

EASTERN ILLINOIS UNIVERSITY



Facilities Planning and Management

Committed to providing facility services to assure cultural and educational opportunities are delivered to the region and which complement the tradition of distinguished teaching in undergraduate programs. In doing so, the unit strives to be a model of excellence for comprehensive state institutions of its kind in delivering effective and efficient services to the Eastern Illinois University Community.



<http://www.eiu.edu/~fpm>



Mission Statement



Facilities Planning & Management is a division of Business Affairs here at EIU.

"The **people** of Business Affairs are committed to providing students, faculty, and staff with the efficient and cost-effective services that are integral to the mission of EIU."



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FP&M Projects

Maintenance Information Section

Old Main 2006 Renovations



Classifications

Maintenance Projects

"All activities and costs associated with routine, recurring repairs which keep a facility or asset in ordinarily efficient operating condition, or preserve or restore property to its intended use without appreciably prolonging its useful life or adding to its value".

Some specific examples of repairs and maintenance would include:

- Repairing leaking roofs and associated damage
- Replacing broken window glass
- Repairing leaking valves and pipes
- Patching holes in walls and floors
- Replacing inoperative light fixtures
- Performing scheduled painting
- Repair/replacement of broken door hardware
- Repair of malfunctioning heating, ventilating and air conditioning equipment.

FP&M maintains and performs repairs for both appropriated (state funded) and revenue bond (non-state funded) university facilities.



Classifications

Capital Improvements (Renovations/Alterations)

“Projects that improve facilities or replace fixtures and furnishings that have surpassed their estimated useful life”.

Some examples of these improvements would include:

- Construction of new buildings
- Addition of new space to an existing building
- Painting building interiors outside the normal schedule
- Remodeling of an existing space to change its useful life
- Installation of improvements such as sinks, shelves, window air conditioners, specialized air handling equipment, power sources or network connections
- Installation of instructional equipment or changes to accommodate changed instructional activities

Renovations/Alterations (capital improvements) are funded on a project-by-project basis as no resources are allocated to FPM to provide them. There are various funding sources available for capital improvements in appropriated facilities, including state capital improvement appropriations, state capital renewal appropriations, the local projects account and individual departmental operating budgets.

These funds are distributed at the direction of the administration through the university's budget and planning process. Once funded, these capital improvement projects can be performed either by FPM's design and construction unit or by outside contractors selected through a competitive bid process. In either case, design and construction is supervised by FPM, to ensure quality and adherence to university design requirements.



General Information

Jobs and Responsibilities

Estimates

Estimates for property damaged on campus by acts of vandalism can be obtained by calling the Work Control Station.

Building Plans

Plans for campus buildings are maintained by the Facilities Planning and Management, Renovations Department. To obtain use of these prints, contact the Engineering Department at 581-7215.

Recycling

The University has an award winning recycling program. Recycling waste products is essential to reduce landfill requirements for institutions and ensure the conservation of our natural resources. Contact the Campus Energy and Sustainability Coordinator at 581-8395 for more information.

Moving of Equipment (Academic Areas)

To request an item to be moved, contact the Property Management Department (581-7111) for the necessary moving request tags. A request should be placed a minimum of six working days before the day of the move is to be. Large office moves should be handled through the Property Management Office.

Refuse Disposal

The Facilities Planning and Management administers a contract for refuse that provides pickups of normal refuse on campus. Arrange for pick ups for extraordinary amounts of trash or bulk items by calling the Grounds Shop at 581-6038. For hazardous, infectious, or special wastes, call the University's Safety Officer at 581-7068.

Roofs

Only Facilities Planning and Management personnel are permitted on building roofs. Exceptions for any reason must be arranged through the Roofing Foreman at 581-6079.



General Information

Jobs and Responsibilities

Space Modifications or Alterations

Submit all requests for space modifications to your department head. Requests will be submitted to Renovations/Alterations Department at 581-7215.

Space Management

Annual surveys of space occupancy/use are conducted to maintain accurate records and to facilitate the reporting process.

Time Changes

Campus clocks are being updated to receive satellite signals for accuracy. As clocks are replaced on campus, time changes will be reflected instantaneously. Older clocks will reflect time changes on the following Monday after the time change. Clocks not responding by Tuesday should be reported to the Work Control Station.

Air Conditioning Changeover

The process of shutting down building air conditioning systems and changing over to the heating mode for winter operation should be completed by the first week of November. In some cases, changeover involves draining the water from the cooling towers located on the building roofs to prevent cooling coils from freeze-up and damage to the equipment.

Also, system cooling water will be drained to prevent cooling coils from freeze-up in the building duct work. The process of starting up the building air conditioning systems will normally begin early May and require two to three weeks to get all systems started. This will allow some assurance that the cooling towers will not be subjected to freezing temperatures causing costly repairs. It should be noted that on unseasonably warm/cool days during the fall and spring, we are limited to delivering only outside air in some buildings. We regret any temporary discomfort that may result from these limitations.



Methodology

Room Numbering

EIU has adopted a room numbering system for academic and administrative buildings. (See list on the following pages.) This system was developed to standardize way-finding for all persons. Typically, room signage will be found 5 feet above the floor on the wall adjacent to the latch side of the door.

