

**Deliverable for the Period March 1, 2002 to June 15, 2002  
61.2.2c Facilities Management Plan – Revision 2**

Based on the start-up experience in Union Center Plaza during the months of March, April, May and June 2002, the following issues have been addressed:

| <b>Item</b>                    | <b>Comments</b>   |
|--------------------------------|---|
| Lease Management               | <ul style="list-style-type: none"> <li>• Raised issue with QWG, GSA and Lessor concerning inadequate vehicle access to loading dock during construction of UCP5.</li> </ul>   |
| Facilities Management Policies | <ul style="list-style-type: none"> <li>• Developed white paper concerning FSA vs. QWG responsibilities for various facilities management activities.</li> <li>• Suggested changes to the Department of Education's proposed Space Management Policy Directive.</li> </ul>   |
| Mail Management                | <ul style="list-style-type: none"> <li>• Clarified policy concerning Mailroom role in receipt and dispatch of FedEx and other delivery services' packages.</li> <li>• Suggested changes to the proposed Department of Education's Mail Management Directive.</li> </ul>   |
| Building Operations            | <ul style="list-style-type: none"> <li>• Researched, prepared and submitted concept plans for the following reconfiguration projects:               <ul style="list-style-type: none"> <li>○ Career Zone build out on the 7<sup>th</sup> floor.</li> <li>○ Conversion of 8111 into a conference room and file storage room.</li> <li>○ VTC facilities modifications for six conference rooms.</li> <li>○ Conversion of two offices into a single office for Victoria Edwards.</li> <li>○ Reconfigured Analysis workspaces and worked with staff to modify original concept plan.</li> <li>○ Creation of workspace for CIO Help Desk staff on the 9<sup>th</sup> floor.</li> <li>○ Remote indicators for 9<sup>th</sup> floor network control room.</li> </ul> </li> </ul> |

| Item | Comments  |
|------|---|
|      | <ul style="list-style-type: none"> <li>• Developed and submitted a revised Concept Plan/Scope of Work for the ground floor Training Center as Schools and FSA University staffs refined their requirements. Took actions that expedited the start up time for the Base Electric part of the project.</li> <li>• Arranged for changes to 19 workstations on an emergency basis to accommodate two contractors per unit.</li> <li>• Expedited the equipping of 102F4 to accommodate a handicapped employee.</li> <li>• Worked with contractor to replace missing systems furniture components throughout the building.</li> <li>• Assisted FSA CIO research the equipping of the 11<sup>th</sup> floor executive conference room with audiovisual equipment.</li> <li>• Worked with QWG and Lessor to finalize the Recycling Program.</li> <li>• Oversaw installation of the Lobby Monitor, electrical service and control cable conduit.</li> <li>• Involved in on-going parking management issues as well as the issuance of temporary and permanent parking permits.</li> <li>• Worked with QWG representative and GSA to resolve continuing cleaning/janitorial issues. Suggested a change in the daytime cleaning schedule to improve the cleanliness of restrooms.</li> <li>• Obtained revised pricing information for estimating systems furniture costs.</li> <li>• Assisted in the resolution of the issue concerning initial issuance of keys to FSA spaces by the Lessor.</li> <li>• Developed plan and prepared/submitted procurement request for flip charts and other conference room supplies.</li> <li>• Managed the e-Scheduling program, resolved issues with schedule conflicts, provided one-on-one and group training on e-Scheduling operations, served as the FSA resource person for e-Scheduling and acted as a one-man "e-Scheduling Help Desk".</li> </ul> |

| Item  | Comments   |
|---|--|
|   | <ul style="list-style-type: none"> <li>• Transitioned management of the meeting room e-Scheduling process to a FSA employee.</li> <li>• Assisted with the coordination and execution of the audible fire alarm demonstration and actual building evacuation drill conducted by GSA and the Lessor.</li> </ul>  |
| Reproduction Facilities                       | <ul style="list-style-type: none"> <li>• Researched and developed supply list and submitted procurement request for toner and other supplies for the color copier.</li> <li>• Resolved a number of operational issues with the QWG Copy Center COTR concerning the copy center and its ability to meet FSA priority requests for copies.</li> <li>• Arranged for repairs to Color Copier and established a new and more workable maintenance process.</li> <li>• Provided information to the purchasing unit for cost of extending maintenance for color copier.</li> </ul>  |
| Health Care                                   | <ul style="list-style-type: none"> <li>• None new.</li> </ul>  |
| Personal Property Management                  | <ul style="list-style-type: none"> <li>• None new.</li> </ul>  |
| Miscellaneous Facilities Management Processes | <ul style="list-style-type: none"> <li>• Setup and coordinated workspace, telephones, network connections, and workspace modifications for a number of outside audit teams assigned to CFO projects.</li> <li>• Refined Training Center budget and presentation to ease understandability.</li> <li>• Worked with FSA Managers to establish priorities for facilities reconfiguration requirements. Provided revised cost estimates to budget personnel.</li> <li>• Established a weekly email project follow up system with QWG.</li> <li>• Held meeting with FSA staff regarding the following projects: <ul style="list-style-type: none"> <li>○ Executive Lighting</li> <li>○ Training Center</li> </ul> </li> </ul> |

| Item | Comments   |
|------|--|
|      | <ul style="list-style-type: none"><li>○ 11<sup>th</sup> Floor Executive Conference Room</li><li>○ Cable TV Installation</li><li>○ 81I1 Conference Room</li><li>○ 81K1 &amp; 81K2 Consolidation</li></ul> |