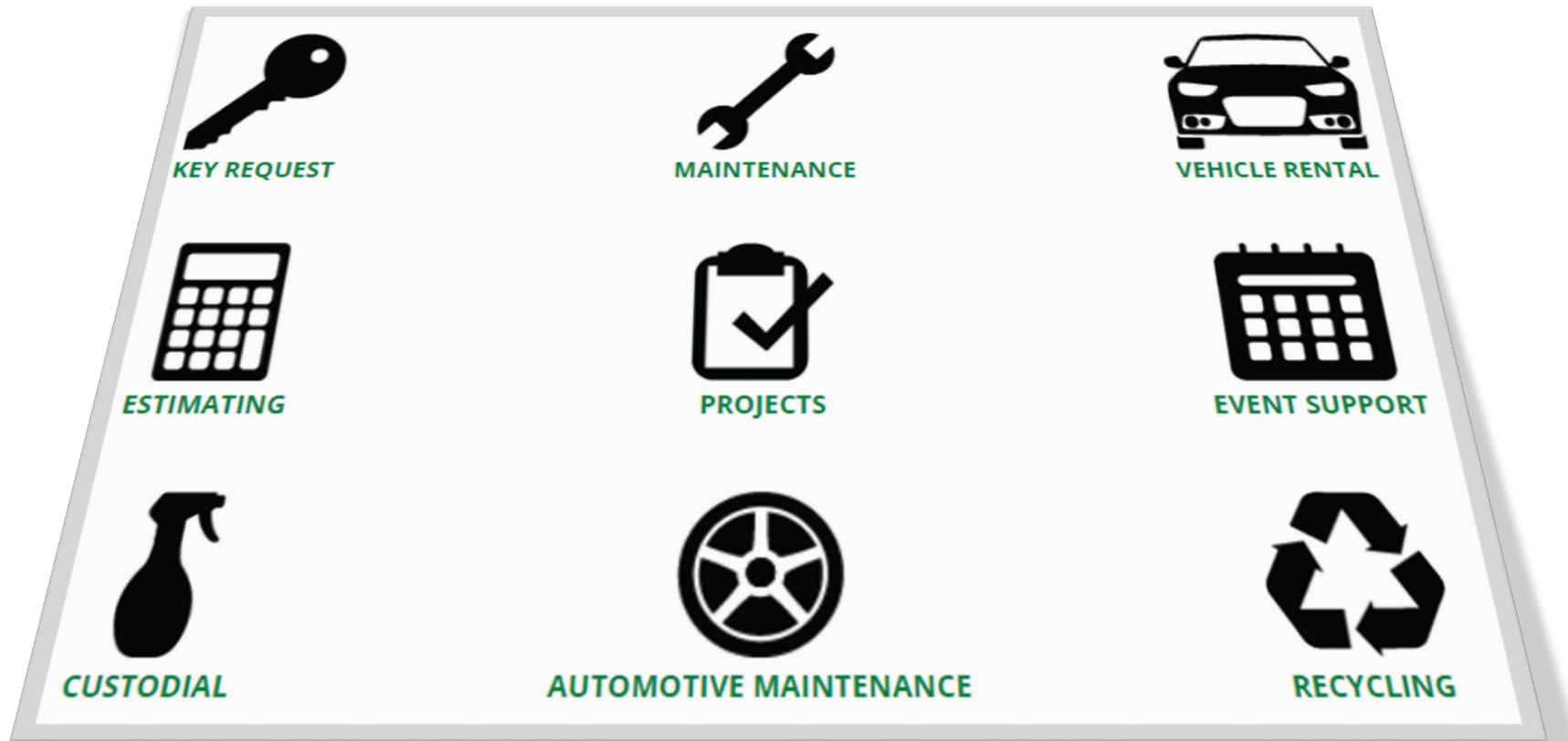
# UNT Systems Projects



Project	Status	Completion Date
SRB 2 <sup>nd</sup> Flr	Design team selected – Hofer Wysocki – Proposal Received Relocations to vacate the 2 <sup>nd</sup> floor being worked by SMP.	TBD
UNT Messaging Board	Electronic billboard at Research Collections Library site. Working with Daktronics on design options	TBD
<b>CITY of DENTON PROJECTS</b>		
Hickory St Utility/ Road (City)	Storm water utility work on-going near Carroll Blvd. Paving the entire road to follow.	January 2022
Bonnie Brae Rd Upgrade (City)	Construction resumed for 42” WL north of I-35. Road expansion construction Q2/Q3 2022.	2022+
Hickory St Substation (DME)	DME working through contractual agreement with selected contractor.	TBD
Underground overhead power lines along Maple and North Texas	FPDC and System reviewing and negotiating easements.	TBD



