

Plant Management Division

Lunch and Learn

Overview

- Facts About the Plant Management Division
- What We Do & How We Do It
- Building Automation Demonstration
- Question & Answer Session

PMD Facts

- Plant Management Division (PMD) is the largest Division in the Department of Administration
 - 255 Staff Members
 - 7 Sections
 - 54 Vehicles
- Diverse Group of Professionals
 - Public Relations & Customer Service Professionals
 - Accountants & Business Analysts
 - Electricians & Electronics Specialists
 - Plumbers & Fitters
 - Refrigeration Mechanics & Boiler Operators
 - Carpenters & Painters
 - Mail Handlers & Bookstore Clerks
 - Grounds Keepers & Building Custodians
 - Materials Transfer Drivers & Machinists

What We Do

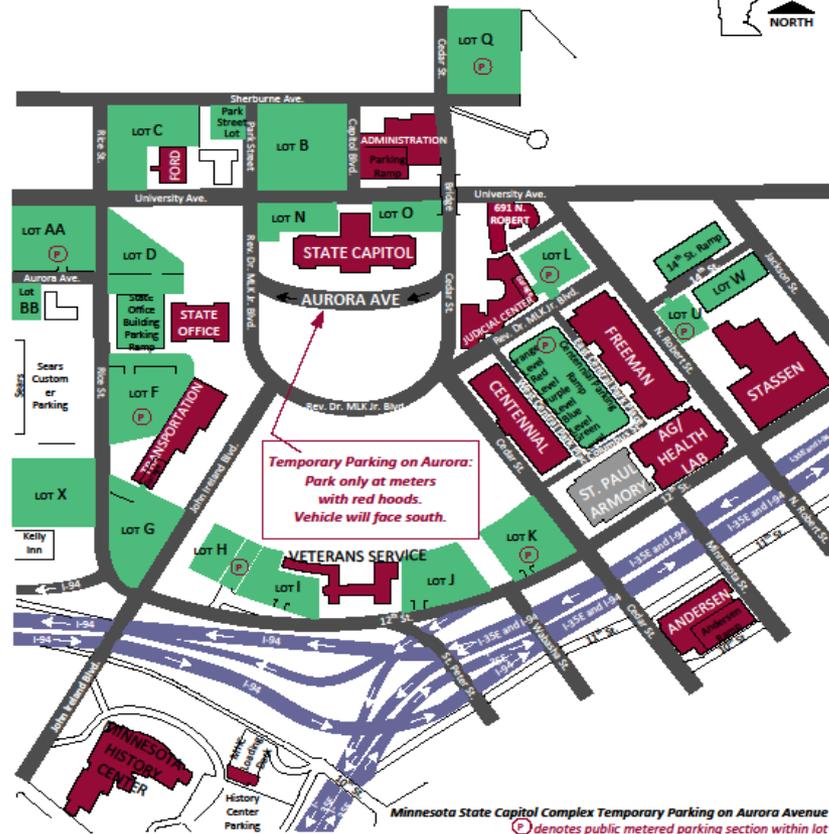
Our Goal is to Provide Clean, Safe, Attractive & Environmentally Sound Space in Which to Work

- Operate and Maintain 22 Buildings (4.5M SF)
 - 17 on The Capitol Complex
 - 3 Others in the Metro, Including the Governor's Residence
 - 2 Buildings Out-State (Bemidji & Ely)
- Maintain 40 Acres of Grounds & 25 Monuments
- Operate and Maintain 35 Parking Lots
- Process State Mail
- Oversee the Cafeteria Contract for 7 Cafeterias
- Operate Minnesota's Bookstore & the ***State Register***

