Facilities Director’s Roundtable Questions – November 22, 2010, with updates in March 2011

The Roundtable provides a forum where Facilities Services leaders and Unit Facilities Directors gather monthly to share initiative updates and gain consensus on various topics relating to facilities priorities on the Ithaca campus. In November 2010, each member of the group was invited to submit questions they had about specific topics. Answers were written by the subject matter experts and they are compiled here for your perusal. The last review of the document was done in March, 2011. If you have follow up questions to what is shared here, please feel free to contact the responder directly, or vice president, Kyu-Jung Whang in Facilities Services.

Warehouse – Joe Lalley

- When will the R5 facility become operational?
  - The R5 facility is operational as of November 1, 2010. The R5 operation completed their move out of the old facility as of January 5, 2011.

- What’s the status of single stream?
  - Spring Buck, Manager of R5 Operations, reports that Tompkins County will begin implementation of single stream in March. Cornell will pilot single stream in a limited number of facilities in April, and expects widespread rollout beginning in May. In the meantime, preparations at Cornell are well underway to alter Cornell processes once the county makes the switch.

- When is the auction?
  - The auction of remaining inventory items at the former PDC warehouse was held on Saturday, December 11, 2011.

- What functions will remain at warehouse?
  - R5 Operations continues to provide receiving and staging support for units both in Facilities Services and for departments throughout campus; for units in Facilities Services small sales of bulk commodities such as refrigerant and heating glycol continue. Additionally management of the C&D transfer station, and storage of critical maintenance items and equipment including those used for university events continues.

- How will closing the warehouse affect quick delivery of products?
  - For emergencies/repairs that must be done immediately, we get materials from local suppliers. If an item is not available locally and must be available for immediate emergency use, we can still use the warehouse. For most things we do wait for an item to be delivered.
• How can we prevent people from using p-cards to circumvent the process?
  o We can't, but we do offer the alternatives stated above.

• What are the critical maintenance items stored at the warehouse?
  o It is a long but finite list of items characterized by having long times for delivery and/or needing to be instantly available in the event of a system failure.

• Have you set up metrics to see if you will be saving dollars by changing warehouse functions?
  o There are at least three metrics:
    ▪ FTE's involved in the material procurement process.
      • Ending the inventory function resulted in a save of 3.0 FTE
      • Minimizing the possibility of obsolete inventory
      • In my 26 years, I have been involved in inventory write-downs exceeding $1.5 MM, an average of $56K per year

• Are you still maintaining/receiving staging functions?
  o Yes

• How will we control the Zones from creating warehouses?
  o By maintaining open dialog with the zone and central shop staff on the topic. Material supply is a frequent topic at staff meetings. No one wants to accumulate non-inventoried stock. Instead, we are focused on solving supply problems as they come up.

• How do I get items on the critical maintenance items list?
  o Contact the Director of Facilities Management or Director of Energy and Sustainability. If they approve the request, they will purchase the item and ask the R5 Operations to store it at the warehouse.

• How will we know/measure when quick delivery of products isn't happening?
  o By maintaining open dialog with the zone and central shop staff on the topic. Material supply is a frequent topic at staff meetings. No one wants to accumulate non-inventoried stock. Instead, we are focused on solving supply problems as they come up.