# Facilities Maintenance





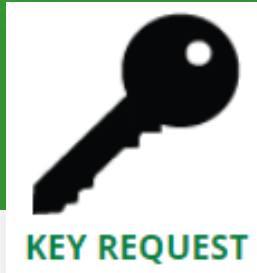
# Access Control

**Location:** Sycamore Hall- Suite 006

Phone: (940)-565-4888  
Email: [Access.control@unt.edu](mailto:Access.control@unt.edu)



North East Corner of the building.



# Access Control

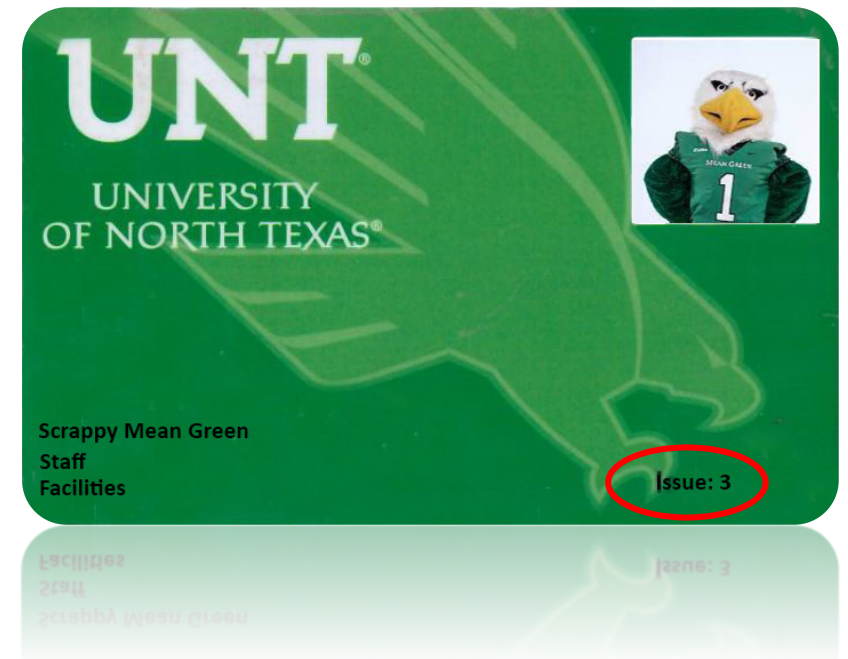
**E-locking** : To schedule E-locking for your department or offices, or to add or remove individuals please email [Access.Control@unt.edu](mailto:Access.Control@unt.edu).

➤ **When adding or removing individuals provide:**

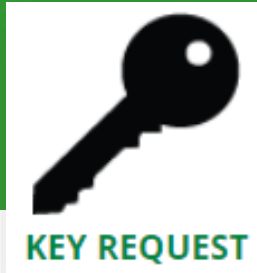
- Name as on their ID card
- UNT ID#
- Issue # on the UNT ID ( bottom right corner on the front)
- What doors that have card swipe they will be needing access too and times they need access( after hours as well).

➤ **E-lock Scheduling:**

- Building name
- Time and days you are needing locked and unlocked.







# Access Control

## Access Control Forms:

- Key Request form  
[https://facilities.unt.edu/sites/default/files//key\\_request\\_form.pdf](https://facilities.unt.edu/sites/default/files//key_request_form.pdf)
- Addition or Revision of Authorizer Form  
[https://facilities.unt.edu/sites/default/files//docs/keyauth\\_v.4.pdf](https://facilities.unt.edu/sites/default/files//docs/keyauth_v.4.pdf)
- UNT Standard Operating Procedure for Access Control  
[https://facilities.unt.edu/sites/default/files//docs/1034\\_sop\\_access\\_control.docx](https://facilities.unt.edu/sites/default/files//docs/1034_sop_access_control.docx)

**Any question or concerns please call our office  
(940)-565-4888 or email us at [Access.control@unt.edu](mailto:Access.control@unt.edu)**



# Custodial Services

## During the upcoming break.

- All classrooms will be vacuumed, dusted and tables cleaned. Limited carpet cleaning will also take place.
- Restrooms will be deep cleaned.
- As time permits office areas will be vacuumed and dusted.



