



Facilities Management Event Presentation

July 2022

General Tips For A Successful Event



The key to a successful event is planning and communication among all campus service providers through a logistic meeting and proper lead time. FMHelp can assist with providing a suggested list of invitees for a logistic meeting.

Lead time is dependent upon the scale and complexity of the event.

- **Small/Standard events require a minimum of 2 weeks' notice.** An example is events that are indoors, within a classroom, and during normal operating hours.
- **Larger/Complex events require a minimum of 3 months' notice.** An example is events that are outdoors, with food, equipment, and/or entertainment.

- Events are normally supported on a first-come, first-served basis. FM reserves the right to prioritize work.
- Event requests **MUST** be submitted to the [GOVmotus](#) Permit System, with a diagram, a **minimum of 10 business days prior to the event.**
- FM is not the campus event coordinator. We only provide services for campus events.
- All events hosted by external agencies require a Facilities Use Agreement which is managed by [Hospitality Services](#). For exterior spaces, Conference Center, California Room contact Hospitality Services they will assist in processing an FM request. There are a few exceptions to this.



Campus Special Events
Application



FMHelp Approval
Process

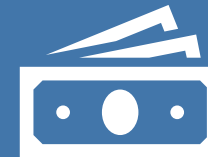
FM Services



Event Changes



Special Event Permit
(GOVmotus)



Work Order Recharge /
Billing Practices

Work Request
Submission/Details



Campus Special Events Application



Facilities Management utilizes the Campus Special Events Application to help ensure proper support by all campus service providers.

The event app includes a section for each of the campus service providers below:

- Facilities Management
- Fire and Building Safety (FABS)
- Environmental Health & Safety (EH&S)
- Public Safety
- Campus Risk
- Transportation & Parking Services (TAPS).

The event coordinator is responsible to contact all service providers and obtain their approvals even for those service providers not listed above.

Submit an event app as soon as possible, revisions can always be made to an event as the event date gets closer.

It is important to use the same event name on the GOVMOTUS appt that is listed on the event app and to include the GOVMOTUS # on the event app.

Fields required on the event app:

FM **cannot** approve an event request without a Fire Permit issued from **GovMotus**
The GovMotus application **MUST** be submitted a **minimum of 15 business days** before the event.

Requested By: Phone: Email: @ucmerced.edu

Created By: Phone: Email: @ucmerced.edu

Event Name Sponsoring Dept:

Start Date **Start Time:**

End Date **End Time:**

Primary Contact **Phone:** **Email:** @ucmerced.edu

Secondary Contact Phone: Email: @ucmerced.edu

Event Purpose /Justification

	Entity	Fund	HR Unit	Acct	Funct. Prog.	Project	Physical	Sub Act.	Inter	Dist.
COA String:	1011			XXXXXX	000	0000000000	000	000000	0000	100%
	1011			XXXXXX	000	0000000000	000	000000	0000	0%
	1011			XXXXXX	000	0000000000	000	000000	0000	0%
	1011			XXXXXX	000	0000000000	000	000000	0000	0%

Event Location(s): Please Note: You still need to reserve your rooms thru EMS/Registrar etc.

N/A	<input type="text"/>	N/A	<input type="text"/>	N/A	<input type="text"/>
N/A	<input type="text"/>	N/A	<input type="text"/>	N/A	<input type="text"/>
N/A	<input type="text"/>	N/A	<input type="text"/>	N/A	<input type="text"/>
N/A	<input type="text"/>	N/A	<input type="text"/>	N/A	<input type="text"/>

- Event Name
- Start & End Date
- Start & End Time
- Primary Contact Name, Phone & Email
- Event Purpose/Justification
- COA String (minimum of 1)
- Event Location (minimum of 1)

If needed, provide additional details on a separate document.

FM Services



FM is not the campus event coordinator. FM is a service provider for campus events.

- General Support Services (Moving & Events)
 - Equipment use – Set up & Break down
 - Moving Services
- Building Access
- Electrical/HVAC Services
- Grounds
- Custodial Services
- Refuse/Recycling Services

Any event conducted for or by the University, regardless of division or department, is chargeable under the current [recharge policies](#) and procedures.

Please refer to our website for [Recharge Rates](#) and the [FM State-Funded and Billable Services](#).

General Support Services



Equipment Use

- FM has a list of supplied equipment that can be borrowed for an event. These items include tables, chairs, easy-ups, etc. (see Campus Special Events App for a full list of available equipment)
 - FM does not relocate classroom furniture.
- FM does not charge for the equipment used; only the labor time it takes to set up and break down the event. FM can provide an estimate upon request. [Recharge Rates](#) are listed on the Facilities website.

Moving Services

- General Support can assist with moving services such as picking up items for an event from one location to another location, picking up a project from OIT, etc. However, FM will not be liable for any damages.
- FM no longer provides flags for events, however, if a department provides their own flags, FM will place them using our flag poles. (flag poles shown in image)



Building Access



Room/Outdoor Reservation

- FM does not manage room/outdoor reservations.
 - Reservations of non-instructional spaces and outdoor areas are made through [EMS](#).
 - Reservations of instruction spaces are made through the website of the [Office of the Registrar](#).