The room numbers will follow a four-digit format as below:

Floor - Corridor - Room Number = FCXX
-Example: Room# 2135
-Floor: 2
-Corridor: 100 (or 2100)
-Room: 35

Even number rooms will appear on the North and East side of corridors and odd numbered rooms will appear on the South and West side of Corridors. Generally, room numbers will agree vertically, i.e., room 1145 should be beneath room 2145.

This system allows the addition of numbers between existing rooms as remodeling occurs over the life of the building. In no case will a letter suffix be used.

Questions about room numbers should be directed to Facilities Planning and Management, at 581-3520.

Floor #1 shall be determined as the floor of primary entry by the normal building users.



Routine Repair Requests

Request Procedure

Regular repairs and maintenance requests should be submitted via e-mail at eiumaint@eiu.edu. Request are processed within 24 hours of request and distributed to proper FPM department for scheduling. Please allow a minimum of five (5) working days (response time) on non-emergency items.

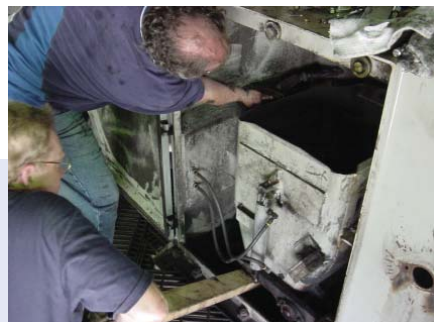
When you submit a service request to the Work Control Station, it will be helpful to provide the following information:

1. Indicate the building name, room number and the location within the room.
2. Indicate which window, sink, etc., is to be repaired. (If more than one, mark it if possible.)
3. Be as specific as possible about the problem, this will allow the appropriate craft to be dispatched more quickly.

Example: Garbage disposal doesn't work.

- a. If there is no water or it is stopped up, plumbers should be sent.
 - b. If there is no electricity, electricians should be sent.
 - c. If it is noisy, plumbers should be sent to check bearings.
4. If your building has towers, specify which one (for example Taylor North or Taylor South). For University Court, please specify the building by name and apartment number. For Greek Court, specify by indicating building number and letter, such as building 1-A.
 5. If this is a second request, please indicate when it was first reported.

Residence hall request forms are distributed at the main office of each residence hall.



Elevator Problems

Notification Procedure

All elevator problems should be reported to the Facilities Planning and Management office work control at 581-3416 ext. 2. For after hours call 581-3416 ext. 1

Before reporting an elevator problem, please be able to answer the following questions:

1. Are there people on the elevator?
2. If more than one elevator, which elevator has the problem and on what floors are they experiencing the problem?
3. What are the specific problems? (The doors are stuck open, the control panel isn't lighting up the requested floors, etc.)

Facilities Planning and Management administers a service maintenance contract for all campus elevators; therefore, keys, homework, or anything else that has been dropped down the elevator shaft will be retrieved, if possible, but it will not have a high priority. The contractor will recover items during the weekly inspections.



Emergency Repair Requests

Guidelines and Procedures

Emergency service requests generally are related to:

- 1) safety
- 2) security
- 3) the potential for major damage.

All emergency service requests, except those involving elevators, should be called in to the Work Control Station at 581-3416, Option 1 after hours.

Normal Work Control hours are 7:00 AM to 3:00 PM. Contact 581-3416. All emergency calls outside these hours may result in overtime charge, and the calling departments may be responsible for this cost.

Emergency Repairs to be Called in Directly to Housing

1. All residence hall rooms requesting a core change.
2. Problems with laundry machines (coin operated). Call the Work Control Station if there is no water or electricity.
3. Problems with phones or cable television.
4. Clean up for building services in food services or residence halls or if items need moved, call Housing BSWs at 581-3759.
5. Vending machines problems.
6. Insect related complaints.



Emergency Procedures

Campus Guidelines

Campus Emergency Procedures

- FIRE: PULL THE ALARM or CALL 911
- CAMPUS POLICE: 911 or 581-3213
- CLINICAL HEALTH SERVICE: 581-3013
- CHEMICAL SPILL: 581-3416, Option 1



Emergency Listing

Departments and Responsibilities

Building Service Workers Emergencies - Academic Buildings

1. A rest room is out of toilet tissue, paper towels or soap.
2. Someone has vomited or bled in a room, hallway, etc.
3. A water problem such as flooding within the building (after requesting the proper craft to stop the leak).
4. Broken glass inside a building.

Carpentry Emergencies

1. A broken window or glass in a door.
2. Locks that will not lock, unlock, or are sticking; someone locked in a room.
3. Keys broken off or stuck in a lock.
1. Exterior doors that will not close.
2. Door knob that has fallen off or is loose.
3. A window that is stuck open, especially on first or second floors, or during inclement weather.

Electrical Emergencies

1. Partial or total power outage in a building or a section of campus.
2. Electrical burning odor. NOTE: While waiting on electrician, carefully turn off light / unplug equipment.
3. Equipment shut down in the Food Services, such as a dish washer, pot and pan machine, freezer or cooler.
4. All lights within a room or the only light in a room is burnt out.
5. Fire alarm system problems.

