



Facilities Planning & Construction

Submitted by: Susan Schweers and Carroll Shmitt

Who We Are:

Facilities Planning and Construction is responsible for oversight of all new construction on the University campuses to include alterations, additions and total renovations. We offer programming and design services in accordance with the University's land use master plan and University design standards; we then provide construction services throughout the entire project.

The Department also maintains the Records Retention Room of hard copy and CAD plans and provides facilities information maintained in an electronic database.

The current staff of 23 has over 250 combined years of service to the University.

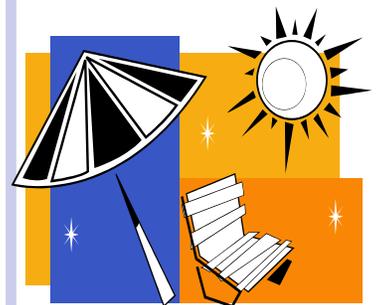


Vic Costa, Director, Gina Sinovich, Design Manager, Tom Taylor, Landscape Engineer, Marge McDermott, Assistant Director for Space Planning and Dave McNamara, Assistant Director

University Closings

2008 - 2009

- Monday, September 1, 2008
- Tuesday, November 4, 2008
- Thursday, November 27 2008
Friday, November 28, 2008
- University offices closed from 5:00 p.m., Tuesday, December 23, 2008 and will reopen on Monday, January 5, 2009
- Monday, January 19, 2009
- Monday, May 25, 2009
- Friday, July 3, 2009



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Facilities Planning & Construction

Support Staff, Project Managers and Plans Room Technician



Support Staff—Nora Wallace, Susan Schweers and Ann Ferreira.



Project Managers—Front row: Walt Roland, Jeremy Everhart, Marci Hutton, Penny Person, Frank Bramante, and Gerry Galgon. Second row—Rhonda Coleman, Natalie Glasco and Carroll Shmitt.



Plans Room Technician—Joe Filippone working on the CAD system in the FP&C plans room.

Facilities Planning & Construction

New Employee Highlights



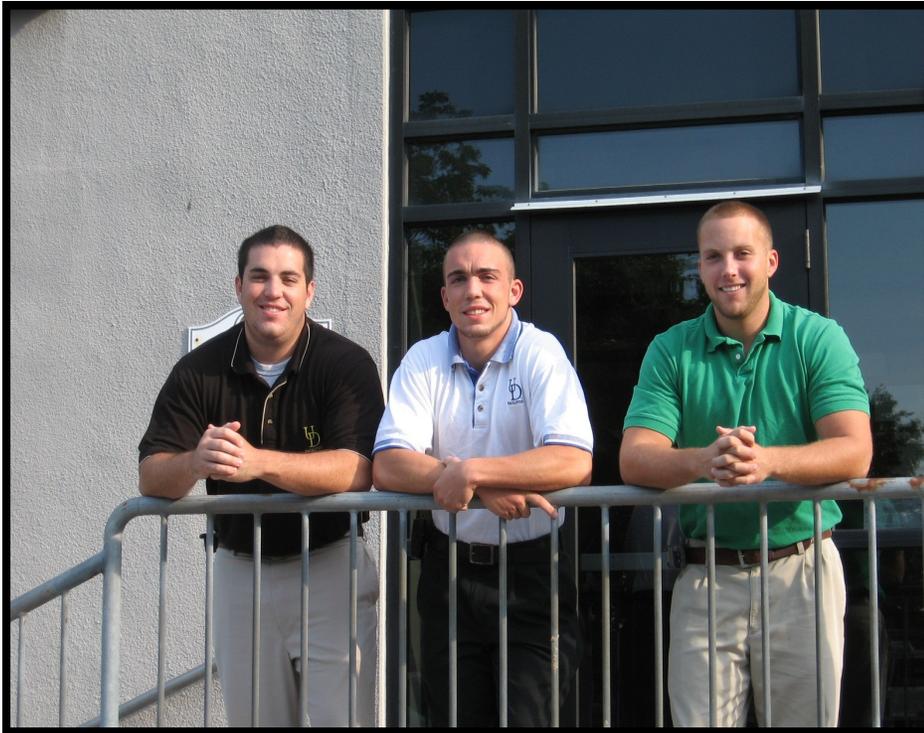
Natalie Glasco, Project Manager, has a Bachelor's degree in Architectural Studies from Philadelphia University and a Master's of Science degree in Community and Regional Planning from Temple University. "What brought me to the University of Delaware was the opportunity to be involved in the continuous growth of the university. This is a change to learn about all of the aspects of how a university is maintained and how it deals with change and growth. Also, I have the opportunity to surround myself with the best to become the best." Welcome aboard, Natalie!

