

Repair and Maintenance Staffing the New Structure

February 5 - 9, 1996

Five Major Work Areas

Building Maintenance	Construction and Renewal	Emergency Response	Utilities Distribution	Bldg. Mgmt. and Protection
<ul style="list-style-type: none"> •Building level systems –Electrical, heating, cooling, steam, water, sewerage, elevators, life safety, security, etc. •Structure –Building envelope and interior •Preventive Maintenance •Specialties and Local Zone backup –Lock, paint, boiler, generator, glass, etc. •7 day 2nd and 3rd shift coverage •Exterior Lighting •Work tracking and scheduling 	<ul style="list-style-type: none"> •New utility systems –ie: Electrical, heat, fire alarm, FCS, etc. •Customer requests –Renovations & improvements •System upgrades and building renewal –ie: MRO and capital projects (R&M) •Special events –ie: Commencement, conferences, support to CAC 	<ul style="list-style-type: none"> •First line life safety response •Coordination with Fire Dept, EMS, Campus Patrol, and other agencies •Confined Space Rescue •Knowledge of buildings and systems •Enforcement - ie: Welding Permits •Emergency planning - ie: evacuation drills •Permits •Training 	<ul style="list-style-type: none"> •Repair and maintenance of: –Electrical, steam, water, sewerage, gas, chilled water, compressed air, etc. •Meter reading 	<ul style="list-style-type: none"> •Fire alarm monitoring and dispatch •Building climate monitoring and dispatch •Test and repair systems - life safety, FCS, toxic gas, etc. •Equipment monitoring •Building environment –Short term adjustments –Special events needs •Systems programming and data backup •Diagnose system problems

Resource Teams

Clerical Team	Technical Team	Stock Team	External Teams
<ul style="list-style-type: none"> •Responsibility - support work areas and Technical Team •Interact with Stock Team •Process information <ul style="list-style-type: none"> -Electronic Clipboard -Work request coordination •Customer communications and coordination <ul style="list-style-type: none"> -Internal and external •Back-up Building Management & Protection •Shutdowns 	<ul style="list-style-type: none"> •Design review •Codes and regulations •Write and interpret standards •Identify and prioritize system upgrades and building renewals •Develop technical info •Engineering - for R&M and other parts of Plant •Training and skill review •Prequalify contractors/ vendors •Records - eg: project and PM docs, codes, CAD drawings •Environmental engineering 	<ul style="list-style-type: none"> •Best price and availability •Staging stock for pickup •Deliveries to Local Zones and job sites 	<hr/> <p>Management Information Systems (MIS)</p> <p>Human Resources</p> <p>Accounting</p> <p>Etc. ...</p>



Permanent Teams

- Full-time teams
 - Local Zone
 - 2nd & 3rd Shift
 - Bldg. Mgmt. & Prot.
 - Util. Dist
 - Stock
 - Clerical
- Have permanent full-time members
- Members are primarily in one Work Area
- Part-time teams
 - Emergency Response
 - Technical
- Have permanent members - may be full or part time
- Members may work on other teams and other Work Areas



Project and Back-up Teams

- Are formed and disbanded as necessary
- Members may work full or part time on each team
- Members may work on multiple teams

Building
Maintenance

Five Local Zone Teams

Zone	H&V Mech.	Maint. Mech.	Electrician	Plumber
A	2	2	1	1
B	2	2	1	1
C	2	2	1	1
D	1	2	1	1
E	2	3	1	1

- Teams cover Monday-Friday, day shift
- Coach per zone (not full-time) Admin

Building
Maintenance

2nd and 3rd Shift Teams



Shift	H&V Mech.	Maint. Mech.	Electrician	Locksmith
2nd	3	1	2	1
3rd	3	1	0	0

- Teams cover 7-days/week
 - Two H&V Mechanics work irregular shifts on each team
 - One electrician works irregular shift and covers special events
- Coach per shift (not full-time) Admin
- Console Operators Supp
(Those working 2nd and 3rd shifts are part of the respective teams)

Bldg. Mgmt.
and Protection

Building ★
Maintenance



Building Management and Protection Team

- Team covers 7-days/week, day shift
 - Electricians - 3
 - Instrument Technicians - 2
 - Heat & Vent Mechanics - 2
 - Maintenance Mechanic - 1
(H&V Mechanics and Maintenance Mechanic work irregular shifts)
- Console operators Supp
(Those working day shift, 7-days/week)
- Coach Admin
- Technical staff Admin
(FCS and fire protection expertise)
- ★ Provides weekend Building Maintenance coverage, day shift



Permanent Teams (cont.)

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Utilities
Distribution



Utilities Distribution Team

- Team covers Monday-Friday, day shift
 - Electricians - 2
 - Heat & Vent Mechanics - 2
 - Maintenance Mechanic - 1
 - Steamfitters - 4
- Coach Admin



Permanent Teams (cont.)

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Emergency
Response



Emergency Response Team

- Heat & Vent Mechanic (part-time)
- Electrician (part-time)
- Technical staff (part-time) Admin
(Including Confined Space Rescue)



Permanent Teams (cont.)

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Building
Maintenance

Construction
and Renewal



Coordinating Team

- Coaches Admin
- Technical Staff Admin
- Project Coordinator/Expeditors Admin
- Technical Advisors
(Includes members from five Work Areas)



Permanent Teams (cont.)

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Technical
Team



Technical Team

- Technical Staff Admin
- Engineering Staff Admin
- Technical Advisors (part -time)
(Includes members from five Work Areas)



Permanent Teams (cont.)

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Stock
Team



Stock Team

- Stock Clerk - 2
- Administrative assistant Supp
- Coach Admin
(With purchasing expertise)



Permanent Teams (cont.)

