ORGANIZATION DESCRIPTION

Plant Operations and Maintenance

Mission Statement

The mission of the Physical Plant Division is to maintain and repair the structural, electrical, landscaping and mechanical systems of buildings and facilities throughout the campus. Our goal is to provide the type of responsive, reliable, and cost-effective service that enhances a safe, comfortable, and aesthetically pleasing environment for students, faculty and staff. Our efforts include a wide range of services i.e. (repair maintenance, preventive maintenance, utilities maintenance, grounds upkeep, building services and special projects).

Plant Operations and Maintenance will provide services to our customers that will:

- Continuously in accordance with the laws, rules, regulations, and directives governing the University
- Promotes customers confidence in the Division’s/Department’s work
- Provides for meaningful involvement of all employees in the division’s decision-making process

The Vision

Plant Operations and Maintenance is committed and dedicated to our mission and goals. This commitment includes a clear vision of our scope, or “big picture,” with an awareness of our department’s role within the University community.

We understand the importance of developing and communicating clear goals, principles, and individual accountability to create and share the vision of the University. The focus must be the vision and direction with consistent review to give our employees a common purpose and sense of loyalty; for employees with purpose will complete meaningful work and gain satisfaction in accomplishments. Therefore, it is imperative that we, as managers, connect with our employees and set a positive pace. This would assure positive changes in the Plant Operations and Maintenance Department at Florida A&M University.

I. Facilities and Locations

The Plant Operations and Maintenance main office is located at:

2400 Wahnish Way, Suite 102
Tallahassee, FL 32307-6400
850-599-3250 Phone
850-599-8040 Fax
Hours of Operation: 8:00am – 5:00pm

The Service Response Center, which is the communication link between the Plant Operations and Maintenance department and the University community, is located at:

2380 Wahnish Way, Suite 218
Tallahassee, FL 32307-6400
850-599-3525 Phone
850-599-3898 Fax
Hours of Operations: 8:00am-5:00pm
Our service areas include the main campus, FAMU Vineyards on Highway 90, FAMU/FSU College of Engineering, Quincy Farm, J.A. Mulreenan Research Lab in Panama City and the Challenger Learning Center downtown.

II. Organizational Structure

Leadership of the Plant Operations and Maintenance department is provided by:

Mr. Kendall D. Jones, Director
Ms. Laurette Scott, Assistant Director Administrative Support
Mr. Ronald Barron, Assistant Director Building Services
Mr. James Coleman, Assistant Director Grounds Maintenance
Mr. Earnest Brewer, Assistant Director Building Maintenance
TBA, Assistant Director Utility Maintenance

An Organizational chart is provided with details for the entire department.

GENERAL SUPERVISION

Provide administrative leadership to all areas.

- Service Response Center
  - Process Work Orders
  - Provide Customer Feedback
  - Conduct Customer Surveys
  - Operate Base/Communication Station

- Key Bank
  - Issue / Duplicate Keys
  - Maintain Key Requests
  - Process Key Records

ADMINISTRATIVE AND SUPPORT

Provides resources for POM to effectively respond to the maintenance needs of the University

- Human Resources
  - Maintain Employee Records
  - Implement Employee Training Programs
  - Process Employee Payroll

- Accounting
  - Maintain Gasoline Credit Card Records
  - Reconcile Department Account Ledgers
  - Invoice Non E&G Departments
  - Prepare Requisitions
  - Manage Blanket Orders
  - Prepare Budget Amendments
• Computer Support
  – Manage Computer Network
  – Maintain Software Applications
  – Provide Routine Reports to Management

• Warehouse Operations
  – Receive and Issue POM Inventory
  – Restock Inventory as needed
  – Routinely Measure Gas Tanks

BUILDING MAINTENANCE

The nine trade shops repair, replace, and maintain the buildings, facilities, and equipment of the University.

• Carpentry Shop
  – Walls, Doors, Ceilings, and Floor Tiles
• Electrical Shop
  – Exterior and Interior Lights, Circuits and Wiring, and High Voltage Lines
• Paint Shop
  – Interior and Exterior Surfaces, Athletic Fields, Banners, and Signs
• Life Safety Shop
  – Fire Alarm and Extinguishers, and Public Address Systems
• Plumbing Shop
  – Building Plumbing, Sewage Lines, and Water Fountains
• Locksmith Shop
  – Keys and Locks for offices, classrooms, and new buildings
• Roofing Shop
  – Roof and Gutter Systems
• Roving Maintenance Shop
  – Maintenance Services for Dormitories

GROUND MAINTENANCE

Provide a safe, beautiful environment for the students, faculty, and staff of the University.

• Lawn Maintenance
  – Mowing, Trimming, Edging, and Blowing
  – Maintain Irrigation Systems
  – Pickup Trash and Refuse
  – Clean Roadway Pot Holes
  – Maintain Athletic Fields
  – Plant Annuals
  – Prune Plants and Trees
• Moving and Set-Ups
  – Set-up Chairs, Tables, Staging, and Podiums
  – Relocate Office and Classroom Furniture
BUILDING SERVICES
(Janitorial)

Plan, schedule, direct, monitor, and supervises all housekeeping functions to provide a clean and safe environment for the University community.

- Clean Offices, Classrooms, Labs, and Restrooms
- Sweep, Mop, Buff, Wax, and Shampoo Floors
- Empty Trash Containers
- Dust Blinds and Furniture
- Clean, Sanitize, and Stock Restrooms
- Clean Wipe and Polish Water Fountains

UTILITY MAINTENANCE

Repairs, services, and maintains the university heating, air conditioning, and ventilation system (HVAC).

- Central Heat and Chilled Water Plant
  - Monitor and Maintain Central Plant Equipment
  - Maintain Proper Chemical Levels in Chill Water
  - Monitor Water and Steam Systems
- Distribution
  - Maintain Underground Water and Steam Lines
  - Maintain Back Flow Assemblies
  - Maintain Steam Pits
- Energy Management Systems/Controls
  - Monitor and Maintain (EMS) HVAC Controls
  - Ensure Electronic Control Systems are Operative
  - Calibrate Climate Control Systems Routinely
- Heat Ventilation and Air Conditioning (HVAC) Shop
  - Maintain Chillers, Air Handlers, and Registers
  - Maintain Water Fountains and Compressors
  - Preventive Maintenance on HVAC Equipment