

Welcome!

On behalf of Facilities Planning & Management, we would like to welcome you to the **Warhawk family!**

Facilities Planning & Management (FP&M) at the University of Wisconsin-Whitewater is a committed team of professionals who work diligently to keep our campus running smoothly so students and faculty can work towards their academic goals. Through our Campus Planning, Engineering, Stores, Maintenance, Surplus, Recycling, Heating Plant, Grounds, Custodial, and Mail Services, FP&M strives to provide outstanding support for the students, faculty, staff and visitors to the University of Wisconsin-Whitewater.

Facilities Planning and Management provides the following services to the campus community:

- Building Maintenance
 - Renovations
 - Repairs
- Grounds Maintenance
- Custodial Services
- Recycling/Sustainability
- Surplus Property
- Transportation
- Stores
- Mail Services
- Engineering Services
- Campus Planning
 - Projects/New Construction
 - See details on Projects vs Work Orders on the Campus Planning webpage
<http://www.uww.edu/adminaffairs/fpm/campus-planning>
- Central Heating & Cooling Plant
- UW-W to UWW-Rock County Shuttle
- Locks/Keys/and Electronic Access



Check out the FP&M website to find more information on our services.

www.uww.edu/adminaffairs/fpm/

Using the Web Portal for Work Requests

The FP&M Work Request Portal can be found on the FP&M main web page: <http://www.uww.edu/adminaffairs/fpm/>

Select the Work Requests icon



On the left side of the page, Under Work Request, select Submit a Request —>

Enter your UW-Whitewater Netid and password

Fill in the fields as follows – using the pull-down arrows when available



Facility	Most customers will select “UWW Campus”
Building	Select the building where the work is to be done
Area	Select the area where the work is to be done, note that there are codes towards the bottom of the list for “Entire floor” – you can use if the work involves multiple rooms.
Name	Enter the contact person’s name
Phone #	Enter the contact person’s phone #
E-mail Address	Enter the contact person’s e-mail address. Enter the full address (name@uww.edu)
Repair Center	Select one of the following Repair Centers – the others codes are used by FP&M staff

Repair Center Selection Guide

PC – Chargeable:

This should be selected for all **chargeable work requests**.

Ex: build new computer lab, hang picture, etc.

Refer to Chargeable vs Non-Chargeable document (attached) for further clarification.

PP – Physical Plant:

This code should be selected for all routine maintenance requests in any academic or office building.

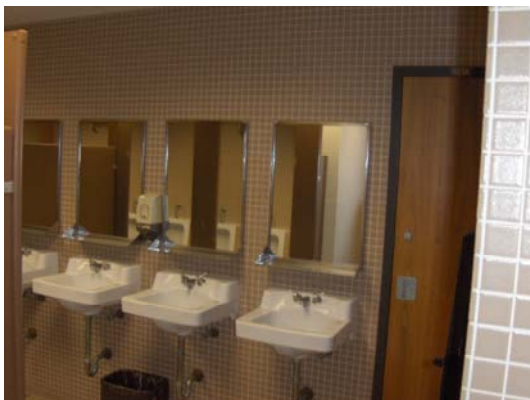
UC – University Center:

This code will be used for all work requests in the University Center that are non-chargeable.

Account #	Enter the full 10 digit code to be charged. Code must be provided for all PC Repair Center requests
Tag Type/Tag #	Used internally by Facilities staff
Department	Used internally by Facilities staff
WISDM Description	Description that will show up on your financial detail page
Request	Enter the details of the work you are requesting. Be as descriptive as you feel you need to be.
Click on Submit	

An e-mail will be auto-generated and sent to the e-mail address listed above giving you the request # and allowing you to follow the progress through the system.

Before



Hard to believe this is the same room!!

We have some very talented crafts people on our staff

After



Facilities Planning & Management

Non-Chargeable vs Chargeable Work

This document is meant to provide a GENERAL guideline for the services that Facilities Planning & Management (FP&M) provides to the UW-Whitewater campus community. This document will provide you general information as to what is considered non-chargeable work versus what is considered chargeable.

