Vision Statement:
“Enhance O&M’s Efficacy & Synergy to improve campus Safety & Health, Reliability, Aesthetics and efficiency…”

Mission Statement:
“We, Ohana of O&M will do what is right because it is our responsibility”

Core Values:
- TRUST
- RESPECT
- HONESTY
- FAITH
- BELIEVE IN OURSELVES & EACH OTHER
- HAVE FUN

O&M KOP:
- K: Kuleana
- O: Ohana
- P: Pono

O&M Process:
- Weigh Social, Environment and Economical Equities…
- Making the best balance decision…
- Root Cause Analytics
- Kaizen & 5 S’s
  - Continuous Improvement of Work Practices, personal efficiency, etc
  - 5 S
    - Sort (organization)
    - Set in Order (Orderliness)
    - Shine (Cleanliness)
    - Standardize (Adherence)
    - Sustain (Self Discipline)
- One Voice Methodology
- Synergy
- Balance
STAFFING (Present & see attachment):

- Building Maintenance (2)
  - New Covid era has impacted our campus… decisions are being made outside of our control… filling positions are on hold
  - Building maintenance are addressing emergencies and corrective repair that are essential to campus operations
  - Little to no Preventative and Predictive Maintenance programs
  - RACE to upkeep
  - Repairs and projects are being outsourced due to timing, skill and availability
  - Outdated & deteriorated equipment, buildings and utilities
  - We are utilizing Apprenticeship and student programs to address project normally done by building maintenance

- Janitorial (10)
  - New Covid era has impacted our campus… decisions are being made outside of our control… filling positions are on hold
  - Additional Covid Cleaning and Inventory tasks
  - Little to no Preventative and Predictive Maintenance programs
  - RACE to upkeep
  - Projects are being outsourced due to timing, skill and availability
  - We are utilizing student programs to support janitorial needs
  - We are a consolidated team: no upper and lower campus

- Landscaping & grounds (3)
  - New Covid era has impacted our campus… decisions are being made outside of our control… filling positions are on hold
  - Repairs and projects are being outsourced due to timing, skill and availability
  - Little to no Preventative and Predictive Maintenance programs are being implemented
  - RACE to upkeep
  - Outdated & deteriorated irrigation systems
  - Lack of defined landscaping, turf, tree, shrubs and ground cover maintenance plans
  - No herbicide and fertilizer management plans

Summary:

O&M staff are being cross trained and cross utilized to ensure tasks, assignments and emergencies are addressed safely and in a timely manner to support campus needs and requirements. Outsourcing is chosen method to primarily keep us afloat till vacancies can be refilled.
**SWOT (STRENGTHS/WEAKNESS/OPPORTUNITY/THREATS):**

*SEE ATTACHMENT*

**STAFF (FUTURE):**

*SEE ATTACHMENT*

**MAINTENANCE ESTIMATED TASK HOURS:**

*SEE ATTACHMENT*

**WORK ORDER SUMMARY**

*SEE ATTACHMENT*

- **Notes:**
  - Work orders reduced due to elimination of:
    - AC schedule changes
    - O&M is not involved with movement of offices and staff
  - Data based on some assumptions and estimations
  - Closed, Open and Cancel data are AIM system information
- AIM Work Order system in outdated, not user friendly and cannot integrate with other system programs to provide O&M a useful tool
  - Just input & outputs
  - Cannot auto-integrate with:
    - PO system
    - Labor
    - Inventory min/max
    - History information
    - Ranking & prioritization
    - Others
- Users are initiating WO to push their projects, wants and wishes…

**CAMPUS CONDITIONS & RELIABILITY**

- **UTILITIES**
  - MUNICIPAL WATER
    - Portion of system is used for irrigation system (potential savings)
    - Low pressure at lower campus
      - Causes water loss at backflow devices
      - Water closet and faucet issues
    - Excessive water pressure on some areas of upper campus
      - Causes failure on pipes and valves
      - Additional pressure reducers need to added to system
    - Update Schematics and drawings
WELL WATER SYSTEM (Irrigation)
- No backup pump
- No PM or PdM programs
- Transmission lines are deteriorated and failing
- Not enough pressure to irrigate parts of lower campus
- Repair all leaks, failures and breakages i.e. 6 inch main at recycle center
- Update Schematics and drawings

ELECTRICAL TRANSFORMERS
- Requirements
  - Load data acquisition test
  - Service
  - Oil analytics
  - Long range contingency plan
- Update Schematics and drawings

ELECTRICAL MOTORS (15 HP & UP)
- Megger motors
  - Check continuity and load test

ELECTRICAL LIGHTING
- Remove Leviton system at Ikelea and convert to Lutron
- JCI training for O&M Building Maintenance team on lighting system
- Recommendation
  - Implement exterior light on Paina & IT emergency systems
- Update Schematics and drawings

ELECTRICAL SYSTEMS & MAIN VAULT
- Update Schematics and drawings
- Service all connections and terminations
- Identify and categorize panels, distribution and controls

