


August 23, 2011

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To: Building Liaisons and Campus Community

From: Jack Colby 
Asst. Vice Chancellor for Facilities Operations

Subject: Service Modifications Due to Budget Reductions

Over the past several years, Facilities Operations' staff has addressed repeated reductions to operating budgets by reducing maintenance and service staffing while minimizing apparent affects to the campus community. The cumulative effects of these reductions have reduced our options to implement the mandated reductions for FY 20011/12 without impacting the services that will be directly noticeable to the campus community. My commitment to you is that we will strive to minimize the impacts and to do our best to continue to support the primary missions of teaching, research, and outreach. We ask for your cooperation and understanding as we make these adjustments.

The following service modifications are those that will likely be noticeable by the campus community:

Grounds and Landscaping Maintenance

- Staff reductions will require that we reduce litter control cycles from 6 days per week to 3 days. As good stewards of our environment, we ask all to refrain from littering and if you see trash on the ground, placing it in a receptacle would help keep our campus clean.
- Reductions to funding for seasonal temporary labor will reduce our capacity to apply mulch to planting beds in the Spring and to conduct Fall leaf removal during off hours.
- The reduction of budgets for staff overtime to provide after-hours event support may reduce response times for clean-up activities.

Building Maintenance

- Painting will be conducted for high traffic priority spaces to maintain a good appearance but will be extended for other lower priority spaces. Painting cycles for offices, classrooms, and labs will be extended due to loss of staff and contracted services.
- To reduce overtime costs, weekend checks of building equipment will no longer occur.
- Call back responses to after-hours maintenance issues will be reduced to only critical issues that cannot be delayed until the next business day.

Housekeeping

- After-hours and weekend policing of buildings will be reduced to services for D.H. Hill Library and Carmichael Gymnasium only. Special needs can be addressed through your Housekeeping Zone Manager.
- Cleaning of private offices will occur once per month. Special cleaning needs will be addressed through requests utilizing the door hanger cards that will be monitored by Housekeeping staff.
- We continue to encourage everyone to bring food waste to break rooms, rest rooms, or the convenience centers where the waste will be removed each business day. Waste removal and desk-side recycling pickups for offices will be conducted monthly at the time of cleaning. To accommodate those occupants who prefer to remove their waste and recycling between the monthly cycles, centrally located waste and recycling “convenience” centers have been established in the buildings. We will forward the specific location in your building in a separate message.
- Waste removal schedules for labs will be maintained at current levels.
- Carpet extraction and hard surface floor refinishing cycles will be extended to once per 18 months. Efforts will be focused on central high traffic areas. Special needs will be addressed by staff on a case-by-case basis.
- Centennial Campus tenants with special housekeeping contracts funded separately will not be impacted.

Mail Services

- Mail will still be delivered daily. However, possible consolidation of routes may modify current delivery times. Special needs can be addressed to the Mail Services manager.

Again, we thank you for your cooperation and assistance as we work through these adjustments.