The event sponsor/coordinator must receive reservation approval prior to submitting the FM work request.

Access

- FM utilizes the locations on the Campus Special Event App to determine the access needed for an event. Be sure to list all areas utilized during an event.
- All outdoor events reserved through EMS will be granted access to the nearest restrooms.
- If requesting event access to an individual's CatCard, be sure to provide a note of this and their Net ID on the Campus Special Events App.

The event coordinator or their designee is fully responsible to be in attendance for the entirety of the event they are responsible for. This includes all setup, break down and clean up. This is especially important as it relates to monitoring people entering unlocked areas.

Electrical/HVAC Services



Electrical Services

- Power support for vendors such as DJs, food vendors, etc.
 - If generators are needed, FABS requires the installation of grounding rod(s). This requires a USA North submittal to confirm the proposed grounding location is free of any below-grade utility lines. There is a **minimum of 7 business days advance notice on top of the standard advance minimum notice.**
- FM utilizes the locations on the Campus Special Event App to determine the scheduling of lighting at in and outdoor locations.
- FM Electricians can provide on-site support on the day of the event.

HVAC Services

- FM utilizes the locations on the Campus Special Event App to determine the scheduling of heating/cooling needed for an event.

Grounds Services



- Grounds provides outdoor clean-up:
 - Removal of litter, leaves, etc.
 - Maintenance of landscaping/vegetation
 - Sidewalk sweeping/pressure washing
- All in-ground signage must be placed by Grounds to ensure the sprinkler system is not damaged.
- FM utilizes the locations on the Campus Special Event App to determine the scheduling of the overnight sprinklers system to ensure grass areas are not watered the night prior to the event.

Custodial and Waste/Recycling Services



Custodial Services

- Custodial provides area clean-up.
- Custodial maintains restroom and restocks supplies.
- FM utilizes the locations on the Campus Special Event App to ensure custodial services are provided at the correct locations.



Refuse/Recycling Services

- Refuse/Recycling provides additional trash bins upon request.
- Refuse/Recycling empties trash bins during events upon request.
- Refuse/Recycling can assist in promoting our campus' sustainability commitment with a **Zero Waste Event**. When submitting the event request, note you would like your event to be a "Zero Waste Event".

Special Event Permit (GOVmotus)



DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL
Fire and Life Safety Division - North
2251 Harvard Street, Suite 130, Sacramento, CA 95815
(916) 568-3826

Application #
22-N-0640-SE-PI

Alternate Application #
2092280009

Permit Type
Special Event (SE)

PERMIT

HOW TO SCHEDULE AN INSPECTION
Call the Permit Office at (916) 568-3826 or visit calfire.govmotus.org

PERMIT #: [REDACTED] DATE ISSUED: 02/28/2022
MASTER PERMIT #: _____ TYPE: Special Event (SE)
APPLICANT: [REDACTED] AGENCY: [REDACTED]
CONTRACTOR: _____ SFM #: [REDACTED]
PROJECT ADDRESS: 5200 N Lake Road , Merced, CA 95343
PROJECT NAME: [REDACTED]

PERMIT NOTICE
THIS CARD MUST BE POSTED ON SITE. WEATHER PROTECTED AND VISIBLE FROM THE STREET. REQUESTED INSPECTIONS WILL NOT BE CONDUCTED IF THIS BUILDING PERMIT CARD IS NOT POSTED

- Fire and Building Safety (FABS) requires a permit for most events.
- Prior to submitting a Facilities event request, a GOVmotus request needs to be submitted.
- FABS will need to conduct a fire inspection of the event area prior to utilizing the space.
- Any changes to the site plan must be submitted to GOVmotus for FABS staff to review and approve prior to the event. The fire permit issued will be null and void if the actual setup does not match the approved site plan.

Tips when submitting the GOVmotus Application:

- Make sure you check the box for a “PAPER” plan review, even though you will be uploading the diagram to GOVmotus electronically. If you select electronic plan review the application will go to the Office of the State Fire Marshal in Sacramento and it will be rejected.
- If you do not have a GOVmotus account, you will need to register for one.

Event requests **MUST** be submitted to the GOVMotus Permit System, with a diagram, a minimum of 10 business days prior to the event.

How to video on the use of GOVmotus is located at <https://osfm.fire.ca.gov/govmotus-fire/>.

Work Request Submission/Details

- FM must receive a Special Event permit (when applicable), a WebTMA [work request](#), and a completed Campus Special Events Application with Chart of Accounts (COA) in order to approve an event request.
- A diagram/layout is required for the setup of the event. Any changes made to the diagram/layout must be submitted and approved in GOVmotus.
- To request an estimate prior to your event, when submitting a [work request](#) with a completed Campus Special Event Application be sure to add “ESTIMATE” at the beginning of the request field.
- Set Up/Break Down times may change depending on the number of events on that day or depending on the General Supports Staffing schedule. FM works with event coordinator to determine the best mix and scheduling of staff to support their event. The top priority is to accomplish all tasks in a timely manner and to standard. FM reserves the right to determine the most economical mix of resources for all events but will not sacrifice employee well-being or safety.
- Equipment
 - If an event requires equipment such as tables and chairs, FM will provide equipment in numbers up to our current stock. If demand exceeds our supply, the event coordinator will need to contact a rental agency for all equipment. FM will not mix any University equipment with any rented equipment.