# Custodial Services

**Due to the hiring freeze and continued vacant positions** – All hard floor and carpet cleaning request will need to go through the Manager.

**Contact David Barkenhagen**

Phone: 940-369-7315

Email: [David.Barkenhagen@unt.edu](mailto:David.Barkenhagen@unt.edu)



# Moving Services

## Moving Services for Surplus Items



- Facilities is able to help transport items **from campus to the UNT Surplus Warehouse for a fee.**
- At this time, we are experiencing a **two-month lead time** for this service.
- Please submit a Work Order via our online request system from the "Request Service" button on our homepage and **provide a chart string** for the work.

**Tag ALL items you want to send to surplus**



# EMS



- **Be mindful of seasonal temperature changes** – Large temperature fluctuations throughout the day or from day to day.
- **Temperature control systems are designed to react gradually to temperature changes** – If there are any uncomfortable areas, please let us know and we will ensure the equipment is operating properly.



- **Discovery Park F Wing and E Wing** – Ongoing new control system installation, test and balance, and commissioning. Please continue to be patient as these new systems are brought online – we are coordinating with the contractors to address comfort issues as much as possible.

# Utilities

## UNT Space Heater Information

**Before purchasing a space heater, contact UNT Facilities (940-565-2700) to verify:**

- If your area can be made more comfortable by adjusting the HVAC system
- The electrical system has been evaluated and approved by UNT Facilities to ensure the circuitry will support space heaters use

### Requirements:

- 250 Watts maximum
- Electric only
- Tip over cut – off protection
- Purchase a heater with the seal of an independent testing laboratory
- Must be inspected and approved by the UNT EMSS Fire and Life Safety Office.



# Utilities

## UNT Space Heater Information

- Must be plugged into the wall. Cannot be plugged into an extension cord.
- Must not be operated under or near combustible materials. This means you cannot operate it under a desk.
- Place the heater on a solid, flat surface.
- Keep space heaters out of the way of foot traffic. Never block an exit.
- Turn off and unplug when you leaving the room.



# Utilities

## UNT Space Heater Information

- You will find heaters that say safety cut-off or over heat cut-off. This does not necessarily meet the criteria. It must be a tip over safety feature.
- Have a mark from a nationally recognized testing laboratory showing their Listing or Approval
  - **Common marks:** Underwriters Laboratories (UL) or FM Global Technologies (FM)
- Other nationally recognized testing laboratories may certify these products.
- The standard used to investigate space heaters is ANSI/UL 1278.
- If the testing laboratory mark is different, look for the **ANSI/UL 1278** marking. All laboratories will cite the ANSI/UL 1278 standard.



