STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MANOA
OFFICE OF THE CHANCELLOR,
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE AND OPERATIONS
CAMPUS SERVICES
OFFICE OF FACILITIES AND GROUNDS

FUNCTIONAL STATEMENT

The Office of Facilities and Grounds plans, organizes, and directs activities relating to Facilities Management and Buildings and Grounds management for the University of Hawai'i at Manoa.

- Provides leadership, direction, and guidance to subordinate supervisory staff in the planning, design, construction, maintenance, and operation of physical facilities and grounds for the University of Hawai'i at Manoa, in creating a safe environment conducive to teaching and research.
- Provides the full range of administrative support services, which include budget preparation and execution, fiscal, procurement (including campus-wide contracts) and property management and human resources.
- Conducts analyses of institutional plans, academic agendas, and major policies to anticipate future directions affecting physical plant requirements for the University of Hawai'i at Manoa.
- Reviews and approves the preparation and execution of divisional program plans and operating budgets, including the determination of program priorities.

6/30/09
STATE OF HAWAII
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OFFICE OF THE CHANCELLOR
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ADMINISTRATION, FINANCE AND OPERATIONS
CAMPUS SERVICES
OFFICE OF FACILITIES AND GROUNDS
FACILITIES MANAGEMENT

FUNCTIONAL STATEMENT

The Office of Facilities Management conducts and coordinates the planning, budgeting, construction, repair, and maintenance of physical facilities for UH Mānoa in accordance with approved long-range development plans and applicable federal, state, and county building codes and standards.

Architectural Design
- Prepares architectural plans and specifications and coordinates the preparation of mechanical, electrical, and utility distribution system designs for new/renovation projects performed either housewise or by private contractors. Prepares specifications and bidding requirements for projects to be performed by private contractors.
- Develops and schedules preventive maintenance programs for building exterior, interior, roof, and sousaves.
- Provides remainder design assistance to departments, including determination of services or maintenance requirements, alternative approaches, and time and cost estimates.
- Reviews departmental service work requests, preparing cost estimates as well as labor and material requirements for work to be performed by the trade shops.
- Develops space standards and maintains inventory of campus buildings with regard to construction and occupancy, space assignments, layouts systems, and utility distribution systems.
- Schedules and coordinates support services for special events.
- Maintains facility information database.

Project Management
- Participates in architectural/mechanical/electrical design documents and reviews for UH Mānoa construction projects.
- Provides construction management services for UH Mānoa construction projects.
- Maintains communication with the UH Mānoa campus community.
- Prepares and maintains project warranty informations.
- Establishes, maintains, and improves UH Mānoa construction procedures and guidelines.

Information Systems
- Establishes, installs, and maintains FM and BGM local area network, database, and information reporting systems.
- Provides hardware/software for technical and user training and services.

Electrical/Mechanical Engineering
- Prepares or directs the preparation of mechanical/electrical engineering designs and specifications for UH Mānoa projects performed either housewise or by private contractors and prepares specifications and bidding requirements for projects performed by private contractors.
- Maintains facility equipment and inventory; manages preventive maintenance programs for mechanical and electrical systems; develops equipment and systems replacement programs in accordance with established industry criteria.
- Provides remainder design assistance to departments, including determination of services and maintenance requirements, alternative approaches, and time and cost estimations.
- Reviews departmental service work requests, preparing cost estimates as well as labor and material requirements for work to be performed by the trade shops.
- Provides technical support to trade shops.
- Develops and maintains a comprehensive building audit program.
Utilities
- Plans, develops, implements, and administers campus-wide utilities and energy conservation programs in concert with Electrical and Mechanical Engineering.

Customer, Logistical Services and Shop Operations
- Maintains a Customer Services Center, which co-ordinates customer requests and needs in appropriate PM roles from the University community.
- Provides procurement and warehouse services to PM and BMC; provides for storage, transfer, and disposal of personal property; and maintains surplus inventory for the campus community.
- Provides tracking, moving, and disposal services to the campus community.
- Expands and maintains campus structures, building hardware, equipment and utility distribution systems.
- Operates air-conditioning, maintenance mechanics, carpentry, electrical, plumbing, and paint shops. Implements preventive maintenance programs.
- Performs minor alterations/renovation projects.

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MAJOR FUNCTIONS

- Provides custodial services for UH Mānoa buildings, including classrooms, laboratories, restrooms, corridors, and other public or general-use areas.

- Provides carpet cleaning and floor polishing services to on-campus facilities.

- Provides groundskeeping and landscaping maintenance for UH Mānoa, including lawns, trees, roads, and parking infrastructure.

- Provides trash collection and bulk disposal services for UH Mānoa instructional and administrative buildings.

- Administers and coordinates recycling operations for UH Mānoa.

- Administers registration class applications for entry-level janitors and groundskeepers for the UH System.