BACKUP GENERATOR
- Recommendations
  - Service and repair generator to acquire 85% efficiency. Presently at 45%
  - Add safety lighting to IT server & Paina refrigeration
  - New Above Ground Fuel Storage Tank

PV FARMS & ACCESSORY OPS
- Recommendations
  - Add switchgear to isolate campus from HECO
  - Off grid operations, full utilization of battery storage
  - Implement a program to consolidate all UH Maui College owned PV system with JCI PV systems;
    - One monitoring system
    - Implement Pm/PdM programs

BUILDINGS
- Recommendations
  - Develop long range repainting schedule & funding
    - New color codes
  - Develop long range water leak repair schedule & funding
- Develop long range roof repair schedule and funding
- Develop long range drainage/gutter repair/replace schedule & funding
- Develop long range spalling repair schedule and funding

○ LANDSCAPING (GROUNDS, TREES & SHRUBS)
  ▪ Requirements
    ○ Compost all compostable material
    ○ Develop long range Tree Trimming schedule and funding
    ○ Develop long range turf replacement program
    ○ Develop long range Hard-scape, Soft-scape & Native planting schedule
    ○ Implement tree planting County of Maui plan
  ▪ Recommendations
    ○ Design & implement seashore turf planting inventory program
  ▪ Update Schematics and drawings

○ JANITORIAL
  ▪ Continuous improvements to COVID Cleaning
  ▪ Consolidated operations – no upper and lower campus designation
  ▪ New inventory process to minimize to eliminate running out of supplies
  ▪ Recommendations
    ○ Need new & new replacement equipment;
      ○ Floor polishers (7)
      ○ Floor Scrubber (7)
      ○ Covid sprayers and foggers
    ○ Remove all carpeting and reinstall laminate flooring
    ○ Remove all cloth type furniture and replace with plastic or similar
  ▪ Update Schematics and drawings

○ SEWER DISPOSAL SYSTEM
  ▪ Service pumps, controls and floats (Pm)
  ▪ Build contingency backup plans
  ▪ Ensure policy is in place for what cannot be flushed in the toilets
  ▪ Update Schematics and drawings

○ WALKWAYS, RAMPS & LOADING ZONES
  ▪ Complete ADA evaluation and action plan
  ▪ Backfill all walk way edging with soil media to reduce potential falls and sprains
  ▪ Level walkways to less than ¼ inch difference to reduce potential trips
  ▪ Repair all cracks, breaks and failures
  ▪ Update Schematics and drawings

○ TWO WAY RADIOS
  ▪ Replace O&M radios
  ▪ Update and service campus repeater system
  ▪ Add new channels to eliminate the one channel chatter

○ FENCING
  ▪ Recommendations
    ○ Develop a strategic plan to repair, replace and add new security & directional fencing
    ○ Replace O&M fencing
ROADS, PARKING, SPEED BUMPS & SIGNAGE

Recommendations
- Add signage
  - Flood area please drive slowly
- Update signage that meets campus directive
  - Marc Antosch projects
- Add photo sensing LED lights (caution, warning and advisement)
- Paint reflective paint on all speed bumps
- Level grade unpaved parking area (next to security office adjacent NOII)
  - Continuous and ongoing repainting of campus parking, ADA, load zones
  - Repair sinking area under PV canopy

FIRE SYSTEMS/STANDPIPES/HYDRANTS

- Repair standpipes (major)
- Implement PdM for all standpipes/hydrants/Fire systems
  - Quarterly testing of “water gong’s”
  - Quarterly/Semi-annual “testing of all valves”
- Annual testing of fire equipment and apparatus
- Recommendation
  - Implement Central Fire monitoring system for entire campus

AC SYSTEMS

- Work with JCI to cleanup Metasys system
  - Alarms, warnings, update buildings, controls
  - Train O&M Building Maintenance team on HVAC systems and Metasys
  - Get Ikelela and Central Plant chiller systems and associated equipment function at optimal efficient levels
- Recommendations;
  - Remove & Replace all Trane systems
  - Work with JCI performance team on optimal utilization at lowest cost
  - Replace all deteriorating insulation
  - Replace valves and transmission lines where applicable
  - Replace & update all AHU’s and install UV sanitizing equipment
  - Replace all deteriorated drip pans and associated discharge lines
  - Update control and hard wiring were applicable
  - Replace all ventilation fans & motors
  - Balance buildings & rooms

GENERAL OVERVIEW:

O&M (Operations & Maintenance) Department is a support function for UH Maui College and its Outreach operations…

This annual performance report provides a “bird’s eye view” of our campus from an O&M perspective. As shown, we have opportunities to implement for achieving a goal to become a campus of “first choice” for our potential students; Traditional, Non-traditional and foreign countries.

Our journey continues to be beneficial to our staff and leaders in all functions of O&M from both a personal and work practices growth. These O&M enhancements will provide the resources and support that is required to meet our campus directive for optimal student learning outcomes/results. This will allow for our Maui County community economic, environmental and social equities to progress forward in the ever-changing global mission & vision…