Brian Saint, Project Manager, says "I was introduced to carpentry at a young age, and through my years of experience and education, it has become as much of a hobby as it is a career to me. I graduated from Drexel University in 2006 with a degree in Construction Management and relocated to Kentucky for my fiancée's field assignment that same year. Once completed, we were transitioning back to Delaware and the University of Delaware position was open. I knew this would be a sound opportunity for me to work in a dynamic and solid work environment that would bring constant learning and challenges." We welcome you, Brian!



Facilities Planning & Construction

Student Interns (also know as our “inturnz”)

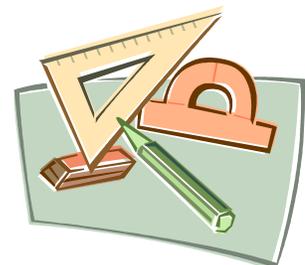


Paul Quirk, Tom Craig and Kyle Clevenger

Paul Quirk is majoring in Engineering Technology and has been with FP&C since April 2007. This summer he’s assisting Project Manager Marci Hutton with opening the new Independence Hall, and coordinating Christiana West Tower carpet and paint for Project Manager Carroll Shmitt. He’s also doing other carpet projects in Wolf, Purnell and Alison West Halls.

Tom Craig is majoring in Mechanical Engineering with a minor in Civil Engineering and has been working with FP&C for two years. He’s managing renovations to 11 E. Park Place as well as assisting Project Manager Jeremy Everhart in Perkins Student Center and helping Project Manager Walt Roland with the Brown Lab renovation.

Kyle Clevenger is a senior in Civil Engineering with a focus in Structural Design and has been with FP&C since April 2007. He is currently working on rental house renovations, McKinly Lab freight elevator conversion, Lane Hall 109 renovations, and Bob Carpenter Center carpet replacement as well as assisting Project Manager Penny Person with Russell Complex renovations.



Facilities Planning & Construction

What We Do:

In order to understand the processes we use for a University project, let's compare it to a project you might want to do at your own home. How about....."adding a sun room."

1. Space Planning & Programming (dreaming 'n defining phase)

Marge McDermott, Assistant Director for Space Planning, works with clients to establish the feasibility of a project. These pre-design activities develop a project's goals and objectives as they relate to the client's program requirements, the site, the time schedule and the available funding. Therefore, for your sun room you would ask:

- a. Requirements—what does our family do now and how will we use this new space? Do we need quiet seating for a few people or do we plan on large family gatherings?
- b. Site—where do we build? Do we add to the back or the side of the house? Do we build it as a second-story sun room?
- c. Time—when do I need this done? If you want it for a big Thanksgiving get-together and it will take six months to build from start-to-finish, then you should begin actual construction in May.
- d. \$\$\$-how much is it going to cost? You will need preliminary estimates to see if your sun room is affordable and then decide where the funding comes from.

