

STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR
UNIVERSITY OF HAWAII AT MANOA
VICE CHANCELLOR FOR ADMINISTRATION,
FINANCE AND OPERATIONS
FACILITIES, GROUNDS, & SAFETY

INTRODUCTION

Plans, organizes, and directs activities relating to Facilities Planning and Management, Buildings and Grounds Management, and Environment Health and Safety operations for UH Manoa.

MAJOR FUNCTIONS

- Provides leadership, direction, and guidance to subordinate directors in the planning, design, construction, maintenance, and operation of physical facilities and grounds for UH Manoa, in creating an environmentally safe campus conducive to learning and research.
- Develops long-range physical plans for the UH Manoa campus.
- Conducts analyses of institutional plans, academic agendas, and major policies to anticipate future directions affecting physical plant requirements for UH Manoa.
- Reviews and approves the preparation and execution of divisional program plans and operating budgets, including the determination of program priorities.
- Reviews and recommends the multi-year and biennial Capital Improvements Program budget and annual expenditure plans, including the determination of priorities and scheduling of projects to ensure the timely execution of campus master plans.
- Develops and administers programs to provide for an environmentally safe campus and to ensure compliance with applicable federal, state, and county regulations relating to environmental and occupational health and safety.

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FACILITIES PLANNING AND MANAGEMENT

MAJOR FUNCTIONS

Conducts and coordinates the planning, budgeting, construction, repair, and maintenance of physical facilities for the UH Mānoa and emerging UH West O'ahu campuses 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 internally or by private contractors; and prepares specifications and bidding requirements for projects to be performed by private contractors.
- Develops and schedules preventive maintenance programs for building exteriors, interiors, roofs and roadways.
- Provides renovation design assistance to departments, including determination of service or maintenance requirements, alternative approaches, and time and cost estimates.
- Reviews departmental service work requests, preparing cost estimates as well as labor and materials requirements for work to be performed by the shops.
- Develops space standards and maintains inventory of campus buildings with regard to construction and occupancy, space assignments, keying systems, and utility distribution systems.
- Schedules and coordinates support services for special events.
- Maintains facilities information database.

Project Management

- Participates in architectural/mechanical/electrical design documents and reviews for UHM construction projects.
- Provides construction management services for UHM construction projects.
- Maintains communications with the UHM campus community.
- Prepares and maintains project warranty information.
- Establishes, maintains, and improves UHM construction procedures and guidelines.

Planning and Capital Improvements

- Prepares and maintains long-range physical development plans for UH Mānoa and UH West O'ahu by translating academic program requirements into building and structural needs; develops and evaluates land use and area requirements; develops and maintains facilities, planning, architectural, engineering, and aesthetic standards.

- Prepares and recommends the multi-year and biennial Capital Improvements Program (CIP) and related annual expenditure plans, including development of cost estimates, determination of priorities, and phasing and scheduling of projects to ensure the timely execution of master plans.
- Develops and coordinates individual capital projects from preparation of architectural programs through design, construction, and equipping of physical facilities.
- Prepares proposals to federal and private agencies for loans and grants for construction of facilities.
- Conducts and reports on institutional studies as required for the UH Mānoa and UH West O'ahu campuses.
- Develops and maintains physical planning standards, policies, and procedures for use by architects, engineers, space planners and programmers, and other campus personnel.
- Establishes and maintains a facilities inventory, including historical and environmental contexts, existing component systems, and current space utilization.
- Conducts qualitative analyses and facility audits to identify deficiencies in the physical condition and quality of assigned space.

Performance Based Contracting

- Prepares and recommends repairs and maintenance projects for the UH Mānoa's performance based construction program - Performance Information Procurement System (PIPS).
- Reviews, coordinates and directs the preparation of project requirements and method of award for PIP projects.
- Develops and maintains an information system to monitor performance information on contractors, construction projects and warranty information.
- Provides construction management services for UHM PIPs projects.
- Maintains communications with the UHM campus community.
- Establishes, maintains and improves UHM PIPS procedures and guidelines.
- Coordinates and approves all information disseminated by the Arizona State University Performance Based Research Group in UHM PIPS website.
- Maintains the research partnership between the University of Hawai'i and the Performance Based System Research Group at Arizona State University.

Information Systems

- Establishes, installs, and maintains FPMO 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 UHM projects performed either internally or by private contractors; and prepares specifications and bidding requirements for projects by private contractors.
- Maintains facilities equipment audit and inventory; manages preventive maintenance programs for

mechanical and electrical systems; develops equipment and systems replacement programs in accordance with established industry criteria.

- Provides renovation design assistance to departments, including determination of service and maintenance requirements, alternative approaches, and time and cost estimates.
- Reviews departmental service work requests, preparing cost estimates as well as labor and materials requirements for work to be performed by the shops.
- Provides technical support to trade shops.
- Administers campuswide utilities and energy conservation program.
- Develops and maintains a comprehensive building audit program.

Customer, Logistical Services and Shop Operations

- Maintains a Customer Services Center which communicates customer requests and needs to appropriate FPMO units from the University community.
- Provides procurement and warehouse services to FPMO and BGM; provides for storage, transfer, and disposal of personal property; and maintains surplus inventory for the campus community.
- Provides trucking, moving, and disposal services to the campus community.
- Repairs and maintains campus structures, building hardware, equipment and utility distribution systems.
- Operates air-conditioning, maintenance mechanic, carpentry, electrical, plumbing, and paint shops. Implements preventive maintenance programs.
- Performs minor alteration/renovation projects.

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BUILDINGS AND GROUNDS MANAGEMENT

MAJOR FUNCTIONS

- Provides custodial services for UH Mānoa buildings, including classrooms, laboratories, auditoriums, offices, 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 lots/structures.
- Provides refuse collection as well as special 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.

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ENVIRONMENTAL HEALTH AND SAFETY

MAJOR FUNCTIONS

- Develops, administers, and evaluates programs to ensure a healthy and safe environment and to ensure compliance with applicable federal, state, and county regulations relating to environmental and occupational health and safety. These programs encompass radiological safety; diving safety for scientific research operations; laboratory safety; environmental compliance, including use, storage, and disposal of hazardous materials; industrial hygiene; farm safety; biological safety for research involving recombinant DNA molecules; and fire safety.
- Administers an accident investigation program to document circumstances relating to campus accidents and to institute corrective and/or preventive measures.
- Reviews plans for all new construction and renovation projects for compliance with applicable health and safety standards.
- Provides educational and training activities for the Radiation, Diving, Environmental Compliance, Industrial Hygiene, and Fire Safety programs.

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- Develops and administers programs to provide for a safe campus environment and to ensure compliance with applicable federal, state, and county regulations relating to environmental and occupational health and safety and campus security.

SUPERSEDED
Date JAN 22 2002

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CAMPUS SECURITY

MAJOR FUNCTIONS

- Provides for the protection and security of personnel and property on the Mānoa campus on a 24-hour basis throughout the year. Maintains law and order through enforcement of state, city, and/or University laws, regulations, policies, rules, and procedures.
- Provides 24-hour radio communication and after-hours emergency telephone numbers, monitors emergency call boxes; responds to emergencies such as bomb threats, fights, injuries, or death; renders assistance, e.g., first aid, CPR; conducts investigations.
- Provides cash pickup/delivery and night escort services; controls crowds at special events.
- Provides crime prevention and other training/education to the campus community.

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