



SUFFOLK
UNIVERSITY
BOSTON

FAD Managers Forum Facilities Update

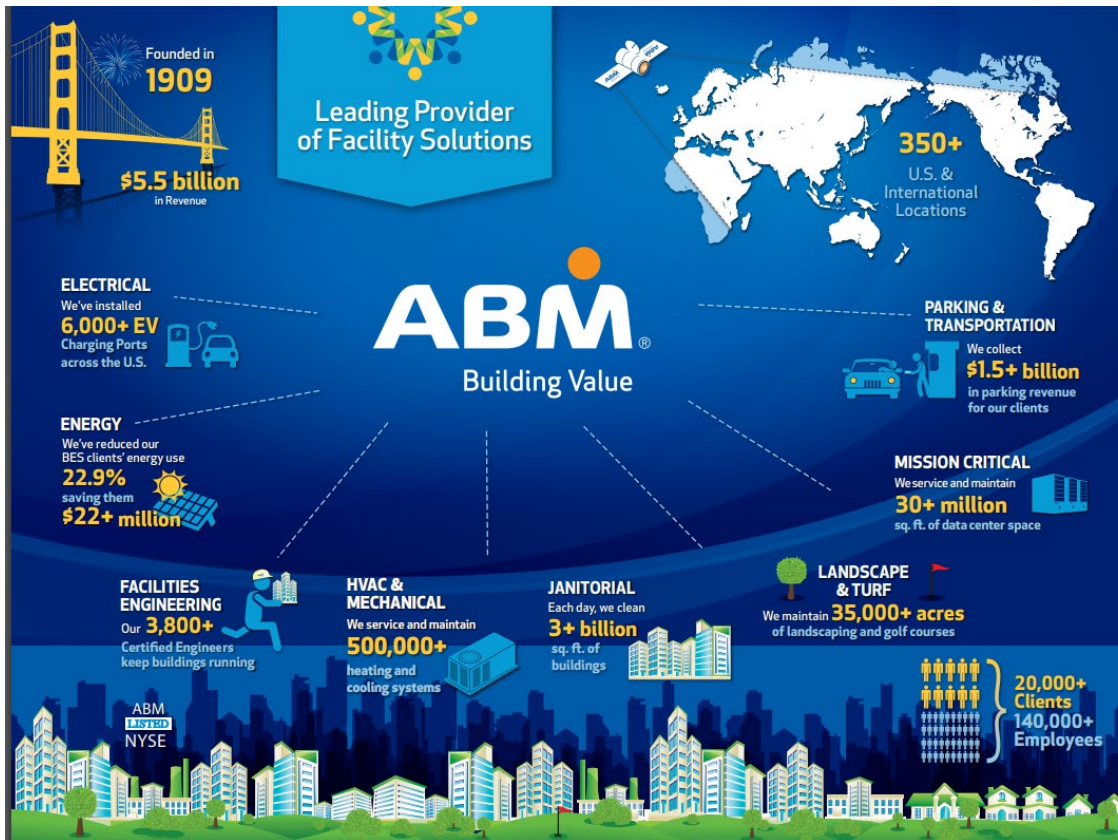
November 28, 2018



Agenda

- ABM Introductions and Team
- Work Order Request Process
- SchoolDude Demo
- Work Order Completion
- Space Location Change Process Demo

ABM Introductions



- Integrated Facilities Services Contract
 - Custodial
 - Mechanical, Electrical, Plumbing Systems
 - Grounds
 - Carpentry/Painting
 - Structural Systems
 - Event Setups
 - Moves

Team

150 Tremont Sub-Basement Office

- Anthony Carter – Director of Operations
- Roberto Nascimento – Custodial Director
 - Cleaning, trash removal
- Shawn Connolly – Chief Engineer
 - Mechanical, Electrical, Plumbing, Carpentry, and Painting
- Brian Fahey – Facilities Coordinator
 - Elevators, Pests, and Fire Systems
- Denham Hall – Operations Analyst
 - Operational reporting and optimization
- Lacey Robicheau – Event Coordinator
 - Event setups and logistics

Work Order Request Process

- See Something, Say Something!
- Business Hours
 - Call 617-573-8110 (ext. 8110)
 - Submit a Work Order
<https://login.myschoolbuilding.com/msb>
 - Do not send an email!
- After-Hours Emergency
 - Call SUPD 617-573-8333

SchoolDude Demo

- <https://login.myschoolbuilding.com/msb>

Work Order Completion

- **Emergencies - ASAP**
 - Loss of building systems, floods, fire, accidents
- **Urgent Requests – Within 4 Hours**
 - Major Inconveniences like running toilets, lights out in egress paths, etc.
- **Work Requests**
 - Minor Inconveniences – Within 2 Day
 - Lights out, clogged toilets, paper towel refill, etc.
 - Scheduled Work – When scheduled or within 1-2 Weeks
 - Moves, events, carpentry, painting, new installations etc.
 - Some require an extra level of approval
- **Preventative Maintenance**
 - Filters, testing, oil changes, etc.

Space Location Change Process Demo

The screenshot shows a web browser window with three tabs: 'Operations & Maintenance - Suf...', 'MaintenanceDirect', and 'View Worker - Andre Vega - Wor...'. The address bar shows the URL: [https://www.myworkday.com/suffolk/d/inst/1\\$17/247\\$1940.html#TABINDEX=1&SUBTABINDEX=0](https://www.myworkday.com/suffolk/d/inst/1$17/247$1940.html#TABINDEX=1&SUBTABINDEX=0). The user is logged in as Ashley Lindsey.

The profile page for Andre Vega is displayed. He is the Director of Campus Planning, Design, and Construction. The page is divided into a left sidebar and a main content area.

Left Sidebar (Blue):

- Name: Andre Vega
- Title: Director of Campus Planning, Design, and Construction
- Actions button
- Phone, Email, Team icons
- Summary, Overview, Job, Contact, Personal menu items

Main Content Area (White):

Navigation tabs: Job Details (selected), Organizations, Management Chain, All Current Jobs, Professional Profile.

Job Details:

- Employee ID: E-0001896
- Organization: Suffolk University (Marisa Kelly) >> Finance & Administration (Laura Sander)
- Business Title: Director of Campus Planning, Design, and Construction
- Employee Type: Staff
- Location: Boston Campus
- Work Space: Boston Campus > Rosalie K. Stahl Center > Floor 11 > Workspace 1108

Contact Information - Public:

- Phone: +1 (617) 573-4842 (Landline)
- Email: avega2@suffolk.edu

Work Address:

- 73 Tremont Street Boston, MA 02108 United States of America

Space Location Changes

- System is only as good if it is ACCURATE!
 1. Request the move with your manager.
 - Managers must be aware of the [Guidelines for Space Allocation at Suffolk University](#)
 2. Submit move requests BEFORE the move occurs.
 - Large multi-person moves can be submitted in list form to dcfs@Suffolk.edu
 3. Facilities will approve and update Workday.

<https://www.surveymonkey.com/r/XX5NRHZ>