

VICE CHANCELLOR FOR ADMINISTRATION

As second deputy to the Chancellor, assumes direct responsibility for non-academic administrative affairs of the University of Hawaii at Manoa and serves as acting chancellor in the absence of the Chancellor and the Vice Chancellor for Academic Affairs.

- Recommends and implements administrative policies and procedures for business related and non-academic functions of the UHM, including Budget and Program Evaluation, Personnel and Special Services, Facilities Management, Campus Security, Auxiliary Services, Manoa Cashier's Office, Student Affairs, the Manoa based systemwide Bookstores and Environmental Health and Safety.
- Establishes priorities; develops, implements and coordinates an integrated program to provide essential institutional and auxiliary services in support of campus programs and operations along with a variety of other campus support services.
- Maintains liaison with the University Systemwide Office in business areas.
- Serves as the reporting locus for all UHM fiscal and administrative officers.

DIRECTOR OF CAMPUS OPERATIONS

- Provides administrative support to the Vice Chancellor for Administration by directing, coordinating and monitoring the Facilities Management, Auxiliary Services and Campus Security operations.
- Works with appropriate directors to resolve daily problems in the assigned areas of responsibility and develops and makes recommendations on major policies and issues.
- Provides assistance in evaluating the effectiveness and efficiency of the assigned institutional support programs.
- Reviews the budgets and program and financial plans of Facilities Management, Auxiliary Services and Campus Security.
- Organizes and plans staff development activities for Facilities Management, Auxiliary Services and Campus Security personnel.
- Serves as liaison with the Facilities Planning Office in long-range physical planning.
- Conducts analyses of institutional support policies, rules and regulations as requested.

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA

INSTITUTIONAL SUPPORT
DEPARTMENT OF FACILITIES MANAGEMENT

MAJOR FUNCTIONS

DIRECTOR -

Directs activities and personnel in the Facilities Management Department. The major function of the department is to utilize available resources to create, maintain and operate the best possible physical environment conducive to learning and research. In pursuit of this function, the department is divided into the following divisions: Design/Engineering Services, Environmental Health, Safety & Civil Defense, Administration, Repair and Maintenance, and Campus Services.

FACILITIES MANAGEMENT DEPARTMENT
DESIGN/ENGINEERING DIVISION

The function of this division is to provide design and coordination of contract maintenance specifications, major repairs and all alteration/renovation projects of a non-CIP nature to meet the space and modernization requirements of campus facilities. In addition, the engineering section provides mechanical and electrical design and coordination; develops and monitors preventive maintenance schedules; and also develops and monitors energy conservation policies procedures and measures, for campus-wide utility systems. To accomplish this function, the division is divided into three functional sections: Work Coordination Center, Architectural Design and Utility Coordination.

Major Functions

1. Prepare architectural designs for minor alteration/renovation projects performed either in-house or by outside contractors.
2. Prepare utility distribution system designs for minor alteration/renovation projects performed in-house or by outside contractors.
3. Coordinate completion of work for all minor alteration/renovation projects.
4. Prepare specifications for building equipment maintenance contracts.
5. Prepare specifications and bidding documents for projects to be performed by outside contractors.
6. Coordinate, estimate and distribute all departmental service work requests.
7. Maintain and up-date campus building and utility distribution system chart and plan master file.
8. Establish and maintain campus keying system.
9. Provide project cost estimates when requested.
10. Schedule and coordinate supportive services for special events.
11. Administer departmental emergency radio call system.
12. Administer exterior painting and reroofing preventive maintenance programs.
13. Administer campus energy conservation program.
14. Provide interior design consultation services for carpeting, drapes, furniture, color selection, etc.
15. Develop and maintain preventive maintenance programs for mechanical and electrical equipment under jurisdiction of department.

FACILITIES MANAGEMENT DEPARTMENT
ADMINISTRATIVE DIVISION

Direct activities and personnel in the Administrative Division which is divided into three functional sections: Fiscal/Budget, Secretarial and Central Receiving and Warehousing.

Major Functions

1. Prepare and administer sound budget to support worthwhile maintenance program and prepare budgetary justification.
2. Administer cost accounting system to accurately reflect cost assignments.
3. Maintain departmental material and equipment inventory controls.
4. Supervise and coordinate departmental purchasing, receiving and dispensing of supplies.
5. Provide departmental clerical support.
6. Supervise billing of various self-sustaining campus departments for utilities and services provided.
7. Maintain departmental personnel records and personnel correspondence.
8. Maintain correspondence files.
9. Provide departmental liaison with Personnel Office.