Environmental Control Emergencies

1. An entire building that has no heat or air conditioning or is too hot or too cold.
2. Any refrigeration/freezer temperature problems.
3. Problems with the pot and pan machines in the Food Services, won't drain or go to the next cycle.
4. Problems with the kitchen equipment in the Food Services, noisy/won't operate mechanically.
5. Leak from heating or cooling equipment.
6. Major steam leak causing damage or overheating in Adjacent spaces.
7. High moisture or temperature alarm in mainframe Computer center.

Emergency Listing

Departments and Responsibilities

Grounds Maintenance Emergencies

1. A manhole cover off or missing.
2. Winter icy conditions on University sidewalks or streets.
3. Stopped up window wells and drains.
4. Any safety-related problem outside a building that poses an imminent danger to university students, personnel, visitors, or structures.

Plumbing Emergencies

1. A contact lens or piece of jewelry down the drain.
NOTE: Do not run water, please mark sink with a sign. We have a 50 percent chance of recovery.
2. Water backing up in the floor drains of Ford, McKinney and Weller laundry rooms.
3. Water pipes leaking.
4. Urinal pipes that have been pulled out of the wall and/or are leaking.
5. Gas odor/leaks.
6. Stopped up toilets or toilets about to overflow (when it is the only one available).
7. A drinking fountain not turning off/water shooting out onto the floor or the drain is plugged.
8. Pilot lights that need lit in Food Services.

Roofing Emergencies

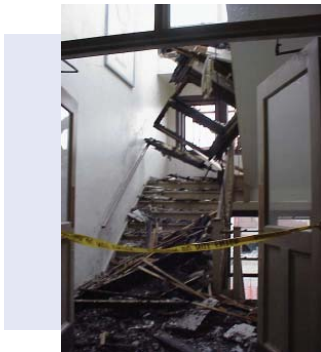
1. Any type of roof leak.

Chemical Emergencies

1. Spills or leaks of any chemical.

Painting Emergencies

1. Graffiti removal
2. Cracked or broken windows



FP&M Specifics

Business & Accounting Guidelines

Preventive Maintenance

A preventive maintenance system has been implemented by Facilities Planning and Management to help increase equipment and building maintenance efficiency. Planned maintenance increases reliability, reduces cost and prolongs equipment life.

Moving of Equipment (Academic Areas)

The moving of university equipment and boxes is done by the Property Control Department. To request an item to be moved, contact 581-7111 for the necessary moving request tags and proper authorization to move the items. Then contact the Work Control (581-3416) to complete a work order request to schedule the move. A request should be placed a minimum of six working days before the day the move is required. Fulfillment of a moving request on the same day that you complete the request form will not be possible. Contact Work Control (581-3416) with questions concerning a scheduled moving request.

<http://www.eiu.edu/~bpguide>





Management Systems

The FPM CMMS

Facilities Planning and Management uses a Computerized Maintenance Management System (CMMS). We process approximately 24,000 new maintenance work request work orders each year, and track a repair parts inventory valued at \$650,000. This system also manages a Planned Maintenance program in our Steam Production Plant and for the campus. All maintenance time and materials used to complete each maintenance work request is recorded in the CMMS. Supporting accounts are only billed for the actual cost of the materials that are used.

The cost of the operations and maintenance of campus academic and administrative buildings is covered by appropriated accounts managed by Facilities Planning and Management. Bond revenue and auxiliary accounts support, financially, the labor and materials for their buildings and areas.

We enter work order time records into the CMMS software, daily, for about 60-80 "craft" employees. The normal workday is 7:00 am to 3:00 PM (7.5 hours). We also operate a second shift, 2:30 PM to 10:00 PM, consisting of a carpenter, electrician and environmental employee. A plumber works weekdays from 10:00 am to 6:00 PM, and an environmental control technician works 7:00 am to 3:00 PM, every Saturday and Sunday. After hours calls for service and emergencies are automatically forwarded to an answering service for processing.



Work Principles

Construction Standards at EIU

Eastern Illinois University, chartered in 1895 is a public corporation with a campus located in Charleston, Illinois. Within the limits of authority fixed by the State Constitution and other applicable laws, the Board of Trustees exercises jurisdiction on all matters except for those which it has delegated authority to the President, other officers, or bodies of Eastern Illinois University. The President of Eastern Illinois University is the chief executive officer and is responsible for the enforcement of the rules and regulations of the University.

ORGANIZATIONAL UNITS OF THE UNIVERSITY

The following paragraphs identify the basic responsibilities of each administrative unit involved in the planning and construction of all capital improvement projects. More specific and detailed responsibilities may be assigned if the need arises.

1. Facilities, Planning, and Management

Facilities Planning and Management is responsible for the coordination of the development of all capital improvement program statements and participation in the review of the A/E's recommendations for the University's program requirements. The Director reports to the Vice President for Business Affairs.

Design and Construction Division

The Design and Construction Division is responsible for the Steam Plant, and Utilities, and coordination and management of all construction on the campus. This division serves as the liaison between the design teams and all campus units. The Associate Director reports to the Director of Facilities Planning and Management.

Facilities Maintenance Division

The Facilities Maintenance Division is responsible for the day to day operation of all Appropriated Buildings on campus. These responsibilities include the operation of all plumbing systems, electrical systems, interior finishes, cleaning, and maintaining landscaping and site amenities. FM will review proposed plans and specifications relative to satisfying the University's long-term needs for flexibility, building systems performance, and life cycle cost effectiveness. The Manager reports to the Director of Facilities Planning and Management.

