

Top 10 things Lead Administrators can do to help reduce Facilities costs and improve Services

❖ Become proactive in attempting to reduce your building related costs!

Facilities Operations Costs:

Schedule an appointment with your Facilities Superintendent of your area and/or Area Manager and create a standard communication forum (see Facilities website to find your Superintendent!).

- Discuss your program's **space usage and timing of use**. Discuss options for cleaning timing. For example, provide a list of space that can be cleaned on second or third shift, as opposed to first shift. This may allow scheduled cleaning on "off shifts", which may reduce overtime billing for evening or weekend events, etc. This may allow for cleaning to be done with "rounds crews" on a flexible schedule, etc. *Note; changes may need to be phased in with the next open position, etc. and may require significant planning.*
- Discuss **preventive maintenance schedules**; review to see if there are any that could be assumed by the Facilities Superintendent as opposed to "new work orders".
- Review the **frequency of cleaning**. As an example, discuss the possibility of reducing services for areas that are "low use or low traffic volume", lower the frequency of office vacuuming, etc. Determine if your cleaning frequency is above the standard for your building type (this occurs occasionally). Cleaning frequency standards are posted on the Facilities website.
- Discuss your desire for "**low cost**" **renovations**, future expectations, coordination and partnership, etc.
- Discuss other services (grass cutting, etc.) to help accommodate student and faculty schedules, improve services, etc.
- Review the **work orders that are charged to your building org** (this can be obtained via the Facilities website), challenge costs that seem abnormally high, billing errors can occur. Give consideration to emergency vs. maintenance vs. "nice to have" work and provide examples of areas where you would like to see less resources allocated to your Superintendent.
- Be flexible in allowing work to be physically completed during normal working hours, this can **reduce overtime billing** when possible.

Utilities costs:

Schedule an appointment with your Facilities Superintendent of your area and/or Energy Management and create a standard communication forum (see Facilities website to find your Superintendent!).

- Discuss your **programs' schedule** and building occupied/unoccupied hours for individual spaces
- Discuss utility "**time of day scheduling**", building use, the Control Center at 344 Winchester may be able to automatically schedule your buildings' heating/cooling based on your program use, etc. and make recommendation for building use change that may reduce energy usage, etc.

Actively encourage your staff/unit/department to proactively manage energy (for example):

- Make sure **thermostats and temperatures** are within University guidelines of 75 degrees in summer months and 68 degrees in winter months during occupied hours.
- **Shut off lights** in areas where occupancy sensors do not exist; request occupancy sensors to be installed in areas that are often needlessly left on.
- Replace any incandescent light bulbs/aging equipment with **Energy Star and energy saver types** wherever possible (desk lamps, wall sconces, etc.).
- **Turn off** computer monitors, AV equipment, fans, heaters, etc. when not in use.
- Make sure printers/copiers go into **power saver mode** when sitting idle.
- **Close fume hoods** in labs (where applicable), etc.
- Discourage the use of **personal heaters**, etc.