


*Programming and Planning
Facilities Management
Space*



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Course Framework

1. What is the ideal Facilities Management organization?
2. What should our space look like?
3. What are the steps in developing a plan?
4. What is included in a good "plan"?
5. Scoping the Need (break into groups)
 - A. Define adjacencies
 - B. Define space needs
6. Printing the Greenback
7. Case Study - University of Virginia


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Ha Yuu Duuuuin?

- Size of campus?
- Size of your organization?
- Feel valued?
- How is your space?
- Location?
- Top Priority?
- Doing anything abaahhht it?




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 1. What is the ideal FM organization like?

- What are the environmental issues that impact the organizational structure?
- What does the ideal FM organization look like?
 - What programs/services make up the Unit?
 - Why do we exist?
 - Who is our client?
- Does funding matter?



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 2. What does the ideal FM support space look like?

Type and Functions
Zones/Central Shop
Contracting vs. Self Performing
Functional Adjacencies
Quality
Quantity
Location
Urban/Rural
Accessibility



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 Where should FM be located?

- What is the best location?
 - Value of Real Estate
- Should it be in one place?
 - Front door services
 - Back of house support
- Vehicular access issues
 - Material Deliveries
 - Staff Parking
 - Fleet/Equipment
- Relationship to other Units on campus
- Other considerations?




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 3. What is included in a good plan?

- What are the components of a good plan?
- Are there priorities?
- Differing scales?





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 What are the steps in creating plan?

- Are there specific steps to consider?
- How are expectations set?
- Who manages the process?
- Who is involved?
- What is the timeframe?
- How is the business plan developed?



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 4. Scoping the needs of the complex

- **The family**
(functions)
- **The relationships**
(adjacencies)
- **How many siblings?**
(size of spaces)
- **Where should we live?**
(location)





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 **Components of FM Space**

- Office Type Space
- Gathering spaces
- Plants
- Shops (central/distributed)
 - Maintenance
 - Landscape
 - Housekeeping
- Vehicles
- Materials
- General stores vs. just-in-time deliveries
 - Contracted storefront
 - Timeframes
- Types of Storage
 - Central
 - Distributed
 - Who manages?
- Other?

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 **The "Scenario"**

- The direction
 - Moving to off campus site one mile away
 - 15 acre parcel owned by University
 - 700 person FM staff
 - Three year schedule to vacate current location
- The task – briefing plan to group
 - Develop basic scope, design, budget, schedule

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 **Planning Unit Report**

- Space Planning and Analysis
- Space Inventory and Management
- Plan Room/Asset Management
- Mapping and GIS
- Master Planning
- Project Planning
- Land and Urban Planning
- Capital Planning
- Real Estate




 

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 **Design Unit Report**

- Architects
- Engineers
- Interior Design
- Estimating Unit
- Project Management



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 **Construction Unit Report**

- Small Projects Construction Unit
- Project Management
- Construction Crew
- Contracts Unit
- Inspectors
- Commissioning




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 **Building Maintenance Report**

- Carpentry Shop
- Electrical Shop
- Mechanical Shops
- Paint Shop
- Key Shop
- Sign Shop
- Works Control Center
- Custodial Services
- Contract Services
- Building Automation
- Energy Management



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 **Outside Services Report**

- Landscape Services
- Trash
- Recycle




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 **Utilities Infrastructure Report**

- Distribution
- Productions
- Each plant?
- Renewables
- Engineering



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 **Administration Report**

- Communications Team
- Leadership Team
- Compliance
- Campus Coordinator
- Accounting
- Information Technology
- Purchasing?
- Marketing and Outreach



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 Others??????

- Security?
- Parking and Transportation?
- Any Auxiliary Units?
- Environmental Health Services?
- Business Affairs?
- Hazardous Waste Management?
- Sustainability Coordinator?
- Fleet?




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 6. Funding the Plan

- How do you fund it?
- Who should fund it?
 - Typical funding model for utilities plants through rate component
 - Apply this to other FM space needs?
- Should there be a payback?
- Is there are R&R Fund?
- Who “owns” the space?



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 7. THE UVA Experience



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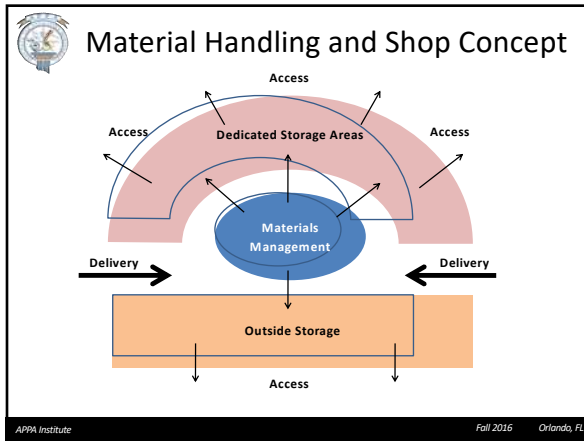
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UVA's Third Party Support

