



Office of Facilities and Services

Building Monitor Newsletter FY 2009-2010 Vol. I

INTRODUCTION

One of our objectives in the Office of Facilities and Services is to improve upon the communications and relations with the Building Monitors. You are our “eyes and ears” in the buildings in many ways, and we want you to have the information and tools that you need.

OFS CONTACTS

[Jack Kirby](#) is the *Executive Director for Project Development and Engineering*, and [Tim Dobson](#) is the *Executive Director for Operations*. At this time, the *Executive Director of Administration* position is vacant although we expect to fill this slot within the next week or so. [Monica Dunivan](#) keeps all of us out of trouble, and you may feel free to contact any of us with a question, problem, or concern. As that old saying says, if you’re satisfied with our service, we hope you’ll tell someone. If you’re not, we want you to tell us.

SUGGESTIONS AND FEEDBACK

OFS is currently reviewing all of our business processes with the goal of improving our service delivery, and we could use your help. We hope that you will offer constructive criticism or ask questions in any area of interest or concern. We take Continuous Improvement seriously but need your input to be successful.

FACILITIES MANAGEMENT SYSTEM

OFS will be implementing a new facility management system that will replace an existing work order system and project database that no longer meets our needs. One question that we have for you is if the Building Monitors would be willing to be the point of contact for all maintenance requests in their building. Your opinion would be appreciated as would any other suggestions for improvement in the work order process.

BUILDING MONITOR MEETINGS

We will be scheduling regular meetings with the Building Monitors so that we can hear about your issues and provide information about OFS initiatives, and we will include other departments and invite them to present information. The last time we were able to meet was in January when the custodial hours changed, and that timeframe will work well again. We would appreciate knowing what times would be convenient for you, and we will most likely offer two sessions like we did last time. If there is any specific area that you would like to receive more information about, please let us know.

OFS REPAIRS AND PROJECTS

OFS has many exciting projects and initiatives, and we are proud of the accomplishments of our staff:



Concrete repairs



Goddard Tower emergency repairs



Valve Maintenance



Walkway and stairs at Chamisa

As always, thank you for everything you do for OFS and NMSU. We appreciate your help.

Glen

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