



Facilities & Services hosted its 2014 Open House on Thursday, April 3. The Open House is an opportunity for campus customers to meet with F&S staff, tour shops and facilities, and attend informational sessions.



All visitors were provided an agenda, map, literature on F&S services and processes, and business cards containing QR codes which directed users to the online F&S Resource Center.

Facilities & Services						
OPEN HOUSE SCHEDULE						
ACTIVITY	8:30 a.m.	9:00 a.m.	9:30 a.m.	10:00 a.m.	10:30 a.m.	11:00 a.m.
Resource Center and Refreshments Room 128	Members of F&S divisions and departments will be available					
Guided Tours <i>Beginning outside of Room 128</i>	Starting every 5-10 minutes					
Construction Project Workflow Room 127B	8:45 a.m. – 9:30 a.m.		10:00 a.m. – 10:45 a.m.			
Work Management Center Room 127						
Abbott Power Plant/Street Chiller Plant						
Automotive Services At Garage and Car Pool						



Facilities & Services contractor services

Steps for securing Contractor Services

1. Complete a Request for Contractor Construction Services at my.fs.illinois.edu. Please include the scope of the work and project details when the request is submitted.
2. A Construction Superintendent (CS) or Project Coordinator (PC) will contact you to discuss the project once the request is received.
3. An F&S representative will then contact an appropriate contractor to discuss the scope and request a fixed cost proposal.
4. The contractor will contact you to complete the proposal and forward the proposal to the CS or PC.

Acquiring the Permit

1. State law and university rules & policies require that certain documentation be obtained, reviewed, and approved for each job request before a building permit can be issued.
2. Once the required documentation is received, F&S will issue a permit to the contractor along with a copy to the customer.
3. With the issuance of a permit, work can begin.

***Emergency Use of Contractors**
In emergency situations, pre-qualified contractors will be used in accordance with the F&S Construction Services.

For more information on Construction Services, please visit <http://www.fs.illinois.edu>

architectural review committee

MEMBERS:
 Jim Lev, Architect, Chair
 Tony Battaglia, Architect
 Matt Edmondson, Landscape Architect
 Ted Christy, Architect
Ex Officio
 Melynn Skvaria,
 Campus Historic Preservation Officer
 217-244-8817
 fsarc@mx.illinois.edu

THE ARCHITECTURAL REVIEW COMMITTEE (ARC) IS INVOLVED ANY TIME THE PHYSICAL FABRIC OF THE CAMPUS IS CONSIDERED FOR ALTERATION.

The Architectural Review Committee's mission is to create, review, and maintain comfortable, healthy, safe, sustainable facilities in support of the academic mission. The charge of the committee is to function in the roles of the Campus Architect and Campus Landscape Architect.

The committee reviews and approves architectural designs and installations for new buildings, additions, and alterations to existing buildings; and requests for minor physical changes to campus, including:

- Interior and exterior materials
- Art and sculpture
- Temporary facilities
- Fencing
- Signage
- Banners
- Antennae
- Mechanical equipment & apparatus

The ARC encourages sustainable concepts as they affect design, maintenance, and energy conservation; ensures that proposed work meets historic preservation requirements; and confirms proposed work is compatible with campus facility standards and design guidelines.

THE CHARGE OF ARC
 The charge of the Architectural Review Committee is to:

1. Interpret the University of Illinois at Urbana-Champaign Campus Design Guidelines and Facilities Standards for Professional Service Consultants and various campus units. Any design change that affects a prior interpretation made by this committee must be resubmitted for approval.
2. Select and/or approve materials for interior and exterior applications such as brick, roofing materials, siding, window trim, and interior finishes in terms of color, texture, style, and maintenance.
3. Review design submissions and provide feedback to Design Consultants.
4. Review and approve requests for siting minor physical changes on the campus, such as art and sculpture, temporary facilities, fencing, signage, banners, antennae, mechanical apparatus, etc.

(over)

<http://go.illinois.edu/resourcecenter>

Facilities & Services
 UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

The F&S Online Resource Center includes:

- Facility Standards
- Service Guides
- Contact Guide
- Construction Brochures
- Shop and Departmental Information
- Project Fact Sheets
- Zone Maps

Service Office: 217-333-0340

The guided tours gave customers access to eight F&S shops. Customers were also provided transportation to Abbott Power Plant, the Oak Street Chiller Plant, and the Garage and Car Pool.



Locksmiths **3**



Sheet Metal Workers **5**



Mill Workers **7**



The Open House included two informational sessions. Dave Dowler, Associate Director of Construction Services, and Ted Christy, Associate Director of Project Planning, provided information on the F&S Construction Project Workflow Process; and Dean Henson, Superintendent of Building Maintenance, gave a presentation on the Maintenance Division's Work Management Center.



Facilities & Services
work management center

Work Management Center
The Work Management Center (WMC) will enable a thorough review of work requests, uniform prioritization of work, efficient scheduling of work, and the timely execution of assigned tasks. Detailed planning and scheduling of work will be conducted by WMC planners who will also be responsible for:

- Monitoring the status, activity, age, and completion of work
- Meeting regularly with zone supervisors and shop foreman to discuss work orders and assignments
- Following up with customers and zone supervisors on work order scheduling problems

Customer Service and Communication

- Customers will be guided from the Service Office to the appropriate planner concerning questions regarding work order status or scheduling
- Planners become better familiar with the needs of their customers and buildings located in assigned zones
- Relationships are developed among planners, customers, zone supervisors, and zone employees

Please visit the Resource Center on the Facilities & Services web site for a list of services.
<http://www.facilities.edu/resources/brochures>
Service Office: 217-333-0240