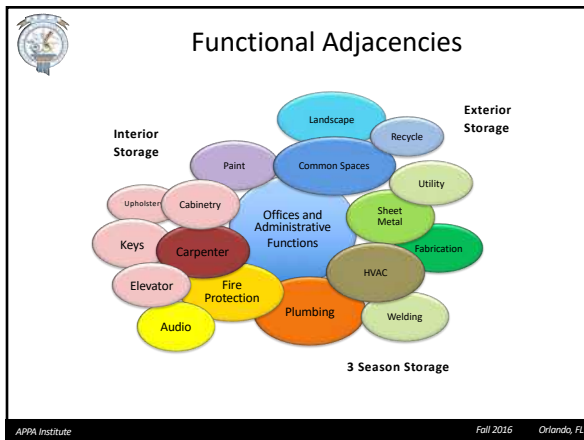
Day 1	Day 2	Following the Visit
<p>Morning</p> <ol style="list-style-type: none"> Tour facilities and site Program Review Expectations Use of Study/Format Program History Discuss Operations/Business Plan/Strategic Plan M&O and U&E Trends Program Needs <p>Afternoon</p> <ol style="list-style-type: none"> Space Considerations Space Planning Approach Space Evaluations Data Review Planning Variables Prepare Space Model Set variables for space projections 	<p>Morning</p> <ol style="list-style-type: none"> Meet with each department Program Review Trends Program Needs Planning Variables <p>Afternoon</p> <ol style="list-style-type: none"> Site Considerations Master Plan Considerations Access Issues Growth Debrief Questions/Discussions Recommendations/Considerations Planning Expectations/Variables 	<p>Following the Visit</p> <ol style="list-style-type: none"> Prepare Draft Planning Document Review of Current Resources Space Needs Quantity Quality Adjacencies Design/Obsolescence Plans/Recommendations Send this out for your review Conference Call to review Adjust and prepare final plan and Recommendations

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 Pulling it off – The Perfect Storm!


Figure 8. Land Use Plan

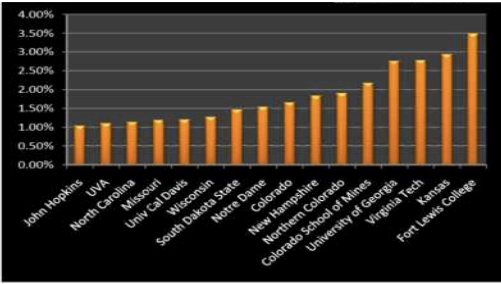


Legend:
SERVICES ENTRY (red star)
PUBLIC ENTRY (yellow star)
SHARED USE (green oval)
SEPARATE ACCESS (black arrow)

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 Pulling it off – The Perfect Storm!




University	Percentage
John Hopkins	1.00%
UVA	1.00%
North Carolina	1.00%
Missouri	1.00%
Univ. Cal. Davis	1.00%
Wisconsin	1.00%
South Dakota State	1.00%
Notre Dame	1.00%
Colorado	1.00%
New Hampshire	1.00%
Northwestern	1.00%
Colorado School of Mines	1.00%
University of Georgia	1.00%
Virginia Tech	1.00%
Kansas	1.00%
Fort Lewis College	1.00%

Percent of Facilities Services Space to Total Campus Space Maintained

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 **Pulling it off – The Perfect Storm!**

- Third Party Review
- Bench Mark
- Data Driven
- Approval
- FM Reserves and increased rates
- Partnerships

- Should there be a payback?
- How do you fund it?
- Who should fund it?
 - Typical funding model for utilities plants through rate component
 - Apply this to other FM space needs?
- Is there an R&R Fund?
- Who "owns" FM space

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 **A Glorious Day**



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 **Original Landscape Building**



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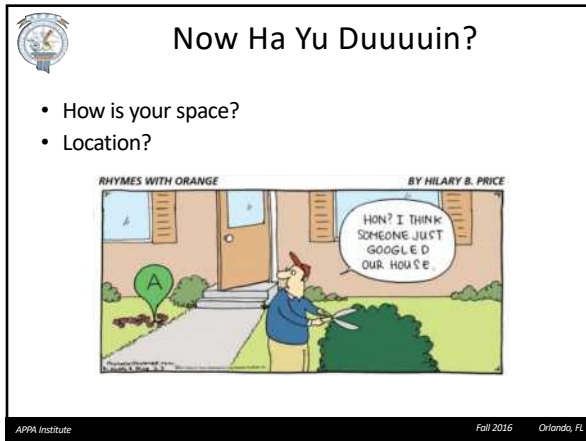
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