Work Principles

Construction Standards at EIU

1. Energy and Sustainability Division

The Utilities Division is responsible for production and delivery of steam to the campus for heating, cooling, and cooking. This Division also is responsible for maintaining heating/cooling equipment and distribution systems within campus structures. The Utilities Division will review proposed plans and specifications relative to satisfying the University's long-term needs for flexibility, HVAC systems performance, and life cycle cost effectiveness. The Manager reports to the Director of Facilities Planning and Management.

2. Academic or Administrative Department

The users of capital improvement projects authorized for the University are the academic and administrative departments, offices, schools, colleges, and auxiliary support units (hereinafter referred to as departments). In association with the fulfillment of the University's vision of instruction, research, and public service; each capital improvement project is designed to serve, compliment, and enhance the objectives of the department. Departmental representatives participate in the interview process for A/E's as well as the subsequent planning activities relating to defining the specifics of the program requirements for the A/E's employed for the project.

3. Environmental Health and Safety Office

The Environmental Health and Safety Office provides advice and consultation in matters relating to the health and safety for faculty, staff, and students. The office participates in the review of design and construction documents. The Safety Officer reports to the Assistant Vice President for Business Affairs.

4. Telecommunications

The Office of Telecommunications operates and maintains all telecommunications facilities on the campus. The office is responsible for the development and maintenance of standards for project telecommunications equipment and data wiring, the review of the proposed installation of the in-building telecommunications distribution facilities for all capital improvement projects, and the appropriate extensions of the campus telecommunications distribution network serving such facilities. The office participates in the review of design and construction documents.

Work Principles

Construction Standards at EIU

5. Information Technology Services

The office of Information Technology Services operates and maintains all computer networks on campus. The office is responsible for the development and maintenance of standards for project networks and the appropriate extensions of the campus computer distribution network serving such facilities. The office participates in the review of design and construction documents.

6. President/Board of Trustees

The President and/or Board of Trustees have approval authority for all construction projects to include A/E selection, design approval, and construction contracts.

CAPITAL DEVELOPMENT BOARD

Many of the capital improvement projects authorized for the University are financed by Capital Development Board bond funds. Accordingly, Public Act 77-1995 (the Capital Development Board Act) which created the Capital Development Board, defines its power and duties in connection with such appropriations.

1. Duties of the Capital Development Board

The responsibilities of the Capital Development Board, as it pertains to a typical capital improvement project, are as follows:

Section 4.01 - To build or otherwise provide hospital, housing, penitentiary, administrative, recreational, educational, laboratory, parking, environmental equipment, and other capital improvements for use by the State of Illinois.

Section 4.02 - To conduct continuous studies into the costs of building or otherwise providing the facilities described in Section 4.01.

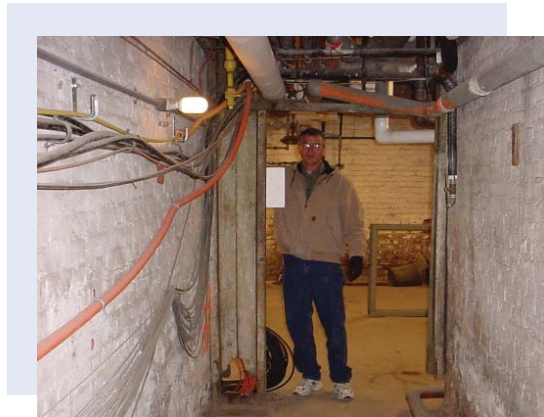
Section 4.03 - To conduct research on improvements in choice and use of materials and in construction methods for reducing construction, operating, and maintenance costs of the facilities described in Section 4.01.

Work Principles

Construction Standards at EIU

2. Relationship of the CDB with State Universities

Section 12 of the enabling legislation provides that “nothing in this Act shall be construed to include the power to abrogate those powers vested in the Board of Trustees of the University of Illinois, (and other college and junior college boards), hereinafter referred to as ‘Governing Boards’. In the exercise of the powers conferred by law upon the Board and in the exercise of the powers vested in such Governing Boards, it is hereby provided that (a) the Board and any such Governing Board may contract with each other and other parties as to the design and construction of any project to be constructed for or upon the property of such Governing Board or any institution under its jurisdiction; (b) in connection with any such project, compliance with the provisions of the Illinois Purchasing Act by either the Board or such Governing Board shall be deemed to be compliance by the other; (c) funds appropriated to any such Governing Board may be expended for any project constructed by the Board for such Governing Board; (d) in connection with any such project the A/E’s retained for the project and the plans and specifications for the project must be approved by both the Governing Board and the Board before undertaking either design or construction of the project, as the case may be.”



3. Liaison Between EIU and CDB

Facilities Planning and Management and/or its delegates are responsible for providing the liaison between University (campus) units and the Capital Development Board.

UNIT INTERACTION ON CAPITAL IMPROVEMENTS

The above mentioned organizational units interact to administer, review, and/or influence capital improvement projects at the various stages of programming, design, and construction. Exhibits 1 and 2 at the end of this section illustrate the general responsibilities of each unit.

