

<b>Facilities Survey Results - action items listed in order of importance as ranked by survey respondents (Lead Administrators and Operations Managers May 2013)</b>		<b>Status</b>	<b>Expected date of completion</b>
1	Provide a list of duties that are included in routine Custodial services, and which services are billed as "extra."	In development	Jan 2014
2	Create a "TOP 10 List" of things Lead Administrators can do to help reduce Facilities costs within their units.	Information posted on Facilities website	Complete
3	Allow units to have input into the timing of maintenance or repair work that might be noisy, smelly, physically obstructive, etc.	Evaluation is in process	June 2014
4	Explain how Facilities Operations billing rates, including overhead, are developed. Publish annual updates on-line.	Information posted on Facilities website	Complete
5	Provide information about reporting available for all types of Facilities Operations and Utilities charges, as well as reporting improvements.	In development	March 2014
6	Facilities should coordinate with units to reduce Custodial overtime by scheduling more evening / weekend shifts, creative scheduling, etc..	Evaluation is in process	June 2014
7	Provide information on how Facilities is improving service levels and management of employees. Publish annual updates on-line.	Information posted on Facilities website	Complete
8	Provide information about how building budgets are created by Facilities (Operations & Utilities). How are variances reviewed?	Information posted on Facilities website	Complete
9	Allow small capital projects to be managed at the unit level.	Evaluation is in process	June 2014
10	Provide an overview of Utilities rates and charging methodologies. Publish annual updates on-line.	Information posted on Facilities website	Complete