

## Facilities Management

- A. Operational Contract Project Management
1. The lead supervisor representing WUSM Facilities Operations may serve as the University contract manager for the Full-Service Recovery Contractor during the immediate activation and response phase of an incident.
  2. Immediately following the initial response, management of the contract will transition to the designated WUSM Facilities Management Department official based on severity of incident, scope of recovery needed, total recovery time, and overall impact to campus operations.
    - Small Recovery Projects – Recovery projects which are minor in scope, are primarily completed with in-house resources, and/or have a short recovery time will be managed by the Facilities Operations Assistant Director of Engineering (see Attachment B). Small recovery projects may include:
      - Water removal
      - Light drying of floors and inhabitable spaces
      - Cleaning of impacted spaces
      - Removal of light debris
    - Large Recovery Projects – Recovery projects which are significant in scope, may have a longer recovery time, will likely incur costs greater than \$5,000, or may require planning that significantly impact campus operations, involve patient care areas, necessitate reconstruction or major renovation will be managed by a designated Project Manager assigned by the Director of Capital Projects. Large recovery projects may include:
      - Planning
      - Multi-craft or multi-contractor coordination
      - Rebuilding or significant repair of major building systems (utilities, HVAC, water, etc.)
      - Recovery in patient care spaces
      - Major repairs or renovations
  3. The designated WUSM contract project management official for a given project is responsible for:

- Ensuring Recovery Status Reports and all relevant project information is communicated to senior management and affected stakeholder groups.
  - Direct and continued communication and coordination with customers in the impacted area.
  - Conducting any necessary after-action meetings or reviews with relevant stakeholders and initiating improvement planning based on lessons learned.
4. Throughout the duration of a recovery event, the designated WUSM contract management official will act as the senior point of coordination and contact. All activities related to the recovery project will be done in coordination with this designee.
  5. In the event the customer would like for the recovery effort to become a more extensive project, the formal steps of the Project Delivery Manual would need to be followed. The first step would be for the customer to complete a Project and Planning and Request Form and then submit to FMD for review and processing.”
- B. Contract Cost and Usage Tracking
1. Any unplanned activations of the full-service recovery contract for non-routine purposes will be tracked and associated costs will be monitored for cost comparison and future budgeting considerations.
  2. The Facilities Management Business Office will track all contract usage through the fund number 3595-91458
  3. The FMD Director of Business Operations or designee will provide a report annually or as requested to senior leadership on costs associated with the full-service recovery contract.
- C. Contract Review and Maintenance
1. WUSM Emergency Management will, at minimum on an annual basis, conduct a review of the current full-service recovery contract.
  2. Revisions or updates to the contract will be coordinated with the WUSTL Resource Management Department and General Counsel as necessary.