Work Principles

Construction Standards at EIU

WORKING RELATIONSHIP

1. General

Throughout this Manual wherever the term Architect is used in referring to a professional engaged by the University for a particular project, the term shall be equally applicable to an Engineer or other specialized consultant similarly retained by the University. The AGREEMENT BETWEEN OWNER AND ARCHITECT established the basic terms and conditions which exist between the Owner and the A/E.

2. Owner's Representative

The Owner is the Board of Trustees of Eastern Illinois University, but for all operational procedures, the A/E will work with the appropriate University office that is designated in the Agreement Between Owner and Architect as the Owner's Representative. For most projects, the Owner's Representative will be the Director, Facilities Planning and Management or his designated representative. All communications from the A/E to the University shall be directed to the Owner's Representative or his designee.

3. A/E's Representative

The A/E shall designate one principal of the firm as the A/E's Representative, who will represent his office throughout all phases of the Project, and to whom all communications pertaining to the Project shall be addressed. Any change in the A/E's Representative during the life of the "Agreement Between Owner and Architect" shall be made only after the written request by the A/E and written concurrence of the Owner's Representative.



FP&M Programs

Energy Programs

Exterior Lights

Exterior lighting has been totally upgraded from 400-watt high pressure sodium lamps to 175-watt metal halide lamps. The old lighting fixtures allowed most of the light to flare off into the atmosphere, providing little useful illumination downward where it is needed. The new fixtures possess optical control which directs more light below horizontal. This optical control, along with the whiter color of the metal halide lamps, has combined to provide the campus to improve illumination and contrast for less than half of the energy input. With the completion of this upgrade, we use approximately 200,000 fewer kilowatt-hours annually.

ESCO Phase II Enhanced:

An additional phase of ESCo project is being undertaken this winter on campus. This project will complete previously identified energy savings opportunities that were not installed under the first two phases of ESCo initiatives. The project began in September, and will replace the chiller in the 1972 addition of the MLK Union, upgrade lighting in the MLK bowling alley, upgrade building automation systems, install LED exit signs, replace chilled water coils in four buildings for more efficient air conditioning operations and optimize fan operating schedules and building ventilation rates. Completion of the project is expected by May, 2004. Total value of the upgrades is in excess of \$2.5 M with full payback from utility savings over 10 years. The project is on schedule, and at completion, the total EIU Performance contracting benefit will be approximately \$17 million in upgrades paid for from energy savings.



FP&M Programs

Energy Programs

Chilled Water Loop

In 1995, Eastern Illinois University initiated design of a chilled water loop to connect the air-conditioning equipment of four buildings together. The four academic buildings that were connected to the chilled water loop are Buzzard Hall, Booth Library, Life Science and Fine Arts Complex. The goals of the project were to improve energy efficiency by using excess capacity in individual equipment, improve reliability by sharing equipment, permit the cooling of the buildings during seasonal shoulder periods, and to defer the replacement of old equipment all at once. This initiative has been very successful.

In FY2001/02 the University extended the existing chilled water loop to Physical Science Building, McAfee and University Union Food Court. Under the same project, a mini-loop was installed between Taylor and Thomas mechanical rooms allowing those complexes to share chillers. Then, under the Phase II ESCo, a "South Quad" chilled water loop was created which connected the residence hall complexes – Taylor/Lawson and Thomas/ Andrews, with Coleman and Klehm Halls and the new Human Services facility. The South loop is anticipated to be connected to the North loop at a future date. Currently there are 13 buildings connected on the North loop, and 7 buildings and two food services on the south loop with a proposal picking up Human Services building once completed. To date, there are 1.95M GSF connected to the campus chilled water loop system which represents about 65% of the total campus space.

Cap request submitted for funds to expand the loop to cost effective building



FP&M Programs

Energy Programs

Utilities Master Plan Proposal

As part of the overall campus utilities infrastructure upgrade initiative, Eastern Illinois University intends to request qualification submittals from interested design firms, for production of comprehensive campus-wide infrastructure documentation and a Utilities and Energy Master Plan. The Utilities and Energy Master Plan document will be used for systems condition assessments and for both short and long-range energy procurement and capital planning. The Utilities and Energy Master Plan will consider the existing Campus Master Plan as a guide document in its approach.

Eastern Illinois University is located in Coles County, Illinois. Its physical space consists of approximately three million square feet of academic and residential use facilities. The main campus, which includes about 90% of the space, is served by a central steam production plant via a distribution system which is mainly accessed by walk-through tunnels. A campus-wide, direct-buried chilled water distribution loop joins a significant portion of the distributed chiller plants. Presently, the loop joins 21 buildings representing 1.9M GSF or 63% of the campus space.

The campus is served water by the City of Charleston at three main metering points. Sanitary sewer discharge flows to the City waste treatment facility. Storm drainage collected on campus flows to two primary tributaries which discharge to the Embarrass River watershed. Electrical power is received from two separate 12.5kv transmission lines into a single switchyard. Utility-owned transformers reduce the voltage to 4160v which is fed to ten(10) individual campus primary circuits. These circuits in turn distribute 4kv to individual building transformers via underground duct cells. The campus is moving toward upgrading the campus primary distribution voltage to 12.47kv as opportunities arise.



