COMPLETED SUMMER PROJECTS

- Barnes & Noble 2nd floor buildout to accommodate the Controller’s Office
- Booth Hall - replacement of the original windows with new energy efficient windows
- Student Life Center - skylight and partial roof replacement
- Lyndon Baines Johnson Hall - roof replacement
- Freight farm - site work and the installation of a hydroponic growing unit
- August Center - lobby renovation and improved building perimeter heating

PROJECTS TO BE COMPLETED FOR FALL 2019

- Grace Watson – major renovation to kitchen and serving area
- Wallace Center 4th Floor Office Spaces (52)
- Inn & Conference Center – lobby renovation and refreshing the public areas in the north tower
- Pedestrian safety – major improvements to crosswalks and intersections to enhance pedestrian safety including newly raised crosswalks and flashing signage at crosswalks
- New sidewalks at E & F lots. New curbing and drainage on Andrews between Perkins Road and Lowenthal Road
- Wiltsie Drive – road reconstruction, new sidewalk, curbing and lighting
- Perkins Road – new bus stop shelter with utilities (heat) and sidewalk
- Johnson Hall – bathroom renovations to meet ADA and accessibility
- Clark Gym – renovated track locker rooms
- Wallace Center / Liberal Arts replacement of the walkway to include structural repairs and waterproofing
- Ross Hall Office Space for ITS
- Parking Lots Improvements (repairs, sealing, striping)

In This Issue

- Summer Projects Update
- Major projects in process
- Progress of restorative tasks
- Parking and shuttle changes for Fall
- Upcoming projects
- FMS organization changes
- Website and App for Work Orders
- Delivery storage lockers and delivery schedules
### CONTINUING PROJECTS

**Cyber Security Building**
Foundations and site underway, steel work to begin with building to be enclosed before winter conditions.

**IMLC**
Preliminary planning for site and utility relocation.

**Wallace Center (library)**
Installation of compact storage at Bldg. 99 for relocation of books from library.

**Enrollment Management**
Major refresh of the finishes in Bausch and Lomb Center to improve the potential student experience when visiting the campus.

**Riverknoll Apartments**
One apartment building is under construction to update the exterior and refresh the interior finishes and accessibility as a test building. There are 23 more buildings to renovate.

### UPCOMING PROJECTS

**IMLC**
Multi-purpose project connecting Wallace and Monroe Hall. To include numerous flexible teaching spaces including several larger scale spaces for larger lectures, black box theater, large new maker space, work spaces for student project teams, reconfiguration of Wallace Library to serve diverse needs, collaborative and informal meeting spaces.

**Addition to Saunders College of Business**
Addition to SE of existing building to include new Dean’s suite, numerous meeting spaces and informal meeting spaces, graduate student space, research labs, conference center.

**Public Safety Communications Center**
Addition to Grace Watson – New facility to centralize RIT emergency response and PS operations functions.

**Music Performance Facility**
Concept for developing a small black box theater (seating 150), and music recital/performance hall (seating 500-800) and a large music performance and lecture center (seating 1500).

**New RIT Stadium**
Concept to replace existing stadium with new min. 2000 seat stadium. Site close to existing site.

**Cybersecurity wing**
Foundations underway for this center for cybersecurity and cybersecurity simulation center. Completion by Fall 2020.

**Riverknoll**
Re-visioning of this legacy housing complex to relate to Global Village and to create three distinct but interrelated housing neighborhoods and an improved courtyard system. Phase 1 test building underway; phased construction to be completed by end of 2022.

**Grace Watson**
Kitchen and server renovation underway as Phase 1 for Fall 2019. Phase 2 is renovation/reconfiguration of the dining room planned for completion by Fall 2020.

### SUMMER RESTORATIVE WORK

All restorative tasks are moving along.
- Strip and recoating of VCT.
- Full extraction of carpets.
- Power washing restrooms (when appropriate surfaces allow for it).
- 2 new robotic floor scrubbers. One will be cleaning A level of 5 and 6 along with all of 8 and 9. The second will be cleaning 60 and the res hall tunnels.
- We are in the final stage of our Orbio/Pathosans implementation. This will complete our process of the department self-generating our cleaning chemicals.

### PARKING LOTS:

C, K, G, H, S and T Lots will have been sealed/striped and ready for Fall.
Keeping RIT Campus Beautiful:

We Need Your Help!

As we walk outside soaking up the summer sun and the beautiful landscaping or marvel at the new and old architecture inside and outside of the buildings around the RIT campus, we may see things that are out of place or that need to be repaired. We want to do our part to let someone know about the issues we observe, but whom do we notify? How do we notify someone?

FMS wants to make it easy for the RIT community to report maintenance issues they observe around campus. That is why we have added a tile on the RIT App, and designed a new online work order request form that is simple and user friendly. We believe that this enhanced customer experience will make it easier for people to submit maintenance requests, while still allowing FMS to capture all the necessary information needed to make repairs. The RIT community can still call the FMS main office or text a work order if they would prefer.

Please help us spread the word about these enhanced features and encourage folks to submit maintenance requests so we can continue to improve the beauty of the RIT campus!

Parking and Shuttle Changes for Fall

RIT Off Campus shuttle route is changing to include stops at Marketplace Mall and Walmart, in addition to the current stops around MCC, Rustic Village, Crittenden, Barnes and Noble and Park Point. Two shuttles will be running this route, allowing riders to make more frequent connections with RTS routes and reducing wait times.

