

Facilities Administration

<http://facilities.uah.edu>

Michael Finnegan, AVP, Facilities and Operations
(256) 824-6480

Facilities Administration provides support and oversight for all Facilities and Operations units.

In addition, it maintains the following services:

Campus Architect

<http://facilities.uah.edu/architect>

Larrell Hughes, Campus Architect

larrell.hughes@uah.edu - (256) 824-2538

The Campus Architect directs and coordinates work for the UAHuntsville campus related to:

- Planning
- Construction
- Renovation

Working with outside consultants, campus personnel, and students, this office seeks to provide guidance to the University's growth consistent with the mission and goals of the administration, campus master plan, and established guidelines.

For information on the current campus master plan:

<http://facilities.uah.edu/architect/mpsummary.pdf>

Emergency Preparedness Planning

<http://facilities.uah.edu/erp>

Kevin Bennett, Planning & IT Administrator

Emergency Management Coordinator

kevin.bennett@uah.edu - (256) 824-6875

The emergency preparedness program at UAHuntsville is intended to deliver preventive measures that will:

- Protect lives and property
- Enable efficient and effective emergency response
- Protect critical University functions
- Provide for a fast resumption of normal operations

This position serves as the UAHuntsville Emergency Management Coordinator and strives to provide advice, training, and resources to the campus community in order to minimize potential emerging risks and improve disaster resiliency.

The University's online Continuity of Operations Planning (COOP) tool is maintained by Facilities Administration.

University Police

<http://police.uah.edu>

Michael Snellgrove, Chief of Police

michael.snellgrove@uah.edu - (256) 824-6596

UAHuntsville maintains a sworn police force (UAHPD) that has full police powers. UAHPD is a part of the Facilities and Operations department.

UAHPD Mission and Value Statements

Mission: To enhance the quality of learning by protecting life and property and to provide a safe environment through professional services.

Values: To meet the challenge of providing professional law enforcement services we will base our thoughts and actions on these shared values:

- Service to our campus community
- Integrity
- Responsibility and Accountability
- Professionalism
- Pride and Satisfaction in Our Profession

UAlert Emergency Notification System

Public Safety / Police administers the University's UAlert emergency notification system. This system sends email, text/SMS, and voice messages to registered users. For more information on UAlert:

<http://ualert.uah.edu>

Emergency Numbers:

- **6911** from a campus phone
- **256-824-6911** from a cellular or off-campus phone
- **911** from any phone (off-campus calls go to the Madison County 9-1-1 Center)

Environmental Health & Safety

<http://www.uah.edu/OEHS>

Marsha Pendleton, Director

greenm@uah.edu - (256) 824-2171

The Office of Environmental Health & Safety (OEHS) is committed to providing a safe and healthful workplace and learning environment. To accomplish this, OEHS offers the following services to faculty, staff, and students:

- Laboratory safety audits
- Industrial hygiene protocols
- Hazardous materials/waste programs
- Safety manuals
- CPR / AED / First Aid training
- Defensive driving training
- Radiological safety programs

Contact OEHS to schedule your safety training.



Guide to Services

Facilities and Operations provides many key and critical services for the ever expanding UAHuntsville campus. We hope that this guide will provide you with valuable information on our services. F&O is organized as follows:

- **Facilities Administration**
 - ◇ Campus Architect
 - ◇ Emergency Preparedness Planning
- **Environmental Health & Safety**
- **Facilities**
 - ◇ Custodial Services
 - ◇ Grounds Management
 - ◇ Mechanical, Electrical, and Plumbing
 - ◇ Building Maintenance and Construction
 - ◇ Plant Systems
 - Work Order Desk
 - Fleet Services/Motor Pool
 - Stockroom
 - ◇ Energy Management
- **University Police**



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Physical Plant Building
Huntsville, AL 35899

Phone: 256-824-6480
Fax: 256-824-7399

Facilities Forms

Links to many frequently used facilities-related forms may be found on our website:

<http://facilities.uah.edu/>

These forms include:

- Digging Permit
- Doorplate / Nameplate Request
- Key / Lock Change Request
- Move Request
- Service Order (alterations and renovations)
- Work Order (repairs and maintenance)
- Surplus Property Form
- Motor Pool Checkout Form

Facilities

<http://facilities.uah.edu>

Mark Cowherd, Executive Director

mark.cowherd@uah.edu - (256) 824-6482

Facilities is the largest group within Facilities and Operations. It consists of several units:

Custodial Services - (256) 824-2558

<http://facilities.uah.edu/FacCustodial.htm>

Ravi Seth, Director - ravi.seth@uah.edu

Custodial Supervisors:

- Michael Wright (Sr. Supervisor)
- Peggy Batrum
- Lisa Thomas
- Milton Wynn

Their goal is to provide a beautiful, clean, safe, and healthy building environment for the use and enjoyment of students, employees, and the public.