FP&M Programs

Energy Programs

The Utilities Master Planning work will include, but not be limited to:

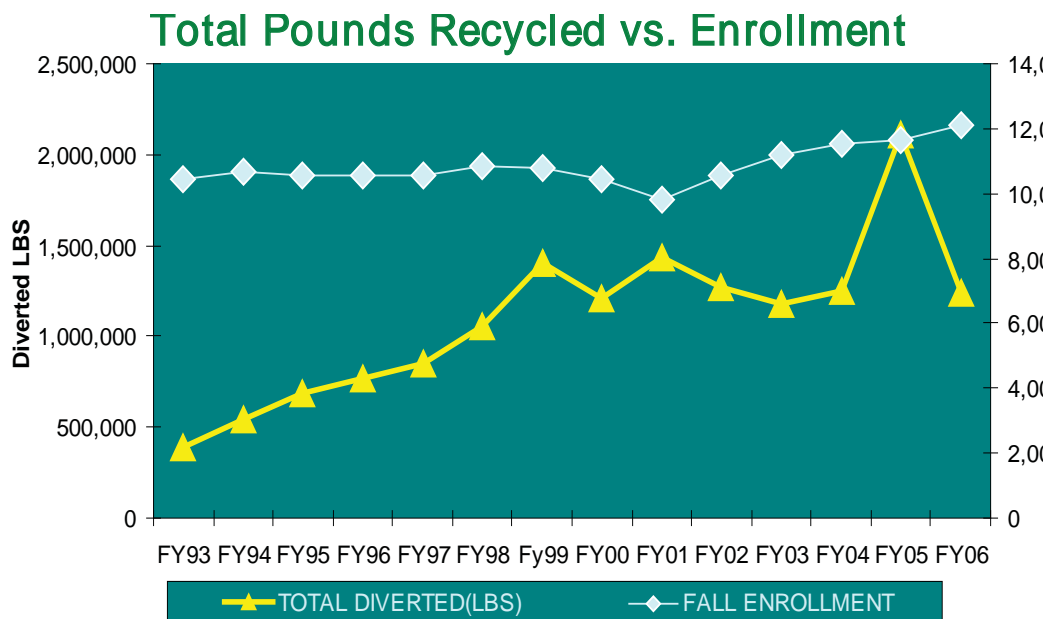
- *Mapping* of existing utilities infrastructure for both horizontal and vertical control
- *Establishment* of GPS tie points to major utilities infrastructure projections
- *Production* of a complete set of base utilities maps by service type
- *Condition Assessments* for all service utilities from metering point to building
- *Evaluation and Assessment* of Central plant for future use
- *Assessment* of infrastructure capacity limit for potential to handle future campus expansion
- *Evaluation* of existing utilities infrastructure's compatibility with Campus Master Plan
- *Priority Listing* of recommended utilities infrastructure upgrade/renewal projects in support of the Campus master plan
- *Plan* replacement schedule for major utility and central plant systems based upon remaining useful life
- Budgetary estimates for utilities infrastructure renewal projects
- *Projection* of energy use patterns based upon the effects of future proposed development following the Campus Master Plan
- *Development* of recommended energy use philosophy which maximizes efficiency and allows for superior procurement flexibility

FP&M Programs

EIU Recycling Program

Since starting its recycling program, the university has recycled over 16,142,071 lbs of materials. This is a direct reduction of the amount of waste that would have otherwise gone to the local landfill. This included, in FY04, 1,082,512 lbs of scrap metal. EIU recycled 688,150 lbs of paper in FY05. Eastern is now recycling nickel cadmium batteries, #1 PETE plastic, mercury, and fluorescent light bulbs. By the end of FY03, the university had increased the total amount of recycled materials by 316% over FY93.

Eastern has twice (1999 & 2000) received the Illinois Recycling Association award for "Outstanding University Recycling Program". In 1999, Eastern was also awarded "Honorable Mention" from the Illinois Recycling Association. On October 13, 1999, the National Environmental Protection Agency Wa\$teWi\$e program awarded Eastern its "Partner of the Year" award. The Partner of the Year award recognizes partners for their overall waste reduction programs and their efforts to promote Wa\$teWi\$e. In 2000, Eastern was received the United States Environmental Protection Agency "Wa\$teWi\$e" award as "Program Champion". In 2002, Eastern received the National Recycling Coalition's "Tim McClure Award for Outstanding Environment and Community Leadership". Also, in 2002, Eastern received the Wa\$teWi\$e award as "Partner of the Year".



Planning

EIU Campus Master Plan

Amendment Request Form

Review Policy

In accordance with the Campus Master Plan, the Facilities Planning and Management Design Advisory Team is responsible for the administration of the plan. All projects shall be reviewed to determine the validity of the proposal and to support or deny the request for an amendment.

Review Procedures

Submit this form for review by the Campus Master Plan Advisory Team to determine if the project is either:

1. In compliance with the Master Plan
2. Is not in compliance with the Master Plan

If the project is determined to be in compliance, a formal statement shall be made and distributed to appropriate parties and placed in the project file, allowing the project to proceed through normal means.

If the project is determined as being not in compliance, the appropriate Dean or Vice President is notified by the committee of the nature of the request and a formal request for modification should be submitted.