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Clerical
Team



Clerical Team

- Administrative assistants - 4 **Supp**
- Coach (part-time) **Admin**

Building
Maintenance

Construction
and Renewal



Teams formed as needed with:

- Carpenters
- Painters
- Metalworkers
- Glaziers
- Locksmiths
- Electricians
- Plumbers
- Heat & Vent Mechanics
- Instrument Technicians
- Maintenance Mechanics
- Generator Mechanic
- etc.

And subcontractors as needed

(Coached by Coordinating Team)



Selection Process

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Current Trades, Administrative and Support Staff

- Individuals to submit Preference Forms by February 23, 1996, indicating both a first and second choice for primary work area.
- The Selection Team will review preferences with applicants, as needed, and match individuals and skills to new positions.
- Announce new staffing after March 8, 1996.

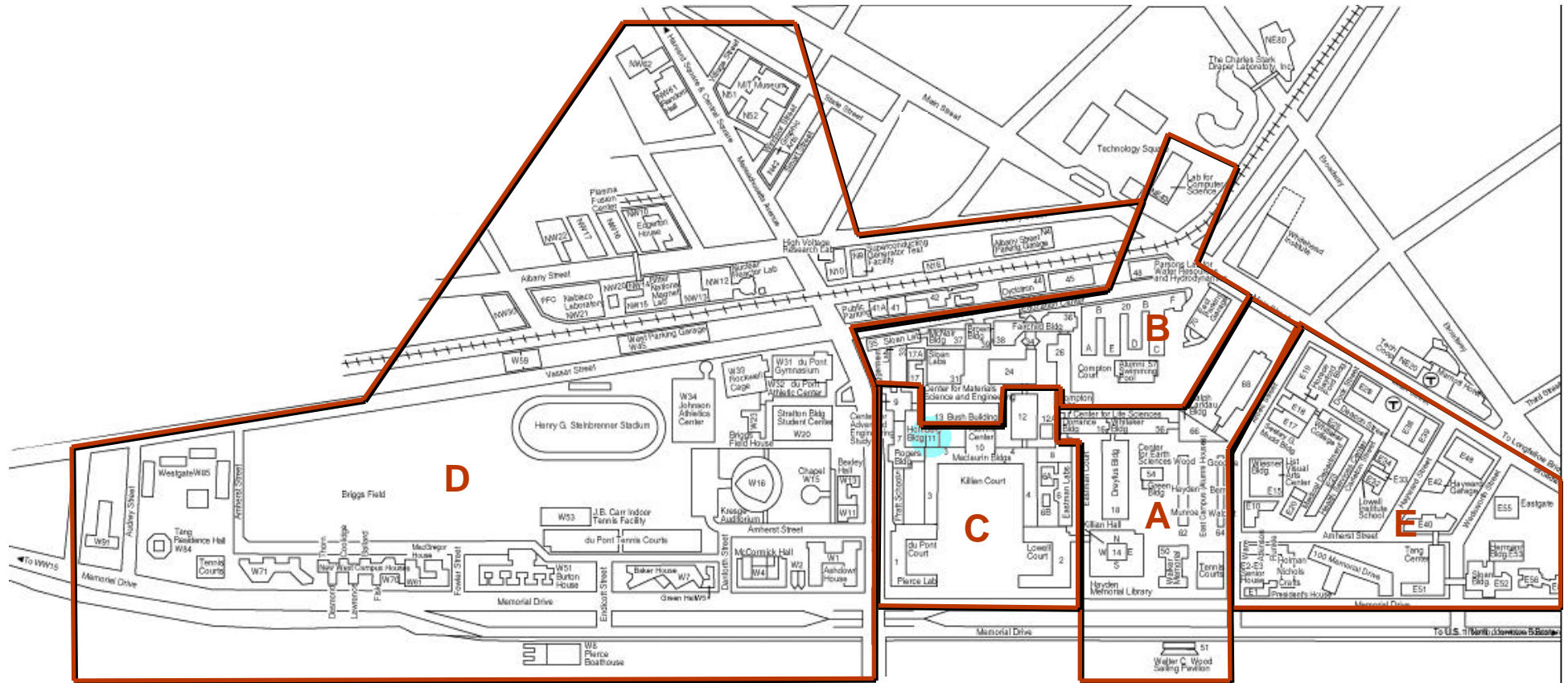
New Maintenance Mechanics

- Post positions per rollout schedule.
- Interview applicants.
- Select candidates for new positions.
- Announce new maintenance mechanics and start dates.
- Repeat the above for each posting.
(All applications for earlier postings will remain active for subsequent postings)

Additional information will be available at “Open House” sessions.



Building Maintenance - Local Zones





Rollout Plan

- Information sessions 2/5 through 2/9
- “Open House” sessions 2/12 through 2/23
- Interview for Maintenance Mechanic Positions 2/28 through 3/8
- Finalize team assignments 2/26 through 3/8
- Training Starting 3/11
- Local Zone D team begins 4/22 (Tentative)
- Local Zones A,B,C teams begin May through August
- Other teams begin April through August
2nd, 3rd shift, Construction and Renewal,
Emergency Response, Utilities Distribution,
Building Management and Protection,
Technical Support, Clerical, Stock
- Renovate E18/E19 space March through May



Questions?

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We plan to answer all questions we receive. We may be able to answer some of them at one or several of the scheduled follow-up meetings. If you prefer a personal and private answer, please indicate your name and how we can contact you. If you prefer to submit anonymous questions the answers will be posted. You may also send electronic mail to **rep-maint@MIT.EDU**. Or use the WWW comment form - **<http://web.mit.edu/reeng/www/rep-maint/>**.

Please write your question here, fold, and mail to E18-260.

Name: _____, Telephone No. _____,

Building and Room No. _____, Email Address _____