Non-Chargeable Work:

Routine repair and maintenance of building interior and exterior of any fixture or component that was provided by the original building construction project, or any subsequent State of Wisconsin funded remodeling project. Some examples of non-chargeable work:

- Any HVAC system repairs (hot/cold room)
- Elevator repairs
- Plumbing repairs (faucets, toilets, urinals, etc)
- Classroom furniture repairs (normal damage only)
- Electrical system repairs (light out, switch not working, etc)
- Williams Center pool maintenance
- Maintenance painting per schedule
- Grounds maintenance
- Window air conditioner repairs (policy change 2004)

Chargeable Work:

Maintenance, repair, or assembly of “departmentally owned” items which were purchased and installed separately from the original construction budget. Some examples of chargeable work:

- | | |
|---|---|
| Repairs to lounge equipment (stoves, etc) | Departmental furniture moves |
| Key cutting for any lost keys | Re-keying any functionally working lock |
| Replacement of carpet | Installation/repair to any departmental equipment |
| Renovation/remodeling | Painting (outside of maintenance schedule) |
| Window treatment repairs/installation | Table/chair rental & setup/teardown |
| Custodial services for special events | New window air conditioner purchase |

Frequently asked—Chargeable Yes or No

Office is cold/warm	N	Hang picture/plaque	Y
Water fountain not working	N	Make office sign/nameplate	Y
Install dimmer switch for lights	Y	Move office furniture	Y
Toilet, Sink, Urinal Repair	N	Repair ceiling tiles	N
Install new water line for coffee machine	Y	Door lock not working	N
Office, hall, exterior light repair	N	Re-Key door	Y
Install projector, new lighting, etc	Y	Table, Chair, Riser rental	Y
Clock not working	N	Handicap door not working	N

FP&M reviews all requests for accuracy before processing and will change work requests from “Chargeable” to “Non-Chargeable” if necessary. We will never change a request from “Non-Chargeable” to “Chargeable” without first contacting the customer that submitted the request.

Facilities Planning & Management Departments

Campus Planning & Engineering Services

The Campus Planning Department is led by the Campus Planner, and supported by one full time Civil Engineer, one Autocad technician, one Project Coordinator, and one departmental assistant.

This department is responsible for evaluating all projects requests, along with monitoring State of Wisconsin projects. This group also maintains the databases for all campus spaces and generates all the usage reports required by the state. Campus Planning also develops and publishes the 6-year Campus Master plan that details/plans future work on the UWW campus.

You can find out more details on what the Campus planning Department does by visiting the following website: <http://www.uww.edu/adminaffairs/fpm/campus-planning>

Keys and Electronic Access

Facilities Planning and Management processes all requests for physical keys or electronic access for Academic buildings on campus. The requests can be submitted through our campus web portal. Please note the all requests will be routed through the Supervisor, Department Chair, and Building manager before they are processed. <https://my.uww.edu/fpm-key>

All employees are required to sign a key contract before the keys are issued to them. This contract states that the keys **MUST** be returned to our office. This is to ensure the continued security of campus spaces, as well as clearing your record of any responsibility should something occur in those spaces.

Sustainability Department

The Sustainability Department consists of the Sustainability Coordinator, Assistant Science Outreach Coordinator, and student workers and volunteers.

The Sustainability Office strives to improve the education and awareness of environmental sustainability issues in our curriculum, student life, campus operations, and local community. Our Campus Outreach and Engagement efforts are centered around our three volunteer opportunities:

- Prairie Seed Collection: Collecting and distributing prairie seeds to restore areas of campus and the UWW Nature Preserve.
- Campus Garden: Growing a variety of produce each season to teach others about gardening and donate fresh harvests to area food pantries. 1,950 lbs in 2018
- Stream Monitoring/Cleanup: Measuring variables that determine the health of the tributary of the Rock River and perform cleanups to minimize pollution in our local watershed.



Facilities Planning & Management Departments

Grounds

The UW-Whitewater Grounds Department maintains all the beautiful landscaping you see on our campus. The Grounds Department propagates their own seedlings, and is responsible for the design and planting of all flower beds on campus.



This Department maintains 400 acres of University land, including the wildlife prairie. They also maintain 22 miles of sidewalks and 60 acres of parking lots for pedestrian and vehicle safety. This responsibility includes all lawn management, weed control, irrigation, and snow and ice removal. **In 2016 the FP&M Ground Department received the 1st Annual UW- Whitewater Making a Difference Award for their efforts on campus.**

The department consists of a Grounds Supervisor, six Gardeners, two Facilities Repair Workers, numerous student employees during summer months, and the Equipment Garage mechanic.