The committee will review the formal request for modification and recommend either an amendment or an exception to the plan. A formal statement will be prepared by the committee and distributed to appropriate parties and filed with the project and the Master Plan.

Please provide the following information: (Attach additional sheets and or documents, as necessary.)

1. Request Date
2. Project Name
3. Requesting Department
4. Requesting Division
5. Requestor's Name
6. Requestor's Phone

Planning

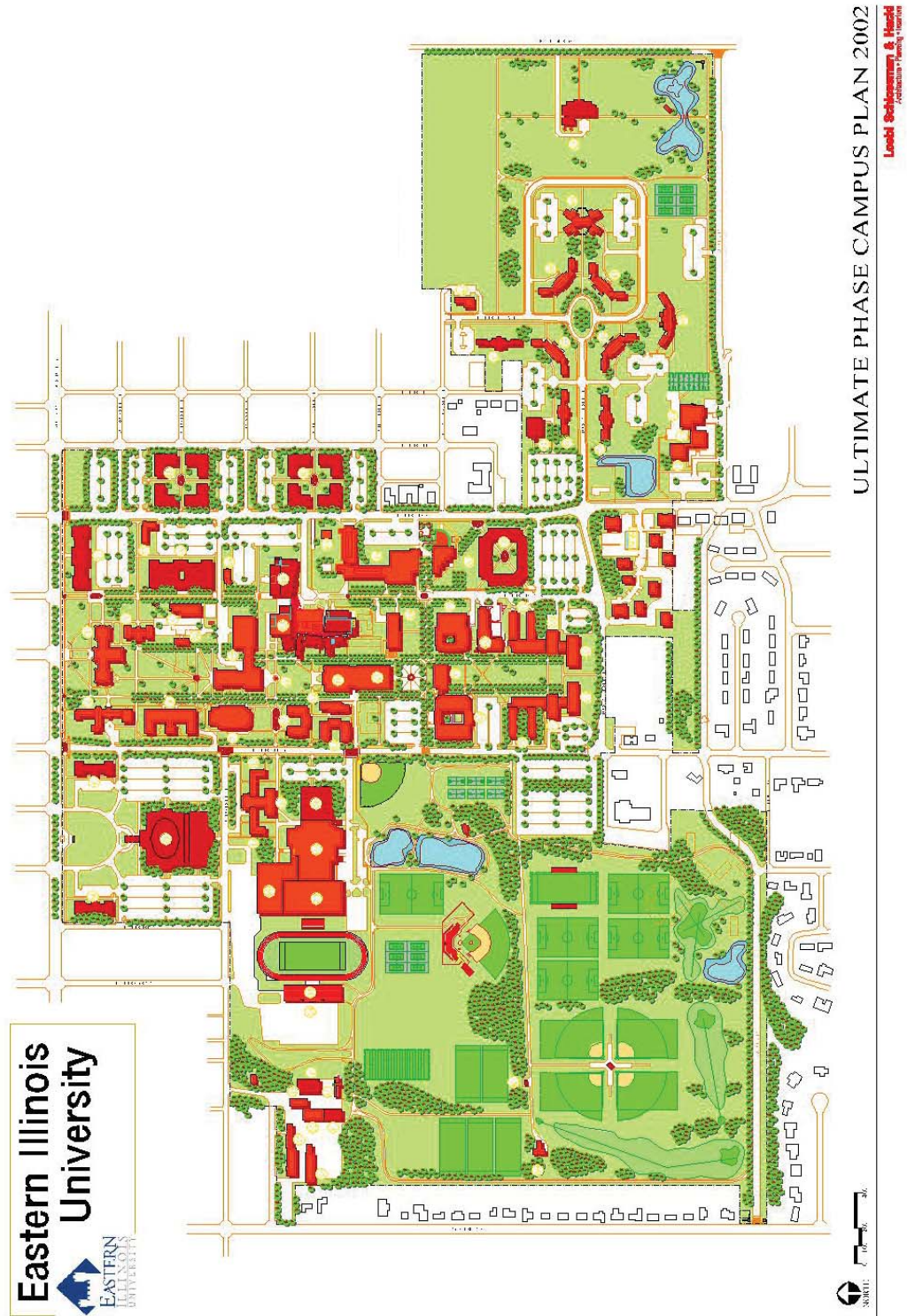
EIU Campus Master Plan

Further Information to be provided:

1. Project Issues (Describe the essential issues surrounding the project that requires amendment of the plan.)
2. Project Description including scope of work:
3. Centrality of project to overall campus plans (Describe how the project will address and affect the annual and long-range academic, student, and/or business support plans.)
4. Demonstration of constituent input (Present evidence that departments and colleges/units affected by the project have had the opportunity to provide comment and input to the proposed amendment)
5. Analysis of factors (Analyze the above sections and address the significant factors affecting the proposed amendment.)
6. Recommendation (A brief declarative statement that can be easily turned into a resolution.)

