

University of North Florida
Facilities Planning Office
Continuous Improvement & Performance Measures
2005-2006

GOAL 1: New Buildings will apply Leadership in Energy and Environmental Design (LEED) guidelines to the maximum extent feasible.

ACTION 1: Train UNF FPO personnel in LEED program.

OUTCOME: Project Managers attend and complete at least one LEED training course per year.

EVALUATION: Two Project Managers attended the introductory course in LEED guidelines.

ACTION 2: *Select Architectural and Engineering consultants who have experience in applying LEED guidelines.*

OUTCOME: All consultants selected for the Student Union, the Brooks College of Health, the College of Education and the Parking Administration Building have proven experience in applying the LEED guidelines.

EVALUATION: On going. Steps to implement and achieve this goal have been taken starting with the Social Sciences Building.

ACTION 3: *Educate University community on the benefits of the LEED program. Share knowledge and experience with the UNF Construction Management program as well as the Academic side to enforce the value of environmentally and people sensitive design.*

OUTCOME: Whenever possible, explain what was achieved in the Social Sciences Building and why this program is beneficial to the UNF, the community, and the global environment.

EVALUATION: Three tours were conducted on site with students of the Construction Management program at the UNF as well as four tours with dignitaries and interested outside parties. Several articles appeared in the print media and on television describing this building and the benefits of the LEED program.

RESPONSIBILITY FOR THIS GOAL:

Primary responsibility rests with FPO Director and all Project Managers. The Administration needs to believe in this program and support FPO efforts.

TIME LINE:

Steps to implement and achieve this goal have been taken starting with the Social Sciences Building. The next buildings to be constructed are the Housing Administration and Student Health Building, the Parking Administration Building, the College of Health Expansion, the Student Union Building, the East Ridge Housing Complex, and the College of Education Building.

OUTCOME OF THIS GOAL:

Applying the LEED design criteria to new construction will result in buildings that are a) people friendly, b) energy efficient, c) sustainable, d) protective of the environment, e) and promote the image of the UNF as a forward-looking institution which cares about the environmental health and well-being of its students, faculty and staff as well to promote the reputation of the UNF administration as a strong proponent of stewardship of the environment.

EVALUATION OF THIS GOAL:

Success of this goal will be tracked using the United States Green Building Council – LEED (USGBC-LEED) score sheet on each project to document at least the minimum requirements for certification as a “green building”.

CONTINUOUS IMPROVEMENT:

- a) As the University community engages in the implementation of this program, raise the USGBC-LEED scores to the silver level.
- b) Ensure that future projects have sufficient funds allocated to the implementation of this program.

GOAL 2: Develop an up-to-date Capital Projects Standards and Guidelines to be used by consultants and in-house stakeholders in the delivery of projects on campus.

ACTION 1: Research existing documents dealing with this subject.

OUTCOME: Updating the document will result in a more uniform standard of quality across campus. The document will also clarify the University's expectation from design consultant and from constructors. This document will also assist the University in its support of the LEED program (Goal No 1).

EVALUATION: On-going. Two Project Managers have been assigned to shepherd this activity through the next year. Basic outline of the deliverables have been developed.

ACTION 2: Research best-practices employed by other higher education institutions.

OUTCOME: Emulating what other sister institutions have successfully done will prevent the re-invention of the wheel and will save time in completing this task.

EVALUATION: On-going.

ACTION 3: Solicit input from stakeholders on sections specific to their interest.

OUTCOME: To ensure that stakeholders such as Physical Facilities, IT, EH&S and others have an opportunity to contribute to this document ensuring that their field of interest has been adequately addressed.

EVALUATION: On-going.

ACTION 4: *Educate University community on the availability and benefits of the document.*

OUTCOME: This document will help define expectations and assist consultants meet those expectations by being specific to the need of the UNF.

EVALUATION: On-going

RESPONSIBILITY FOR THIS GOAL:

Primary responsibility rests with FPO Director and all Project Managers.

TIME LINE:

Steps to implement and achieve this goal have been taken starting with the evaluation of the existing document.

July 01, 2006 - Two project Managers will be assigned the task of compiling a work plan and a schedule for completion of the document.

September 01, 2006 – Research and evaluate best-practices used by sister universities. Begin revising Section 00 through 14.

June 01, 2007 – Issue first draft to stakeholders for comments.

OUTCOME OF THIS GOAL:

Updating the document will result in a more uniform standard of quality across campus. The document will also clarify the University's expectation from design consultant and from constructors. This document will also assist the University in its support of the LEED program (Goal No 1).

EVALUATION OF THIS GOAL:

Success of this goal will be tracked based on the schedule outlined above.

CONTINUOUS IMPROVEMENT:

As this is going to be a live document, updated and edits will occur semi-annually and posted on the FPO website for easy accessibility by stakeholders.

GOAL 3: Establish a formal communication process to identify future space needs and projections in collaboration with the University community.

ACTION 1: *Develop a questionnaire to identify space needs and initiate analysis.*

OUTCOME: A formal questionnaire to be used by all will include critical questions to assist FPO in planning the workload over a period of 6 to 12 months in the future.

EVALUATION: Initial discussion was held with stakeholders to discuss the need for this structured approach to planning. Concept received support. Questionnaire will be started in August 2006.

ACTION 2: Schedule a semi-annual meeting with Provost, Deans, Department Heads and VPs to discuss expected needs and availability of space.

OUTCOME: A bi-yearly forum will keep the issue of space planning in the forefront of everyone's mind and reduce surprise requests for space modifications.

EVALUATION: On-going

ACTION 3: *Educate University community on the process and benefits of a formalized planning process which keeps all stake-holders engaged.*

OUTCOME: A bi-yearly forum will keep the issue of space planning in the forefront of everyone's mind and reduce surprise requests for space modifications.

EVALUATION: On-going

RESPONSIBILITY FOR THIS GOAL:

Primary responsibility rests with FPO Director and the AVP of Administration and Finance.

TIME LINE:

August 01, 2006 – initiate the design of a questionnaire to help gather information from the University community.

September 01, 2006 – Solicit input from stakeholders on the questionnaire and the purpose of the proposed process.

April 01, 2007 – Schedule the first formal planning session with stakeholders in time for the preparation of the new CIP list.

OUTCOME OF THIS GOAL:

A more structured approach to defining space needs will go a long way in helping the University identify space availability and plan for growth in a disciplined and deliberate fashion.

EVALUATION OF THIS GOAL:

Success of this goal will be based on the full cooperation of the stakeholders and the reduction in the number of surprise projects.

CONTINUOUS IMPROVEMENT:

As this is going to be a live document, updates and edits to the questionnaire will occur at every meeting of the stakeholders. This Goal will assist the stakeholders to look at long range planning as a valid and necessary tool to manage growth on campus.