2. Design (Give 'n Take phase)

Gina Sinovich, Design Manager, manages this process which includes schematic design, design development, and construction documentation. These three phases deal progressively with project requirements, desired appearance, expected quality level, ease of operation, maintenance considerations and budget and are done by a design team - the client, FP&C and architect. Let's get back to your sun room . . . You and your design team will work on:

- a. Schematic Design - have a rough drawing of your room showing location, size, windows, doors, electric, HVAC, furniture. Also, what will it look like from outside?
- b. Design Development - start to refine the details, getting more specific on your drawings. Exactly what type of window? Style of door? How fancy will the furniture be?
- c. Construction Documentation - these are the final drawings for your new sun room—you'll need them for a building permit, for the builder to follow and make sure you get what you're paying for.

3. Construction (Bricks 'n Sticks phase)

Dave McNamara, Assistant Director, supervises FP&C Project Managers (currently 14) from the construction documentation phase through the final product. The individual Project Manager will directly coordinate contractors or they may manage a General Contractor or a Construction Manager. Project Managers have the responsibility to deliver a project on schedule and within budget according to plans, specifications and building codes.

For your sun room, if you want to be the Project Manager you'll need to:

- a. Get estimates from contractors; issue contracts; verify their permits.
- b. Coordinate schedules.
- c. Perform quality inspections.
- d. Approve changes - do they affect time and/or money? (they usually do).
- e. Pay invoices and keep track of your expenses.
- f. File paperwork - correspondence, costs, final inspection certificates, as-built drawings, operation and maintenance information.

4. Congratulations! Your sun room is finished!

Yes, the planning/design/construction process is rather exhaustive and you've made many decisions and answered many questions, but there is a great feeling of accomplishment in seeing a project from start to finish.

Facilities “Spotlight” On You

Implementing Quality Customer Service

Dee Corcoran and Donna Shellender

I wanted to take the time to thank you for helping me in a pinch when I needed assistance folding several hundred Recycling brochures to be handed out at Delaworld Days. You both jumped in with no questions asked and that is what the Support Team is all about.

Thank you again,
Terry Henderson, Facilities

Dave Guhl

I wanted to let you know that Dave was here installing our three mailboxes and he did a great job! He was pleasant, cleaned up the mess as he was working and fixed another mailbox that was falling out of the wall.

It was a pleasure to meet Dave and have him assist us with our mailbox project.

Melissa Cousey, Residence Life

Steve Duke, Jack Helderfer, James Malin

Jack, Jimmy and Steve were at the woodlot Friday to run the hardware for us. Everyone did an excellent job. Their interest and enthusiasm meant that we were able to do much more than we thought would be possible in a short day. It makes a tremendous difference to have quality people helping—we collected 33 samples of foliage and learned what we needed to know for the future.

Cheers,
Vince D’Amico, Entomology

Kathleen Schmidt

Thank you, thank you, thank you! You made the 7/16/08 BBP Training enjoyable and entertaining. Keep up the good work!

Thanks again,
Maggie Surowiec, Custodial Services

Roger Bowman and Sam Jones

I wanted to thank Roger and Sam for the use of the golf cart on Saturday. It really saved us time when running keys back-and-forth from the keybox. We really appreciated the help, especially since it was such short notice.

Thanks again!
Gail Knapp, Conference Services

Sheila Chandler

We let you know when we’re dissatisfied and I just want to make sure that we also let you know when we’re happy with the service you provide. Sheila is doing an excellent job and has been complimented personally by the Center Director, Philip Roach, myself and others. She takes a lot of pride in maintaining the appearance of the building and it shows. We very much appreciate what she does for us!

Thanks,
Len Hobbs, Center for Composite Materials

Vicky Azocar

I would like to send a note to let you know how much we enjoy having Vicky as one of our custodians here on the first floor of Hullihen Hall. We love them all—however, when someone is out on vacation and you can tell a difference, that is worth noting.

Vicky is always pleasant and accommodating. She gives 110% to her job and it shows! Our ladies room has the special “Vicky” touch—she was missed during her vacation and we’re glad to see her back!