Planning

EIU Campus Master Plan



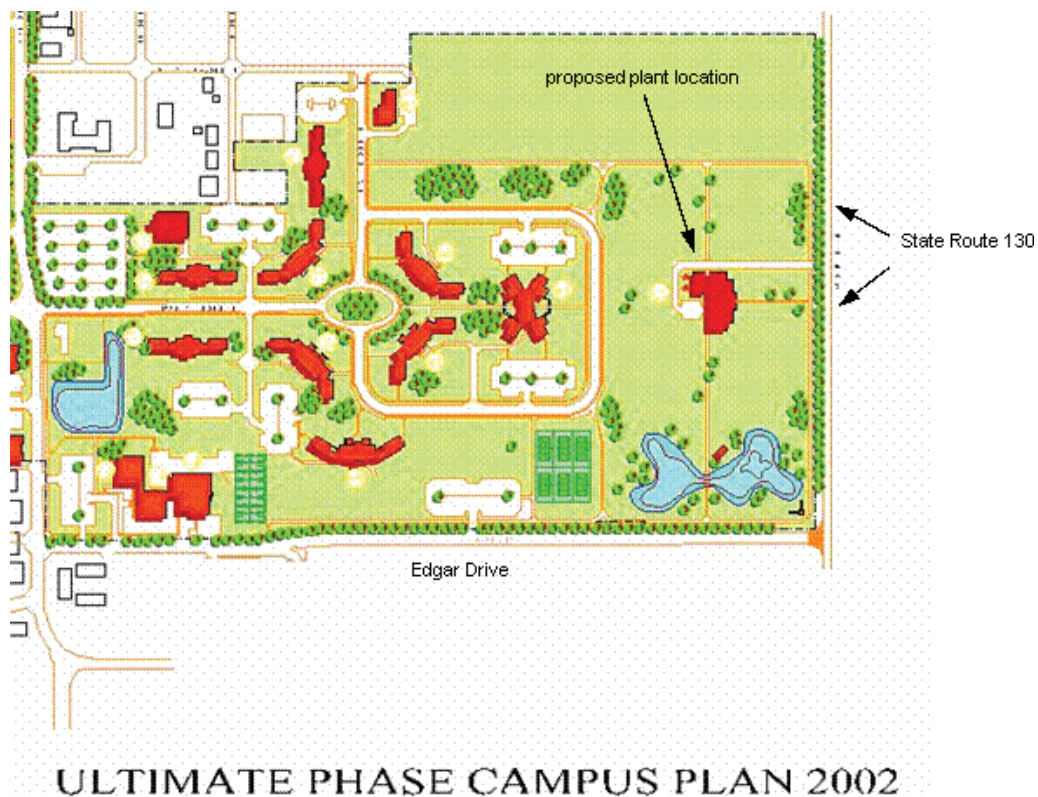
Campus Improvements

Projected Campus Projects

New Steam and Electric Power Plant

In the next 3-4 years, EIU will be working toward the replacement of the existing steam plant with a new combined heat and power (CHP) facility on the south east corner of the campus property. The proposed plant would include electrical generation capability sufficient to meet current power requirements and future campus growth. This new facility would be fueled with Illinois coal, while conforming to all State and Federal clean air standards. Emission levels from this new facility would be lower, reducing overall site emissions from the present permitted levels. Its new location will allow direct access to State Highway 130 for coal delivery, and is consistent with existing electric power distribution systems.

This project will be approached in two phases, pending funding: Phase I (Project Development) could begin as early as next year, and would include writing a scope statement, issuing an RFQ, selecting a design team, performing plant design engineering, obtaining permits, and the production of bid documents. Phase II (Construction and Commissioning) would include bidding the work, awarding contracts, development of a project schedule, managing and monitoring construction and start-up, and commissioning the completed project.



Campus Improvements

Excellence in Design Award

PM Engineer is proud to announce that one winner and an honorable mention have been chosen to receive PME Excellence in Design Awards for 2006.

Congratulations to KJWW Engineering Consultants of St. Louis, MO, for its Blair Hall at Eastern Illinois University (EIU) restoration project; and to HGA Architects and Engineers, Milwaukee, WI, for its Discovery World at Pier Wisconsin new-construction project.

These designs were judged by our panel of editors and engineers based on the following criteria: innovation in design, customer satisfaction, ability to meet schedules, cost-efficient strategies and community improvement.



Blair Hall
Excellence in Design Award
Awarded in 2006 by *PM Engineer Magazine*

Facilities Planning and Management

Phone Directory

Facilities Planning and Management Director	581-3520
Associate Director Facilities Maintenance	581-2022
Associate Director of Design and Construction	581-7220
Associate Director of Operations	581-7221
Associate Director of Facilities Accounts & Budgets	581-8324
Renovations Alterations	581-7215
Campus Architect	581-3520
Project Coordinator	581-3520
Mechanical Engineer	581-3520
Campus Energy and Sustainability Coordinator	581-8395
Fleet Vehicles, Keys	581-2899
FP&M Purchasing, Accounting	581-7199
Garage	581-7225
Central Stores, Maintenance Parts, Janitor Supplies	581-2899
Central Receiving, Deliveries	581-2914
Building Services (Custodial)	581-5921
Chief Operating Engineer (Steam Plant)	581-5941
Campus Safety Officer	581-7068
Pest Control	581-7071
Drafting	581-3520
Maintenance Shops	581-2178
Property Management Department	581-7111

Facilities
is located
just East
of Obrien
Stadium
off of
Grant St.

