

STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT MĀNOA  
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 Mānoa.

- 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 Mānoa, in creating a safe environment conducive to learning 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 Mānoa.
- Reviews and approves the preparation and execution of divisional program plans and operating budgets, including the determination of program priorities.

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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 internally 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 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 trade 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.

***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 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 trade shops.
- Provides technical support to trade shops.
- Develops and maintains a comprehensive building audit program.

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***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 communicates customer requests and needs to appropriate FM units from the University community.
- Provides procurement and warehouse services to FM 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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CAMPUS SERVICES  
FACILITIES AND GROUNDS  
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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FACILITIES, GROUNDS, & SAFETY  
BUILDINGS AND GROUNDS MANAGEMENT

**MAJOR FUNCTIONS**

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- Provides carpet cleaning and floor polishing services to on-campus facilities.
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FACILITIES, GROUNDS, & SAFETY  
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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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 Mānoa.

**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 Mānoa, in creating a safe environment conducive to learning and research.
- Develops long-range physical plans for the UH Mānoa campus.
- Conducts analyses of institutional plans, academic agendas, and major policies to anticipate future directions affecting physical plant requirements for UH Mānoa.
- 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 a safe campus environment and to ensure compliance with applicable federal, state, and county regulations relating to environmental and occupational health and safety.

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FACILITIES, GROUNDS, & SAFETY  
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.

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- 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

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#### 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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