

## **Procedures Manual**

September 18, 2015

*Note: This document is not a comprehensive compilation of all applicable procedures. It is intended to outline procedures for DCM staff reference. We will add more content over time.*

### **Dumpster Access During Construction**

Access to dumpsters for trash disposal and trash collection must be maintained at all times during construction projects. Construction activities, equipment, materials, and vehicles – whether the contractors', subcontractors', suppliers', or employees' – are prohibited from blocking access to dumpsters for trash disposal or trash collection. Include this directive to contractors in pre-construction meetings. If a temporary blockage of dumpster(s) is necessary, notify Facilities Services, City Solid Waste Collection, and KU Center for Sustainability; and coordinate scheduling of the disruption to minimize impacts, and arrange temporary workarounds if necessary. On projects where it is not feasible to maintain access to existing dumpster locations, confer with the design consultant (if any), Facilities Services, City Solid Waste Collection, and any other involved/affected parties to determine a suitable temporary or permanent new location for dumpster(s), ensuring the new location is workable for FS custodians and City trash collection, and that it meets applicable codes and KU Design & Construction Standards.

### **Rental Vehicles**

Ordinarily, ask Sharon Anthony of DCM to reserve a rental vehicles for you. Provide her with details such as the date and time of departure and return, number of riders, destination, purpose, etc. Otherwise, follow the instructions at <https://dcm.ku.edu/sites/dcm.ku.edu/files/docs/Standards/Procedures/Enterprise%20Rent-Update%209-15-15.pdf> .

### **Work Order Requests**

Enter work order requests at <https://fmis3w2.home.ku.edu/workorders> or 864-4770 in the following circumstances:

- To request Facilities Services assistance on capital improvement projects.
  - Include PPMR # in the Request Description field.
  - Select “Capital Construction Projects” in the Department drop-down menu.
  - Wait a few seconds to a minute for the Cost Center drop-down menu to populate, then select appropriate project cost center.
- To request Facilities Services maintenance/repairs in DCM’s office.
  - See <http://policy.ku.edu/provost/classroom-maintenance-policy> for an outline of non-billable and billable maintenance.
  - When requesting non-billable maintenance, include a note such as “My understanding is this is non-billable maintenance” in the Request Description field.
  - When requesting billable maintenance, first obtain permission from DCM’s director, deputy director, or associate director, and select “Yes” in the field labeled “Is an estimate required?” unless otherwise directed.
  - Select DCM from the Department drop-down menu and (unless directed otherwise) select DCM cost center 7000000 in the Cost Center drop-down menu, regardless of whether the request is for billable or non-billable maintenance.
- To request FS maintenance/repairs elsewhere on campus (besides a project location or DCM’s office).
  - For example, if you’ve observed maintenance/repair needs that as far as you know are not being addressed – especially potential safety issues such as trip/fall hazards, potential falling debris hazards, etc.
  - Include a note such as “My understanding is this is non-billable maintenance” in the Request Description field.
  - Select DCM from the Department drop-down menu and (unless directed otherwise) select DCM cost center 7000000 in the Cost Center drop-down menu, even though all such requests should be non-billable maintenance.
- To request utility locates by DCM’s survey crew.
  - Same as “To request Facilities Services assistance on capital improvement projects” above if the requested work is for a project, except text in the Request Description field will make it clear utility locates are being requested. Work Management will know to assign this to the survey crew.
  - Same as “To request Facilities Services maintenance/repairs in DCM’s office” above if the requested work is not for a project (billable variety) or if the requested work is related to maintenance (non-billable variety), except text in the Request Description field will make it clear utility locates are being requested. Work Management will know to assign this to the survey crew.
  - Occasionally DCM assists with planning and logistics for class projects (e.g., KDOT volunteer boring) in which case note “Please waive fee – this is for a class project” in the Request Description field.

- To initiate a KU Construction project.
  - Same as “To request FS assistance on capital improvement projects” above if the requested work is for a project, except text in the Request Description field will make it clear construction services are being requested. Work Management will know to assign this to KU Construction.
  - Same as “To request FS maintenance/repairs in DCM’s office” above if the requested work is not for a project (billable variety) or if the requested work is related to maintenance (non-billable variety), except text in the Request Description field will make it clear construction services are being requested. Work Management will know to assign this to KU Construction.
  - Occasionally DCM assists with planning and logistics for class projects (e.g., AIA Student Chapter bench project) in which case note “Please waive fee – this is for a class project” in the Request Description field.
- To request Surplus Property services.
  - Same as “To request FS assistance on capital improvement projects” above if the requested work is for a project, except text in the Request Description field will make it clear Surplus Property services are being requested. Work Management will know to assign this to Surplus Property.
  - Same as “To request FS maintenance/repairs in DCM’s office” above if the requested work is not for a project (billable variety) or if the requested work is related to maintenance (non-billable variety), except text in the Request Description field will make it clear Surplus Property services are being requested. Work Management will know to assign this to Surplus Property.
- To request service on a DCM vehicle.
  - Ordinarily, Sharon Anthony of DCM makes these arrangements.
  - Otherwise, select “Vehicles” in the Work Order Request types near the top of the screen, and follow the online instructions.

In all cases, leave Chart Field blank unless otherwise directed.