The new RIT Off Campus shuttle route also gives students an opportunity for complimentary access to Marketplace Mall and Walmart every 30 minutes on weekdays from 6:30am – 11:40pm.

B Lot shuttle route has been shortened to include direct access from B Lot to Gleason Circle, with only two other stops – J Lot/CIMS and LBJ.

Citation rates will increase $15 per citation. This is a change from last year’s $5 incremental increase.

The Barnacle is a new enforcement tool taking the place of the traditional “boot”. If you find a Barnacle on your windshield, follow the directions on the Barnacle to log in or call to make a payment, get a release code and be on your way. Be sure to return the Barnacle within 24 hours to the return box in Grace Watson Hall to avoid additional fines.

ParkMobile will be available to anyone once they open a ParkMobile account. Parking rates are $1 for the first hour, $2/hour for any additional time up to 2.5 hours. See spaces in D, F, J and S Lots.
DELIVERY STORAGE LOCKERS AND DELIVERY SCHEDULE

FMS’s goal is to provide exceptional customer service to the university. In particular, Shipping and Receiving is continuously trying to improve their service as we face new challenges and implement new technology. We appreciate your patience and feedback as we work to improve.

As we have discussed during the previous academic year, we had to adjust to Fed Ex, and UPS no longer delivering to RIT buildings. In addition, we had to deal with many issues encountered because of the unpredictable delivery system by Amazon. We also discussed our plan to implement centralized delivery locations and new delivery lockers. This academic year will have these new processes fully implemented, which will provide improved services to the university.

Approximately 250 packages are received daily through the Shipping and Receiving Department. RIT provides this service for RIT business only. Use of the department for personal packages is prohibited. Also, please note that Amazon does not deliver consistently to Shipping and Receiving. Customers should use caution when ordering from Amazon.

Our new receiving and delivery process will work as follows:

FMS will receive packages at Building 99 as delivered by each vendor, typically this is in bulk shipments (ex. UPS, Fedex). Shipping and Receiving staff will then process each individual package to prepare for delivery. We are not responsible for any lost or missing packages that are not received in this bulk shipment.

Packages received at Building 99 before 1:00pm will be processed the same day. Packages received after 1:00pm will be processed the following business day. However, due to the significant volume, our minimum standard is to have the packages delivered within 2 business days after processing is complete. Priority packages, including all air packages, will be processed and delivered the same day. Packages will be delivered to predetermined centralized locations or to our new delivery lockers. The locker locations are:

- 004 SAU A Level across from the Ritz
- 009 James Gleason Hall, A-level just outside the elevator (near the boiler room)
- 007B Gannett Hall, outside the Fab Lab (7A-A620)
- 078 Louise Slaughter Hall, outside room 1399

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In order to meet our 2 day delivery standard for all of our customers, we will implement an A/B delivery schedule. This schedule will be published (emailed to our Facility Manager partners) at the beginning of each semester. Alternating weekly, buildings will receive deliveries either 3 times per week or 2 times per week.

**Lockers will be installed between 8/5 and 8/16.**

Our most significant challenge in delivering your packages is the labeling. It is important to ensure proper labeling. This includes the departments’ Lomb Memorial address, the name of the person who is receiving the package, and any PO# if applicable. Missing or inaccurate labeling will result in added delivery times or the package being held in the Shipping and Receiving Department.

When a package is delivered to a delivery locker, an email will be generated to alert the customer. This email will contain the locker location, box number containing the package, a QR code, and a unique one-time use code to open the locker box. For security, packages that are not picked up from locker locations within 2 business days will be returned to Shipping and Receiving and held until a department representative retrieves them.

For your convenience, our Receiving desk in Building 99 is open Monday through Friday from 8am-12pm and 1pm-4pm. Special arrangements can be made in advance for a representative to retrieve packages from Shipping and Receiving if items are needed outside of our normal business hours. If you have questions, contact the FMS service desk at 5-6771 or email fms@rit.edu.
FMS ORGANIZATIONAL CHANGES

FMS is addressing some significant challenges in support of the University and our Strategic Plan. Some of these challenges include an aggressive capital construction campaign, a significant change in our staffing profile, changing customer expectations and the changing demographics of our students.

In response to these challenges, FMS has modified our organization. We have promoted James Battles as the Director of Special Events and Shipping and Receiving. James has an excellent background in leading teams and process improvement. James’ leadership coupled with our excellent Shipping and Receiving office and Special Events team will provide a greater focus on meeting the demands of our customers. We are currently in the process of hiring James’ replacement as a Custodial Supervisor.

Jenn McKee has been promoted to be our Director of Administrative Operations. Her background in facilities and human resources will support FMS as our team continues to evolve and the demands on their time continue to grow. Jenn will also provide leadership and focus as we work to improve our customer experience.

Derek Sylvester will continue to lead our Building Services team. The challenges associated with our growing service expectations and our staffing needs will be a major focus. In addition we have asked Derek to provide leadership for FMS as we continue to grow our campus footprint and plan for the future. Derek will also focus on the FMS support of Enrollment Management for the recruitment and retention of students.

Contact Us

Give us a call for more information about our services:

FMS Operations Center
(585) 475-6771
fms@rit.edu

Visit us on the web at http://www.rit.edu/fa/facilities/