

Facilities Management Budget Reductions  
Questions and Answers  
Fiscal Year 2010

Q: How does Facilities Management choose its budget reductions?

A: Facilities Management evaluates budget reductions using a number of criteria, such as:

- Impact to the health and safety of the campus community
- Impact to the education and research activities of the campus
- Impact to our ability to protect the long-term life of our facilities
- Impact to campus aesthetics
- Service efficiency enhancement

Before adopting reductions that have campus-wide implications, Facilities Management pursues internal reductions and service efficiency enhancement associated with process improvements, realignment of responsibilities, etc. For example, delivery routes for Central Receiving at the Distribution Center have been restructured, reducing demand for vehicles and labor while maintaining current service levels. Unfortunately, the department's reduction target could not be met by internal reductions alone.

Our current budget reductions do not directly impact classrooms, labs or common areas.

Q: Why was the office trash reduction chosen over other reductions?

A: Elimination of office trash pickup, which is currently provided once a week, was chosen because of the significant decrease in volume that has occurred in recent years coupled with an increase in the volume of desk-side recycling. Occupants in many offices have nearly eliminated their office trash through recycling and depositing food waste in central collection containers located in break rooms or restrooms. It takes the same effort to empty a partially full office trash can as it does to empty a full one. Accordingly, emptying partially full office trash cans is not deemed the most effective use of already limited custodial services.

In addition, this change supports one of the campus' goals of further diversion of waste to recycling. Service levels for classrooms, labs and common areas will not be impacted by this change. In addition, Facilities Management is working collaboratively with the Environmental Center to develop a zero-waste strategy for the campus. This will include enhancements to recycling services. Additional information will be available this fall.

Q: What changes should be expected for the Recycling Program to help compensate for the elimination of office trash pickup?

A: The Environmental Center and Facilities Management are collaboratively developing a zero-waste strategy for campus facilities. The strategy, which supports the campus' sustainability and carbon reduction goals, will include expanded recycling services. Elimination of office waste collection is a key step toward increasing recycling and has successfully been adopted by organizations such as Boulder County Government. Please watch for additional information this fall.

Q: What do I need to know as a building occupant?

A: Building occupants can do several things to help with the change in custodial services. First, we recommend that food waste be deposited in central collection containers located in break rooms, rest rooms and other areas of facilities to minimize the number of times that office trash cans must be emptied and to help control pests. Second, occupants should reuse the trash can liners, as new liners will not be provided on a regular basis. Third, please let your building proctor or the Facilities Management Service Desk know if the placement of

central collection containers needs to be reviewed. Facilities Management will relocate or add containers whenever possible, taking into consideration fire code compliance and other space-related concerns.

Q: How many positions are being eliminated in Facilities Management?

A: Facilities Management is eliminating 7 FTE, including 2 in Environmental Services; 4 in the trades; and 1 in Business Services. All of the positions are currently vacant, as they have been held open in anticipation of budget reductions.

Q: How will people know where the new central bins will be located?

A: Facilities Management will work with building proctors to identify locations for new central collection bins in order to determine the best locations given the needs of each facility. Once finalized, the locations will be communicated by Facilities Management and building proctors through email, fliers or a combination of both.

Q: What impacts will the campus experience in addition to the elimination of office trash pickup?

A: We anticipate a minimal impact to most members of the campus community. For example, the Central Receiving deliveries to campus have been consolidated, reducing demand for vehicles and personnel while maintaining the current level of service. The department also reduced its human resources staff through internal process improvements. However, a number of positions have been eliminated in Facilities Operations, which is responsible for general maintenance of our facilities and grounds. These reductions may result in slightly slower response times and a reduction in routine maintenance. Building occupants may also notice that exterior windows will no longer be cleaned. This service has also been eliminated during this budget cycle.

Q: Who should I call with questions?

A: Service-related questions may be directed to the Facilities Management Service Center at (303)492-5522. In addition, you may always contact the Facilities Management directors.

- John Morris, Director, Facilities Operations (303) 735-1534
- Ron Ried, Director, Facilities Management Business Services (303) 492-5508
- Paul Leef, Director, Planning, Design and Construction (303) 492-7726