

Assessment Cycle 2020-2021

Physical Plant

Prepared by: Dale R. Wohletz

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Approved by: Jennifer Kelly

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Northwestern State University Mission Statement

Northwestern State University is a responsive, student-oriented institution committed to acquiring, creating, and disseminating knowledge through innovative teaching, research, and service. With its certificate, undergraduate, and graduate programs, Northwestern State University prepares its increasingly diverse student population to contribute to an inclusive global community with a steadfast dedication to improving our region, state, and nation.

University Affairs is a diverse group of innovative and talented professionals who provide quality facilities, maintenance and management services in support of education and research at Northwestern State University. We are committed to being fully responsive to the needs of faculty, students, staff and the public, who are our customers. The division of University Affairs strive to cooperate with all campus constituents to provide a functional, safe, and efficient facilities operation for the University.

Physical Plant Mission. Physical Plant Department of Northwestern State University exists to provide high-quality services for the enhancement of student life and learning as well as improvement of the University's overall physical environment. Our goal is to meet the expectations of our community members on campus and to provide services necessary to maintain and strategically improve the campuses so that students and faculty can pursue activities in a comfortable and attractive environment. Our promise to the NSU community is that we will assist in any way to enhance activities and the environment while keeping you informed of our progress. All the essential actions must be completed in timely and discreet manner to prevent unnecessary disruptions of normal campus activities.

Methodology: The Assessment process includes:

- (1) Data is collected by the Physical Plant.
- (2) The Physical Plant will analyze the information collected to determine the outcomes.
- (3) Results from the assessment will be discussed with the appropriate staff.
- (4) The Physical Plant Director will propose changes to measurable outcomes and assessment tools for the next assessment period as needed for service changes.

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Service Outcomes:

SO 1: Ensure Physical Plant staff are trained for safety and risk management purposes.

Measure 1.1 All Physical Plant staff will complete ORM-mandated training and safety course. Target: 100% completion, as documented on file

Findings. Target was met.

All Physical Plant staff completed the ORM -mandated training. Training and tests required are Driver's Safety and Blood Borne Pathogen's.

Analysis. In 2019-2020 the target was met. Based on the analysis of the 2019-2020 results the following changes were implemented in AC 2020-2021 according to the plan of action from 2019-2020. We have an open communication with E.H.S officer to make sure we are updated on any new regulations and requirements that are mandated by the State. As a result, we met the 2020-2021 goals. As new employees are hired, they will be required to complete the required tests. Also, if the state required new tests employees will be required to keep up to date on these requirements.

Decision. Based on the analysis of the results in 2020-2021, in 2021-2022 the following changes will be implemented to drive continuous improvement. We will make sure we stay current with any new requirements issued by the State ORM office to ensure that compliance efforts are met. The records of employees are kept in the EHS office and updated when new employees are hired, and new requirements are mandated.

SO 2: The Physical Plant will maintain the efficiency of equipment and decrease downtime by completing all scheduled and required maintenance on equipment.

Measure 2.1. The Physical Plant Director and Utilities Superintendent will establish a maintenance schedule for the equipment. Target: This record will be updated annually.

Findings. Target was met.

Maintenance schedules for all equipment and a schedule is setup. We are moving all the schedules into TMA which will generate monthly schedules for the maintenance.

Analysis. In 2019-2020 the target was met. Based on the analysis of the 2019-2020 results the following changes were implemented in AC 2020-2021 according to the plan of action from 2019-2020. New equipment was brought on-line it was added to the maintenance schedule. As a result, in 2020-2021 the target was met.

Decision. Based on the analysis of the results in 2019-2020, in 2020-2021 the following changes will be implemented to drive continuous improvement. When new

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equipment comes on-line maintenance schedules will be established based on the Office of Risk management Loss prevention manual. If listed equipment is not covering the manufactures recommended schedules are followed. The maintenance work will be tracked on the TMS work order system.

Measure 2.2. The Physical Plant will ensure all scheduled Preventative Maintenance (PM's) are completed. Target: 100% completion of preventative maintenance each year.

Findings. Target was not met.

PM's tasks are automatically generated at specified times during the year.

Analysis. In 2019-2020 target was not met. Based on the analysis of the 2019-2020 results the following changes were implemented in AC 2020-2021 according to the plan of action from 2019-2020. Task compliance for the calendar year 2020 indicates that 97.5% of the PM's were complete. This is a 1% decrease over last year. The PM's generated late in the year are not getting completed by years end. As a result, we will schedule the PM's earlier in the year to give us time to complete them.

Decisions. Based on the analysis of the results in 2020-2021, in 2021-2022 the following changes will be implemented to drive continuous improvement. The PM will be generated earlier in the year to allow time for the tasks to be completed.

Comprehensive Summary of Key evidence of improvement based on the analysis of results: *Provided are all the things done in 2020-2021 to seek improvement based on the analysis of AC 2019-2020 assessment results.*

- With the TMS online up and running we have real time project and workorder progress reports to keep the work order requesters updated.
- This have help open communications with the departments. This have given us feedback on the quality of work performed.
- The PMs were complete with 100% task completed in all months except for June, July, and August, which showed 96.43%, 86.57% and 86.49% respectively.
- Evidence suggests the PM task generated in the summer months did not allow enough time to be completed in the calendar year.
- With the new TMA fully implemented, we can generate real time satisfaction of work completed. If problems are noted, we can correct them in a timely matter.

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Plan of Action moving forward:

SO	Measure	Plan
1	1.1	We will make sure we stay current with any new requirements issued by the State ORM office to ensure that compliance efforts are met.
2	2.1	When new equipment comes on-line maintenance schedules will be established based on the Office of Risk management Loss prevention manual. If listed equipment is not covering the manufactures recommended schedules are followed. The maintenance work will be tracked on the TMS work order system.
2	2.2	The PM will be generated earlier in the year to allow time for the tasks to be completed.