Sharon Turner
Office of the Executive Vice President

Facilities Building Maintenance & Operations

Central Utilities Plant - New Fire-Tube Boiler

This summer a new 1000 horsepower fire-tube boiler was installed in the Central Utilities Plant. This new boiler replaces a water-tube boiler that was installed in 1960. To make room for the new boiler, the old boiler had to be removed from the Plant and taken away. This old boiler weighed over 60,000 lbs. Schlosser & Associates was the contractor who was awarded the job for the demolishing of the old boiler and the installation of the new boiler. They hired a 110-ton crane and low bed tractor/trailer for this job. The boiler was removed through the overhead door on the north side of the plant. The whole job took a couple of hours. The boiler had to sit on the tractor/trailer and was left at the plant because it could not be moved on Delaware's roads until all permits were completed. The projected start-up date for the new boiler is September 15, 2008.



Preparing Old Boiler No. 4 for transit by Schlosser & Associates using a 110 ton crane



Old Boiler No. 4 disconnected and ready for removal



New Boiler No. 4 arriving at the Central Utility Plant



New Boiler No. 4 in place and ready for installation

Employee Highlights Getting to Know YOU!

Facilities Grounds Services - The Arborist Crew



Steve Duke working on the tree which was struck by lightning on Lovett Street next to the Student Services Building



Pictured above: Steve Duke, Jim Malin and Jack Helderfer



Jack Helderfer and Steve Duke pictured with the University of Delaware's bucket truck



Jim and Jack make sure the tree limbs are ground up into pieces

Employee Highlights Getting to Know YOU!

Custodial Services - Residential & Conferences

Kirsten Adam, Nick Fontanez, Doug Snyder, Marisa White and John Woodall

Five Residential Custodians received the Excellence in Service Award at a dinner held in May at Clayton Hall. The Office of Residence Life developed this award to honor those who have made outstanding contributions towards making the residence halls a better place for the students to live.

This year's recipients were: Marisa White, a custodian in the Russell Complex. She was recognized for "flawlessly executing her job". Kirsten Adam and Nick Fontanez were honored for their "attention to detail and their positive, friendly attitudes" in Harrington D/E. John Woodall was chosen for the work he performed while in Dickinson F. He showed "care and concern for the residents especially during a building flood". Finally Doug Snyder was recognized by Squire Hall residents for "his upbeat, friendly attitude" and for keeping the building spotless.



Doug Snyder and Nick Fontanez pictured above; missing: Kirsten Adam, Marisa White and John Woodall

Chuck Yetter and the Purple Martins Summering in Cecil County

As the sun sets over Chuck and Theresa Yetter's North East yard, dozens of purple martins swarm overhead. They are coming for the night in order to claim the best nests. He keeps a close watch over his colony and must check the nests regularly.

Chuck is a mentor for the Purple Martin Conservation Association and makes himself available by sharing tips on attracting the species and helps with the housing sites. If you are interested in working with the birds, you can contact him at 410-398-5741.



Chuck pictured with the bird houses he has positioned in an open location near his home

Employee Highlights Getting to Know YOU!

Custodial Services Academic

Office Partners - Verlyn Rayfield and Jackie Simpkins

One day they realized just how much they had in common with each other besides working at the University of Delaware. Take a look at what they discovered about one another.

1. **One of seven siblings (4 boys and 3 girls)**
2. **Both are left-handed**
3. **Both born and raised in Philadelphia, Pennsylvania**
4. **Both were singers in the entertainment field**
5. **Both started out in church choirs**
6. **Their husbands are truck drivers who also have a lot in common**
7. **Their husbands are both from Delaware**
8. **Gave birth to 2 children on the same day—1 year apart (Jackie's children are born on 7/1 and Verlyn's are born on 10/3)**
9. **Both have family members in the entertainment industry (President of the Chaka Khan Foundation and Music director and drummer of the Sounds of Philadelphia)**
10. **Their daughters are good friends and attended high school together - prior to them meeting here at the University**
11. **Lived in the same neighborhood, but did not know each other**
12. **Verlyn's brother plays bass and Jackie's brothers play bass, guitar and drums**
13. **Both fathers were born in April and were born in the south**
14. **Both wedding anniversaries on the 5th day of the month**
15. **Both are Custodial Managers**
16. **Both had their first child at age 21.**



