Repair and Maintenance
Staffing the New Structure

February 5 - 9, 1996
### Five Major Work Areas

<table>
<thead>
<tr>
<th>Building Maintenance</th>
<th>Construction and Renewal</th>
<th>Emergency Response</th>
<th>Utilities Distribution</th>
<th>Bldg. Mgmt. and Protection</th>
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</thead>
</table>
| • 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 | • New utility systems  
  – Electrical, electrical, fire alarm, FCS, etc.  
  • Customer requests  
  – Renovations & improvements  
  • System upgrades and building renewal  
  – MRO and capital projects (R&M)  
  • Special events  
  – Commencement, conferences, support to CAC | • 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 | • Repair and maintenance of:  
  – Electrical, steam, water, sewerage, gas, chilled water, compressed air, etc.  
  • Meter reading | • 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 |
New Structure (cont.)

Resource Teams

Clerical Team
- Responsibility - support work areas and Technical Team
- Interact with Stock Team
- Process information
  - Electronic Clipboard
  - Work request coordination
- Customer communications and coordination
  - Internal and external
- Back-up Building Management & Protection
- Shutdowns

Technical Team
- 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

Stock Team
- Best price and availability
- Staging stock for pickup
- Deliveries to Local Zones and job sites

External Teams
- Management Information Systems (MIS)
- Human Resources
- Accounting
- Etc. ...
Teams

Permanent Teams
  - Full-time teams
    • Local Zone
    • 2nd & 3rd Shift
    • Bldg. Mgmt. & Prot.
    - 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
Permanent Teams

Five Local Zone Teams

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

2nd and 3rd Shift Teams

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- 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)
- Console Operators

(Those working 2nd and 3rd shifts are part of the respective teams)
Permanent Teams (cont.)

Building Management and Protection Team

- Team covers 7-days/week, day shift
  - Electricians - 3
  - Instrument Technicians - 2
  - Maintenance Mechanic - 1
  (H&V Mechanics and Maintenance Mechanic work irregular shifts)

- Console operators
  (Those working day shift, 7-days/week)

- Coach

- Technical staff
  (FCS and fire protection expertise)

★ Provides weekend Building Maintenance coverage, day shift
Utilities Distribution Team

• Team covers Monday-Friday, day shift
  – Electricians - 2
  – Maintenance Mechanic - 1
  – Steamfitters - 4

• Coach
Permanent Teams (cont.)

Emergency Response Team

• Heat & Vent Mechanic (part-time)
• Electrician (part-time)
• Technical staff (part-time) (Including Confined Space Rescue)
Permanent Teams (cont.)

Coordinating Team

- Coaches
- Technical Staff
- Project Coordinator/Expediters
- Technical Advisors

(Includes members from five Work Areas)
Permanent Teams (cont.)

Technical Team

• Technical Staff

• Engineering Staff

• Technical Advisors (part-time)
  (Includes members from five Work Areas)
Permanent Teams (cont.)

Stock Team

- Stock Clerk - 2
- Administrative assistant
- Coach (With purchasing expertise)
Permanent Teams (cont.)

Clerical Team

- Administrative assistants - 4
- Coach (part-time)
Project and Back-up Teams

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

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
- Renovate E18/E19 space March through May
Questions?

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_________________________________