

UNIVERSITY of 
West Georgia



Campus Planning and Facilities
APPA Award for Excellence
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INTRODUCTORY ABSTRACT

The department of Campus Planning and Facilities at the University of West Georgia provides facility, logistics, maintenance, construction planning, risk management, and environmental health and safety support to the fifth largest campus within the University System of Georgia. Located in Carrollton, Georgia, the institution's commitment to the pursuit of "educational excellence in a personal learning environment" is supported through the diligent efforts of Campus Planning and Facilities using cost-effectiveness, continuous improvement, two-way communication, safety and environmentally responsible methodology.

Campus Planning and Facilities (CP&F) is comprised of three areas:

Campus Planning and Development (CP&D) whose mission is to provide architectural, engineering, and project management services to our Campus Community in a professional, efficient and effective manner. Our staff is trained to provide quality work with customer satisfaction as our goal.

Facilities and Grounds (F&G) whose mission is to create and maintain facilities and grounds that are aesthetically pleasing, safe, efficient, comfortable, and enhance the quality of life for all students, faculty, staff, and the university community.

Risk Management/Environmental Health and Safety (RM/EHS) whose mission is to protect the students, visitors, faculty and staff through training, education and information dissemination.

The motto for CP&F is "Professionally we Serve, Personally we Care."

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Glossary

ADA	– Americans with Disabilities Act
AHERA	– The Asbestos Emergency Response Act (1986)
AMA	– American Management Association
APPA	– Association of Physical Plant Administrators
ASHRAE	– The American Society of Heating, Refrigerating and Air-Conditioning Engineers
AVP	– Assistant Vice President of Campus Planning and Facilities
B&F	– Division of Business and Finance
BOR	– Board of Regents
BPR	– Business Process Redesign
BTU	– British Thermal Units
CBMI	– College Business Management Institute
CEFPI	– Council of Education Facilities Planners International
CMMS	– Computer Maintenance Management System
CP&D	– Campus Planning and Development
CP&F	– Campus Planning and Facilities
CRI	– Capital Renewal Index
CRV	– Current Replacement Value
DOAS	– Department of Administrative Services
DOT	– Department of Transportation
DRAC	– Department Review and Advisory Committee
EPA	– Environmental Protection Agency
EPD	– Environmental Protection Division
F&G	– Facilities and Grounds
FCA	– Facility Condition Analyses
FTE	– Full Time Equivalent
FRIF	– First Report of Injury Form
GAPPA	– Georgia chapter of APPA
GASFA	– Georgia Association of School Facility Administrators
GBC	– Georgia Building Codes
GIE	– Gross Institutional Expenditures
GSF	– Gross Square Footage
HR	– UWG Human Resources
HVACR	– Heating, Ventilating, Air Conditioning and Refrigeration
IPEDS	– Integrated Postsecondary Education Data System
ITS	– UWG Information Technology Services
kWh	– kilowatt-hour
L&G	– Landscaping and Grounds Maintenance
M&O	– Maintenance and Operations
MBTU	– One Million British Thermal Units
MRR	– Major Repair and Rehabilitation projects
MSDS	– Material Safety Data Sheets
NACUBO	– National Association of College and University Business Officers
NFPA	– National Fire Protection Association
OSHA	– Occupational Health and Safety Administration
OT	– Overtime
PAC	– President’s Advisory Council
PM	– Preventative Maintenance
RM/EHS	– Risk Management Environmental Health and Safety
SACS	– Southern Association of Colleges and Schools
SACUBO	– Southern Association of College and University Business Officers
SAM	– APPA Strategic Assessment Model
SBCC	– State Building Code Council
SCUP	– Society for College and University Planning
SMART	– Specific, Measurable, Attainable, Realistic, Tangible goal setting

USG – University System of Georgia
UWG – University of West Georgia
WIC – Work Information Center
WO – Work Order

Supporting Documents

CP&D

A&E Contracts Report to BOR
Capital Projects Requests
Customer Assessment
Departmental Monthly, Quarterly, and Annual Reports
Institutional Capital Requests
Major Repair and Rehabilitation Project Requests
Monthly Construction Contracts Report to BOR
Project Contract Logs
Project File Folders
Project Manager's Report of Miscellaneous Work Requests
Project Status Reports
Quarterly Report of Capital and MRR Projects to BOR
Records Management Files

CP&F

APPA Facilities Performance Indicators Survey
[CP&F Annual Goals and Objectives](#)
CP&F Budget Performance
[Georgia Oglethorpe Award Application \('05\)](#)
[Georgia Progress Award Application \('06\)](#)
Organizational Trust Surveys
Organizational Trust Survey Results
[UWG Master Plan Update](#)

F&G

Arbor View Labor Costs –
Arbor View Material Costs
Backlog vs. Entered by Shop
Campus Center Report
Departmental Monthly, Quarterly, and Annual Reports
EHS Discrepancy
Emergency/Urgent Phase Work
Facilities Condition Analyses
Facilities and Grounds Employee Handbook
Job Descriptions
Housekeeping Standards
HVAC Requests
Landscaping Plans
Material Costs building
Monthly Report by Shop
Monthly Energy Report
Monthly Utilities Report
Non-Maintenance Work
Non-Productive Time
NCAA Field Requirements

F&G cont.

Open Phase Work
PM Backlog
PM Completed vs. Open
PM Total Cost Materials & Labor
PM Corrective
Phase Entered vs. Completed
Phase Materials Overage Analysis
Phase Past Due Analysis
Planned vs. Reactive
Project Schedule Status Report
Residence Life Work by Building
Shop Time Summaries
Suites Labor Costs
Suites Material Costs
Time by Shop
UWG WIC Survey
WIC past Due Report
Work by Date/Shop/Problem Code
Work Requests for Planner
Work Order Backlog
Work Summary Building
UWG Utility Consumption

RM/EHS

Asbestos Testing Results
Building Inspection Reports
Chemical Hygiene Manual
Claims Event Logs
Departmental Monthly, Quarterly, and Annual Reports
First Report of Injuries Form and Report
Hazardous Materials Emergency Preparedness Guide and Contingency Plan
Lockout Tag-out Manual
Master Injury Report Database
MSDS Inventory
Natural Gas Emergency Procedures Manual
RM/EHS Safety Inspection Summary
RM/EHS Safety Training Summary
Respiratory Protection Manual
Right-to-Know Training database
Safety Committee Minutes
Safety and Loss Control Manual
UWG Chemical Inventory
UWG Safety & Loss Control Manual
Waste Manifest Sheets