Jackie was on the search committee that hired Verlyn. She wished her luck and didn't have a clue that their daughters knew each other. On Verlyn's first day, she saw Jackie's daughter's picture in her office and said, "I know her." From that point on, they began discovering how much they really had in common.

What's Happening

Please Welcome...

New Hires.....

Charlotte Azocar, Custodial Services
Paige Bosworth, Custodial Services
Martha Carrera, Custodial Services
Pamela Gregg, Custodial Services
Anthony Manganello, Custodial Services
Andres PicoI, Custodial Services
Debra Pierce, M & O
Ralph Reeves, Custodial & Pest Control Services
Carl Ross, Custodial Services
Theresa Yearwood, M&O



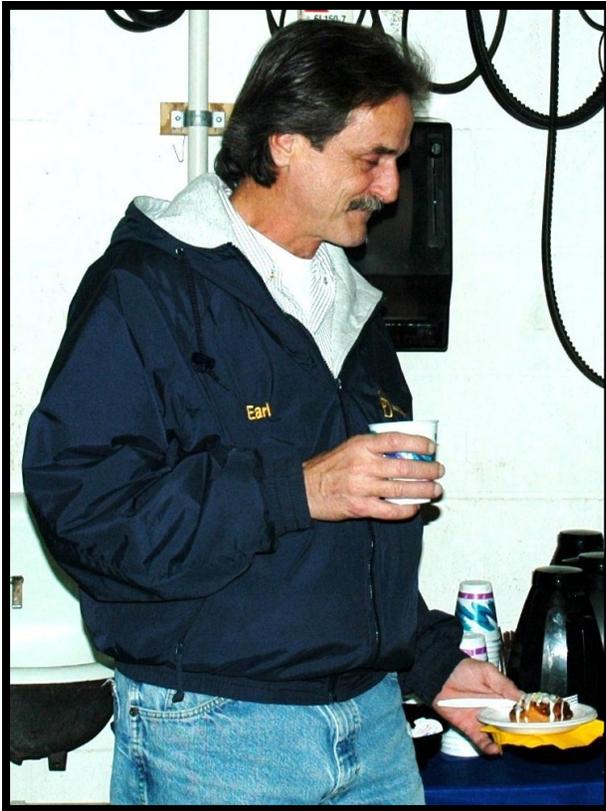
FP&C - Summer '08 Projects

Click on the link below:

[Summer Projects 2008](#)

Thought for the Day

In all human affairs there are efforts, and there are results, and the strength of the effort is the measure of the result. - James Allen



Earl Edwards, Locksmith Maintenance & Operations

As requested by the family of Earl Edwards, his daughter Melissa has provided us with the following arrangements for his services:

His life celebration service will be Saturday, August 30, 2008, at 11:00 a.m. at the Ralston and Breckickas Funeral Home, 107 W. Lancaster Avenue, Downingtown. Visitation will be from 9 - 11 a.m.

In lieu of flowers, donations may be made in Earl's name to the American Liver Foundation, Delaware Valley Chapter, 1341 N. Delaware Avenue, Suite 209, Philadelphia, PA 19125 or the Philadelphia Ronald McDonald House, 3921-3925 Chestnut Street, Philadelphia, PA 19104.

Our next issue — October 2008

If you have any information that you would like to have published in the next edition, please contact us. Deadline is: **Monday, September 29, 2008.**

Facilities HR Services, GSB Room 112, Attention E-News
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We're on the Web!
www.facilities.udel.edu