Work Request Submission/Details

Please be sure to use the format in the image when submitting an event request:

- Event Name
- Event Date
- Set Up: Date & Time
- Break Down: Date & Time
- Attached: Campus Special Event App

Request: Facilities Staff Appreciation Lunch
Friday, August 19, 2022
Set up: 8/19 at 11:30 am
Break down: 8/19 at 2:00 pm

Event app and layout attached.

Online Work Order Request System

Submit your Request

If this is an **emergency** please contact
UC Merced Customer Service Center (CSC) at 855-234-0579.

*****Event requests MUST be submitted to GOVMotus Permit System
a minimum of 15 business days before the event.*****

Facility:	Academic	▼
Building:	Science and Engineering 2	▼
Area:	1X1, Solar Breezeway	▼
Name:	Linda Chang	
Phone #:	2092918201	
E-mail Address:	lchang7@ucmerced.edu	
Repair Center:	EV - Event	▼
COA#:		

Enter 'General' if not rechargeable.

Request: Facilities Staff Appreciation Lunch
Friday, August 19, 2022
Set up: 8/19 at 11:30 am
Break down: 8/19 at 2:00 pm

Event app and layout attached.

Choose File Campus Sp... est Form.pdf

Submit

FMHelp Approval Process



Typically, it can take up to 2 weeks to process an event for approval. It is critical to include as much detailed information as possible on the event app to ensure each area of approval has the information needed. This will help avoid delays in the approval process.

The FMHelp requests approvals from the following FM areas:

- General Support & Refuse/Recycling
- Skilled Craft and Custodial Services

The requestor must provide approvals from the following areas, when applicable:

- Fire and Building Safety
- Campus Risk

A work request **can not** be processed until all approvals are received.

**FM may not be able to support an event if the event was not submitted within the minimum time frame, due to staffing, or if a Special Event Permit is not issued. **

If FM is unable to support the event, the coordinator will need to coordinate with an outside vendor for support.

A contracting out form will need to be completed:

<https://supplychain.ucmerced.edu/procurement/contracting-out-services>

Event Changes



- To make changes to an event request, email fmhelp@ucmerced.edu the updated Campus Special Event App and diagram(s). Whenever possible, try and make changes no later than the day before the event.
- Be sure to update the corresponding GOVmotus application and diagram(s).
 - General Support staff must set up equipment exactly as it is on the diagram that was approved by the Fire Marshal. Any changes must be resubmitted and approved by the Fire Marshal.

Work Order Recharge



The recharge process can take up to a month or more from start to finish. Once a work order is marked completed by the Technician and Supervisor the recharge process begins.

Steps for Recharge:

1. Completed recharge work orders are identified through a weekly report.
2. Each identified recharge WO then goes through a two-step internal review process. This can take approximately one week.
3. Once reviewed the WO is then submitted to CBS2 so they can create a recharge template. This can take approximately one week.
4. CBS2 then submits a ticket to DFA (Accounting Department) to post the charges to Oracle. This will allow the expense to post to your ledger. This can take approximately one week.

This process can take over a month due to staffing and if there is a high number of ServiceNow tickets submitted to CBS2 and DFA.

Billing Practices



- FM abides by all University of California policies and procedures as they relate to recharging internal UC organizations and direct charging external organizations.
- Generally, customers are billed for actual hours worked down to the closest 1/4 hour of work. Breakdowns lower than 1/4 hour are not allowed.
- Any work required outside the normal workday Monday - Friday (generally 8 am to 5 pm), weekends, and on holidays recognized by the UC will be charged at time-and-a-half.
- Weekend, holiday work, or after-hour work requires a two-hour minimum per person at time-and-a-half. If the work involves setting up before the event and a break down after, there is a charge for each two-hour block in which work was done.
- If any work is done, and the customer has a concern with the quality or scope, this should be raised immediately by the event coordinator with the senior FM staff present or contact FMHelp to resolve any issues. If work is done and issues are raised after the fact, FM will make every effort to address concerns, but all charges will stand and must be paid.
- Any University equipment used for an event is the responsibility of the event sponsor/coordinator. If lost, stolen, or damaged, the event sponsor/coordinator will be charged appropriately for all repairs and/or replacement. This includes wind damage to easy-ups.



Contact Information

FMHelp Desk

fmhelp@ucmerced.edu

209-228-2986

Jovana Cruz, FMHelp Supervisor

jcruz22@ucmerced.edu

209-201-5052

Jon Lampman, Executive Director of Physical Plant

jlampman@ucmerced.edu

209-5500-9137

Facilities Management website:

Additional information and all links are available on the Facilities Management website in the Events Questions & Answer document.

<https://facilities.ucmerced.edu/>

Customer Service Center

1-855-234-0579