UAHuntsville utilizes green-certified cleaning products.

Grounds Management - (256) 824-2547

<http://facilities.uah.edu/grounds>

Robert Redmon, Director - robert.redmon@uah.edu

Grounds Supervisors:

- Milton "Mike" Giles
- Paul Patterson

Their goal is to provide for the routine care and service of the campus landscape and to develop it so that it is a place of enjoyment and an asset to our community.

The Grounds Management department is also responsible for development and execution of the UAHuntsville Recycling Program: <http://recycling.uah.edu>.

Facilities

Mechanical, Electrical, and Plumbing (MEP)

(256) 824-6490

<http://facilities.uah.edu/FacMaintMEPS.htm>

Tom Estes, Director - thomas.estes@uah.edu

MEP is responsible for maintaining building equipment and systems:

- Heating, Ventilation, and Air Conditioning
- Electrical Power and Distribution
- Lighting
- Piping and Plumbing Systems

MEP takes a proactive approach to systems support by performing regular preventive maintenance. MEP also supports UAHuntsville's energy conservation efforts by managing a network of intelligent building automation systems that provide optimum comfort while minimizing energy consumption.

Building Maintenance and Construction

(256) 824-6490

<http://facilities.uah.edu/FacMaintBldg.htm>

Terry Willoughby, Director - terry.willoughby@uah.edu

This unit performs or oversees all construction and renovation projects on campus as they:

- Develop innovative facilities
- Utilize resources in a fiscally responsible and environmentally conscious manner
- Be proactive and farsighted in campus planning and decision making
- Provide cost-effective and high quality service

Service requests (request for facilities modifications and upgrades) should be submitted to the Work Order Desk.

Energy Management - (256) 824-6242

<http://energy.uah.edu>

Vanessa Ennis, Energy Manager - vanessa.ennis@uah.edu

The energy management program is a comprehensive program that explores opportunities for achieving energy savings by:

- Identifying energy conservation opportunities
- Implementing energy savings maintenance programs
- Utilizing building automation systems to decrease energy consumption
- Working with the campus to build and promote the use of sustainable energy alternatives

The Energy Management program seeks to both achieve energy savings and minimize the environmental impact of UAHuntsville's current and future operations.

Facilities

Plant Systems - (256) 824-6490

Vicki Fowlkes, Director - vicki.fowlkes@uah.edu

Plant Systems encompasses these key services:

Work Order Desk - (256) 824-6490

<http://facilities.uah.edu/wodesk>

Jorgy Umlor provides support to the campus community and Facilities by tracking all maintenance and service requests through a computerized maintenance management system.

Work orders may be submitted online at the Work Order Desk website, emailed to wodesk@uah.edu, or submitted in electronic or paper document formats to PPB 124.

The Work Order Desk is available between **7:00 a.m. and 5:00 p.m. Monday through Friday**. **Urgent and emergency requests** during after-hour, weekend, and holiday periods should be reported to University Police at (256) 824-6596.

Fleet Services / Motor Pool - (256) 824-6482

<http://facilities.uah.edu/FacFleet.htm>

Thresa Shelton supports UAHuntsville by providing the following services:

- Vehicle Safety Management Program (VSMP)
- Motor Pool
- Fuel Management
- Motor Vehicle (Driving) Record Requests (MVR)

The VSMP aids in fostering a proactive approach to safe driving practices through a planned vehicle maintenance program, frequent safety inspections, and ensures defensive driving training for all regular University drivers.

UAHuntsville maintains a fleet of cars and vans that can be utilized by campus personnel for University business and travel. Fleet Services offers highly competitive rental rates.

Fleet Services maintains a fueling station (diesel fuel and unleaded gasoline) for use by all University-owned vehicles. A computerized fuel management system is utilized to track fuel expenses and fuel mileage.

Stockroom - (256) 824-2551

<http://facilities.uah.edu/FacStockroom.htm>

Keith Wilson, Stockroom Control Clerk, handles the day-to-day operations of the Facilities Stockroom. It houses and/or orders parts for every campus maintenance operation. The Stockroom stores over 250,000 individual parts. Inventory transactions are accurately tracked using the maintenance management system MP2.

The Stockroom may be able to reduce your maintenance and supply costs—check our pricing for your regular items.