FACILITIES MANAGEMENT DEPARTMENT
REPAIR/MAINTENANCE DIVISION

The function of this division is to operate; maintain, repair and perform minor alterations to the buildings, facilities, equipment and utility distribution systems to keep them in the best possible condition.

To fulfill this function, the division is divided into six functional sections or shops: Carpenter, Air Conditioning, Electrical, Plumbing, Painting and Trucking.

Major Functions

1. Monitor equipment maintenance contracts performed by outside contractors for elevators, central air conditioning systems, boilers, etc.
2. Perform emergency, preventive maintenance and corrective work to keep utility distribution systems operating in most efficient manner.
3. Perform minor alteration/renovation projects when maintenance workload permits.
4. Perform routine repairs and maintenance to campus structures, building hardware, equipment and utility distribution systems.
5. Collect and compact campus trash and junk and transport to off-campus dumping site.
6. Sweep streets and parking lots.
7. Provide trucking service for moving of office equipment or delivery of material.
8. Provide demolition service for small structures.
9. Excavate ground to facilitate repair of utility distribution systems.
10. Repair roads and parking lots.
11. Provide supportive services for campus special events.

FACILITIES MANAGEMENT DEPARTMENT
CAMPUS SERVICES DIVISION

The function of this division is to contribute to the educational process by maintaining the cleanliness of the campus building and grounds and by improving the aesthetic qualities of the campus for the protection of the health, safety and morale of the campus community. To carry out this function, the division is divided into two sections: Custodial and Landscaping.

Major Functions

1. Preserve and enhance existing landscaping.
2. Conduct effective custodial practices to maintain clean rooms, corridors and restrooms.
3. Conduct routine grounds maintenance operations such as mowing, watering, hedge and tree trimming, weeding, and fertilizing.
4. Open and close buildings as scheduled.
5. Collect and compact building refuse and transport to off-campus dumping site.
6. Provide plants for special events.
7. Administer job training course to increase efficiency and effectiveness of personnel.
8. Beautify campus by planting trees and shrubs, grassing bare areas and initiating new landscaping.

UNIVERSITY OF HAWAII
University of Hawaii at Manoa
Vice Chancellor for Administration
Manoa Cashier's Office

Statement of Functions

Collects, receipts, receives, pre-audits departmental collections for deposit; and records all cash collection data of the Manoa Campus.

Responsible and coordinates the fiscal aspects of the Manoa Campus day students registration process; controls the processing of all fiscal portions of registration materials, receives and collects all tuition and fee payments, and distributes funds collected to various Campus departments.

Maintains tuition and fees accounts receivables for the Manoa Campus Day Students.

Disseminates internal policies/procedures on collections, deposits, refunds and reimbursements for the Manoa Campus.

Coordinates daily armored car pick-up and deliveries with various Manoa Campus departments and organizations and all special pick-ups at the Registration Cashier's site.

Responsible and maintains the system financial obligation file to ensure that there is a "Hold" on all registrants, applicants for transcripts, financial aid and all recipients of tuition and other refunds are clear of any outstanding financial obligations.

Operate the Manoa Cashier's Office Suspense Account. Research all entries and disburse funds.

Distributes checks/warrants or external scholarship checks to financial aid recipients.

Performs the following services:

- a. Operates Imprest Checking Account to process tuition and fees refund to Manoa Campus Day Students.
- b. Maintains Petty Cash Fund to reimburse Manoa Campus personnel and departments for small purchases.
- c. Maintains a change fund to service various Manoa Campus departments with change, and cash other petty cash custodian's reimbursement checks.
- d. Coordinates the Manoa Campus charge card program.

ENVIRONMENTAL HEALTH, SAFETY & CIVIL DEFENSE

The purpose of this division is to administer a campus-wide Environmental Health and Safety Program:

Major Functions

1. Administer a campus-wide program to ensure compliance with the State of Hawaii, Department of Labor and Industrial Relations, Division of Occupational Safety and Health (DOSH), Occupational Safety and Health Standards.
2. Administer the Radiological Safety program as required by the Nuclear Regulatory Commission (NRC) and the University's Radiation Safety Manual.
3. Administer a campus-wide program to control the use, storage and disposal of hazardous materials to meet applicable Department of Transportation and Environmental Protection Agency regulations.
4. Administer fire safety program to ensure compliance with applicable fire regulations. Coordinate fire extinguisher inspection and maintenance program.
5. Review plans for all new construction and renovation projects for compliance with applicable health and safety standards.