Custodial

The Custodial Department is responsible for keeping our Academic buildings in tip-top condition. Custodial Services aim is to ensure the campus environment's health, wellness, and safety using environmentally-conscious cleaning materials and methods.

The staff receives the latest training on new products and cleaning methods to ensure we are providing the best environment for all who work, attend, or visit our campus. **In 2018 the Custodial Services Department received the "UW-Whitewater Making A Difference" award;** this was the 2nd time, in three years, an FP&M department has been acknowledged with this award.



The Custodial Services Department consists of one Building & Grounds Supervisor, three custodial supervisors, three lead-workers, and thirty-seven custodians.

Custodians are assigned to specific buildings/areas; this allows them to become familiar with the building and its occupants, making customer service easily available.

Facilities Planning & Management Departments

Surplus Property

Surplus sales occur on the 1st Friday of each month from 9am-Noon.

You never know what “goodies” you might find in the sale. Everything from couches, chairs, tables.....to file cabinets and desks...to workout equipment...to air compressors. Everything is priced to sell at better than garage-sale prices. The sale is open to faculty, staff, and the community at large. Cash or check only.

Visit the UWW Surplus Sale page on Facebook at <https://www.facebook.com/UWWsurplus/>. The site is updated prior to each sale. Here are some samples from past sales.



Stores & Central Receiving

Stores and Central Receiving supplies the maintenance and custodial operations on campus. We are able to purchase in bulk, thereby saving the campus money. This also ensures that we are able to make most repairs in a timely, cost-effective manner. Central Receiving delivers parcels for all campus departments.

Please note that personal shipments should not be sent to the Central Receiving dock.

Stores and Central Receiving are staffed by an Inventory Control Supervisor, an Inventory Control Specialist, a delivery staff member and a student helper.

Campus Mail Services

Campus Mail Services delivers all the mail and some parcels on campus from both outside sources and inter-office mail. They are also responsible for delivering flyers and other bulk mailings that occur for special events. Campus Mail Services provides multiple pickups from each building every day which includes picking up and dropping off mail at the City of Whitewater US Post Office.

Mail Services is staffed by the Mail Center Supervisor and he is supported by student staff.

If you have any questions concerning your package or mail, feel free to contact us.

All three of these departments are housed in the General Services Building at 500 North Fremont.

Facilities Planning & Management Departments

Central Heating & Cooling Plant

The Central Heating & Cooling Plant staff keeps us warm in the winters and cool in the summer.

Beginning in 2018-2019 the plant will be going through some extensive upgrades to the chillers, which will improve our overall energy efficiency.

The staff consists of the Power Plant Superintendent, Operator-in-charge, four Power Plant Operators, one Steamfitter, and one Control Specialist.



Vehicle Reservations

As a faculty or staff member you are allowed to reserve a fleet vehicle for University business trips. Please visit the transportation web page at: <http://www.uww.edu/adminaffairs/fpm/transportation>

From the website you will be able to see your options for your reservation.

Transportation Office Contact Information

fleet@uww.edu

(262) 472-6739

500 N. Fremont Whitewater, WI 53190



UW-Whitewater to UW-Whitewater Rock County Shuttle

The shuttle between the UW-Whitewater and the UW-Whitewater-Rock County campus provides no-fare transportation for all faculty, staff, and students.

The shuttle will have stops at the following locations.

1. **UWW Visitors Center**, Whitewater, WI
2. **Van Galder JTS Bus stop**, 3120 North Pontiac Drive, Janesville, WI
3. **UWW-Rock County** - 2909 Kellogg Ave, Janesville, WI



Please visit the Shuttle web page for the latest schedule information

<http://www.uww.edu/adminaffairs/fpm/> - click on the Whitewater/Rock County Shuttle icon

Facilities Planning & Management Contact Information

Address: 500 North Fremont Whitewater, WI 53190
E-Mail: facilities@uww.edu
Phone: 262-472-1320
Fax: 262-472-5543
Hours: Monday-Friday 7 am — 3 pm