

# Law Center Facilities Department

## What services do we provide?

- Telecom & Postal
- Parking
- Events Support
- Faculty/Staff/Students Onboarding/  
Termination
- Key Audit
- Administration
- Maintenance/Grounds/Custodial
- Emergency & Weather Preparedness  
Management
- Renovations and Improvements
- Moving/Labor
- Furniture Requests
- Security & Fire Safety

## UHLC Facilities Operational Activities

<i>Telecom &amp; Postal</i>	<i>Parking</i>	<i>Events</i>
<ul style="list-style-type: none"> <li>• Liaison w/ UHLC &amp; UH central Facilities Department</li> <li>• Faculty and Staff Start-up: new phones, extensions name plate.</li> <li>• Request new data ports and phone lines for renovations</li> <li>• Initiate all telecom work orders through UIT support center, LD codes &amp; conference calls support</li> <li>• Direct liaison with UH Postal in managing all postal deliveries and pickups</li> <li>• Track all UPS, FedEx, USPS deliveries and receivables</li> <li>• Deliver mail &amp; inter-office mail daily</li> <li>• Ensure Clinic, Law Foundation and Alumni Relations receive mail during holiday break</li> <li>• Deliver Documents across campus to E. Cullen, HR, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Inform Law Center community about changes in parking policies and procedures</li> <li>• Direct liaison with Parking and Transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Set up tables, chairs, signs for UHLC events.</li> <li>• Email, phone, and live chat support with event coordinators</li> <li>• Review and respond to all special requests for event setup</li> <li>• Assist with transportation to and from events for special guests</li> <li>• Complete list of items for special guests and events</li> </ul>

<i>Faculty/Staff/Student – On boarding / Termination</i>	<i>Key Audit</i>	<i>Administration</i>
<ul style="list-style-type: none"> <li>• Collaborate with requests for new furniture</li> <li>• Order keys through Key Request system</li> <li>• Order nameplates</li> <li>• Hang pictures and arrange desks, bookshelves, credenzas, etc.</li> <li>• Coordinate with Custodial to ensure that offices are clean</li> <li>• Grant cougar card reader access to faculty/staff/students</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain Excel spreadsheet of all Law Center employees keys for audit reference</li> <li>• Provide Key Control with Key Audit as requested</li> <li>• Re-key any locks necessary if keys are reported stolen or lost</li> <li>• Notify UHPD of any stolen or lost keys</li> <li>• Confirm office and key numbers during startup and key audit</li> <li>• Return any unused keys to key control</li> <li>• Pick up keys for faculty &amp; staff as requested.</li> </ul>	<ul style="list-style-type: none"> <li>• Review monthly financials</li> <li>• Draft LC facilities related policies</li> <li>• Review RFP's, process ARFs, vouchers, and budget transfers</li> <li>• Initiate and process contracts and requisitions</li> <li>• Allocate funds for renovations</li> <li>• P-card reconciliation</li> <li>• Initiate funding transfers for projects to FP&amp;C</li> <li>• Manage work orders &amp; project cost</li> </ul>

<b>Maintenance/ Grounds/ Custodial</b>	<b>Emergency &amp; Weather-related Preparedness and Management</b>	<b>Renovations and Improvements</b>
<ul style="list-style-type: none"> <li>• Inspect Law Center daily to ensure building is clean and in order.</li> <li>• Inspect classroom daily, ensure markers are available and whiteboards are clean</li> <li>• Contact FixIt to report &amp; follow up all maintenance issues</li> <li>• Phone, email, live chat support</li> <li>• Meet with UH facilities maintenance departments</li> <li>• Provide preventative maintenance programs for FP&amp;C</li> <li>• Respond to requests and inspect problems before notifying FP&amp;C</li> <li>• Solve any problems within UHLC if possible</li> <li>• Call in work orders for hedges, low hanging branches, weed-eating, and tree-trimming</li> <li>• Coordinate with Custodial for trash pick-up &amp; empty trash bins around Law Center</li> <li>• Initiates work orders to repair sidewalks, remove dead trees, shampoo carpets, wax &amp; polish floors when needed</li> <li>• Manage custodians</li> <li>• Coordinate with UH Facilities for Pest Control</li> </ul>	<ul style="list-style-type: none"> <li>• Direct liaison with UHPD and UH Emergency Management</li> <li>• Lead Law Safety Warden Program</li> <li>• Email &amp; phone support for UHLC emergencies</li> <li>• Inform Dean/Assoc. Dean of damages and repairs needed</li> <li>• First responders during weather-related emergencies</li> <li>• Move exterior furniture indoors</li> <li>• Add/remove sandbags to terrace exterior doors</li> <li>• Remove ice from walkways</li> <li>• Provide warning signs</li> <li>• Contact FP&amp;C with work orders related to flooding, outages, damages, and safety</li> <li>• Inform faculty, staff, and students of weather-related emergencies</li> <li>• Coordinate safety training &amp; CPR courses for Law Center community</li> <li>• Inspect Law Center for Campus Carry compliance monthly per MAPP policy</li> <li>• Respond to emergencies reported &amp; provide update during active emergencies</li> </ul>	<ul style="list-style-type: none"> <li>• Provide advisement to Facilities Committee and Administration</li> <li>• Discuss renovations and improvements with administration, faculty and staff</li> <li>• Input work orders into FixIt for all renovations and improvements</li> <li>• Direct liaison between Law Center and FP&amp;C</li> <li>• Review scope of work and manage renovations from beginning to completion</li> <li>• Review contractor RFP evaluations prior to choosing contractor</li> <li>• Review project funding agreements</li> <li>• Process Standard Purchasing Agreement, Recommendation for Award form, Contract Cover Sheet and Approval form, and Insurance Waivers</li> <li>• Provide safe work environment</li> <li>• Review available funding, annual budgets, and transfers or funding to FP&amp;C</li> <li>• Ensure projects cost and requirements are met.</li> </ul>

<b>Moving /Labor&amp; Storage</b>	<b>Furniture Requests</b>	<b>Security &amp; Fire Safety</b>
<ul style="list-style-type: none"> <li>• Move heavy boxes and other items for faculty, staff and students organizations</li> <li>• Deliver heavy packages to Law Center community</li> <li>• Move personal items for faculty and staff to new office space, rearranging desk &amp; bookshelves, removal of old furniture.</li> <li>• Move tables and chairs in/out of room during events</li> <li>• Send boxes of files to shred upon request</li> <li>• Clear out storage areas when needed</li> </ul>	<ul style="list-style-type: none"> <li>• Measure classroom/office space and provide layout for furniture</li> <li>• Labor support-add/remove furniture</li> <li>• Collaborate on order of new furniture for faculty and staff</li> <li>• Process work orders, contracts, and vouchers for furniture requests</li> <li>• Repurpose existing inventory when possible</li> <li>• Issue PRP-1 and work order to place furniture in UH warehouse</li> </ul>	<ul style="list-style-type: none"> <li>• Direct liaison with UHPD &amp; UH Fire Marshal</li> <li>• Respond to security &amp; fire alarm and investigate</li> <li>• Contact UHPD and Fire Marshal during alarm</li> <li>• Manage projects directly related to fire safety</li> <li>• Provide updates and emails to faculty, staff and students</li> <li>• Inspect Law Center for compliance</li> <li>• Preventative maintenance for elevators and alarm systems</li> </ul>