

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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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.

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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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.