**Any questions contact the UNT EMSS Fire and Life Safety Office at 940-565-2109.**

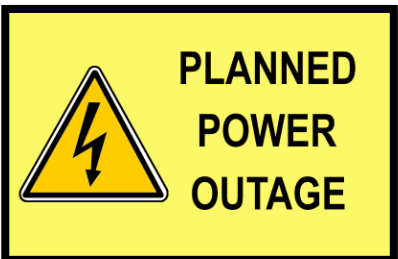


# Utilities

## Winter Break Multiple Building Electrical Outages:

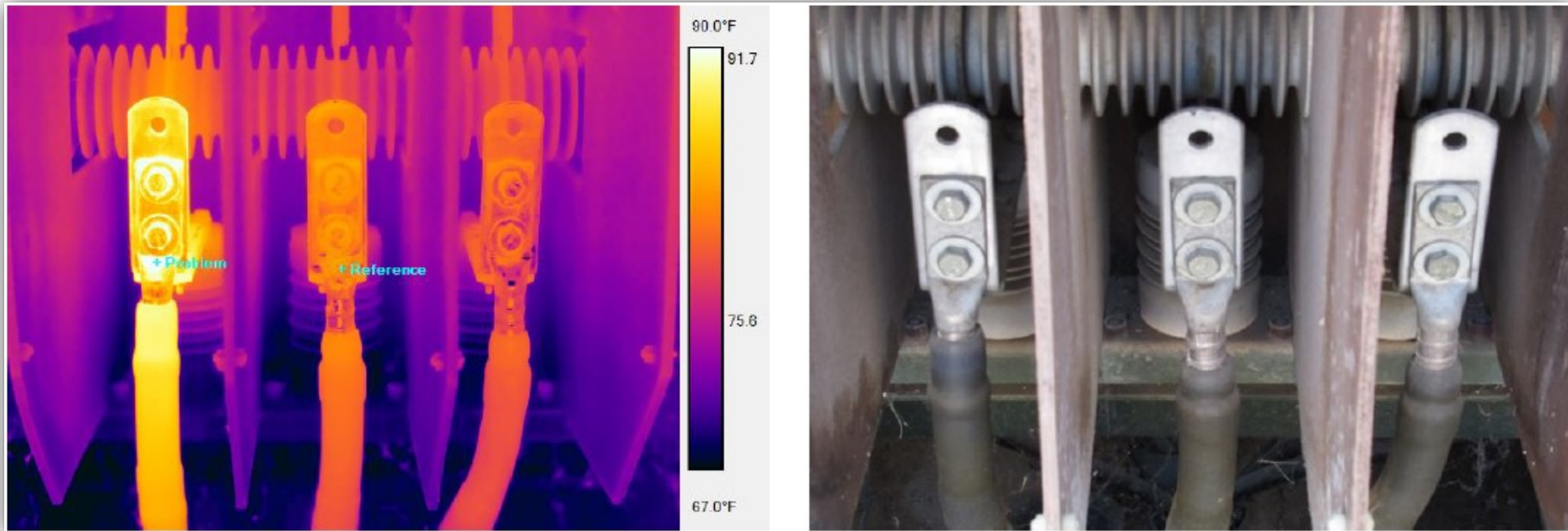
We are planning to proceed with electrical outages and preventive maintenance over the Winter Break.

- Will occur over three days.
- Will last 12 hours - Scheduled from 7:00 am to 7:00 pm.
- We are hopeful that each day's work will be completed in less time.

Monday 12/27	Tuesday 12/28	Wednesday 12/29
BLB	Crumley	AFROTC
Eagle Landing	Goolsby	Clark
ESSC	Joe Green	Field House
HSPG	Kerr	Gateway
Matthews	Maple	Honors
Wooten	Music	Mozart
	Music Annex	MPAC
	Welcome Center	PAC Annex
	Willis Library	Rawlins
		RMS

# Utilities

Work performed will also include addressing issues found during inspections earlier this year.



- 13,200 volt termination operating a little warm.

# Utilities

Issue found during inspections earlier this year.



Removal of ant mounds from electrical gear.

# Utilities

**As difficult and disruptive as planned electrical outages are, planned outages are better than unplanned ones. It's the unplanned outages we are trying to avoid with preventive maintenance.**



- Keep in mind that Winter Break electrical outages are now part of our annual preventive maintenance effort.
- Different sections of Denton campuses will have electricity turned off each year.
- When we've completed 13,200 volt maintenance on the entire campus, it will be time to start over at the beginning.

# Building Representative Appreciation Program

## Outstanding Building Representative

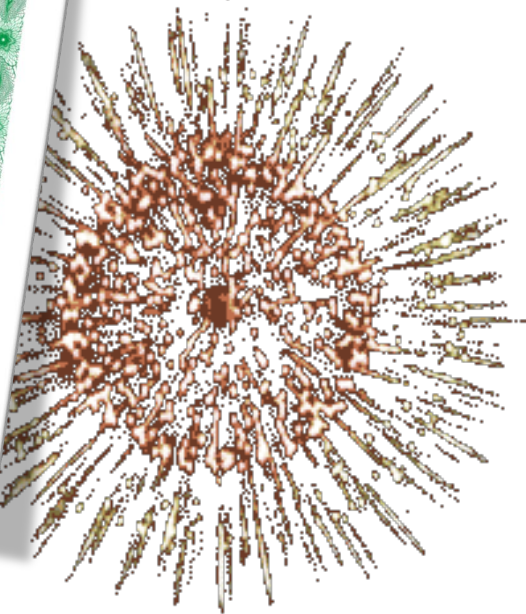
- Created to recognize your support of our mission.
- Facilities values your commitment to the Building Representative Program.
- This award recognizes superior dedication, partnership, and stewardship towards the care and operation of the UNT campus.



# Outstanding Building Representative Award



# Outstanding Building Representative Award



*Congratulations*

# Video





# Any Questions





Thank  
YOU

FOR JOINING US!

**“When the customer comes first, the customer will last.”**  
~ Robert Half~



INTEGRITY • SERVICE • EXCELLENCE