What We Do



State of Minnesota
Plant Management Division
www.admin.state.mn.us/pmd



Minnesota State Capitol Complex Temporary Parking on Aurora Avenue

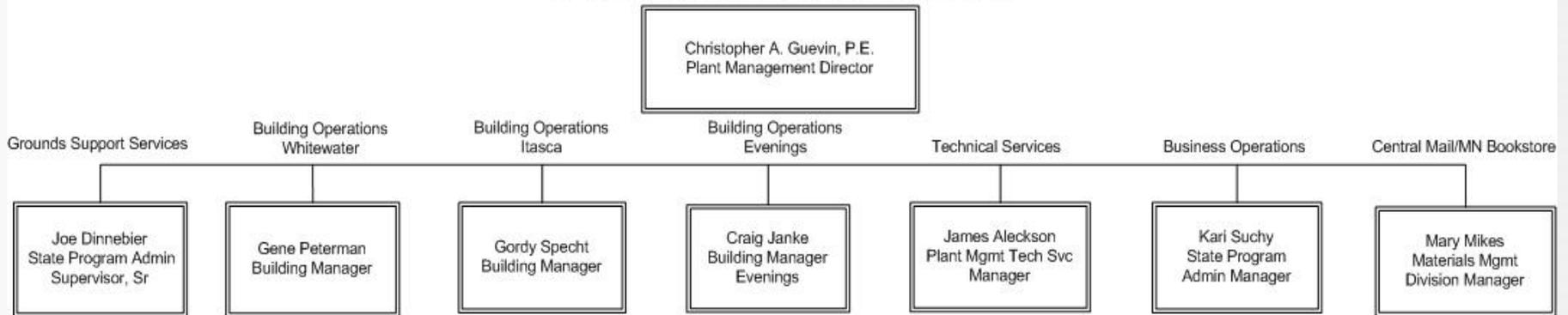
denotes public metered parking section within lot
COMPLEX.01

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How We Do It

PMD Structure

Plant Management Division Department of Administration



How We Do It

Grounds Support

- 18 people work in grounds services
- Maintain 40 acres of turf
- Plant 10,000 annuals each season
- Prepare for and clean up after events on the Capitol grounds
- Plow and haul snow from surface lots and ramps
- Plow and maintain 11 miles of sidewalk

Strange occurrences:

- **Twice** whitetail buck deer have broken windows after seeing their reflection in the glass. Once at the Capitol building and once at the Centennial office building

How We Do It

Grounds Support



How We Do It

Grounds Support



How We Do It

Grounds Support



How We Do It

Grounds Support



How We Do It

Grounds Support



How We Do It

Grounds Support



How We Do It

Grounds Support



How We Do It

Building Operations

- Utilize Total Infrastructure Facility Management software (Archibus) to route and approve work orders
- Reduce energy consumption across Capitol Complex Buildings
- Develop and implement short and long range plans to ensure Capitol Complex customers operational needs are met
- Provide consistent, quality services that ensure safe, clean, and environmentally sound buildings, grounds, and operations
- Provide project coordination for Plant Management and tenant initiated projects
- Address issues through regularly scheduled meetings with tenants or their representatives
- Resolve building operations issues such as, temperature, air quality and building maintenance

How We Do It

Building Operations

Project Examples

- Veterans Service Building Re-Roofing
- Transportation Building Lighting Controls
- Capitol Complex Parking Ramps/Lots Light Fixture Replacement
- Quadriga Maintenance
- Capitol Repairs – West Steps

Fun Facts

- PMD Provides Custodial Services 7 Days a Week
- Each GMW Cleans an Average of 40,000 Square Feet Each Day
- 17 GMW's Day Staff – 93 GMW's Evening Staff

How We Do It

Technical Services

- “Trade Shop” Services for Customers
 - Carpentry, Painting Plastering
 - Electrical
 - Machine Shop
 - Plumbing, Refrigeration and Pipe Fitting
- Building Engineering Services
 - Building Systems Operation
 - Preventative Maintenance
- Building Automation Services
 - Environmental Control (HVAC)
 - Fire Alarm
 - Security Access Control
 - Security Cameras

How We Do It

Business Operations

- Service Line (651-201-2300)
- Financial Services
- Parking and Alternative Transportation
- Events

How We Do It

Central Mail

Located in the Department of Transportation Building

- Deliver incoming mail
- Meter and process outgoing federal & interoffice mail
- Consult with agencies on postage-saving programs
- Provide inserting, ink jet addressing, folding & bar coding services
- Coordinate with US Postal Service to maximize state government postage savings

Advantages of an 'enterprise' operation:

- Allows small and large agencies to collectively achieve postage savings by combining mail
- Helps realize operational efficiencies such as staffing, equipment & space
- Reduces the number of postage meters & mailing machines used in state government
- Reduces the number of USPS permits

- State government postage savings during FY12 - \$978,000

How We Do It

Minnesota's Bookstore/State Register

Located at 660 Olive Street in St Paul (Williams Hill Business Center)

Centralized publishing house for state agency products sold to the public:

- Provide publishing, retail and distribution services for more than 30 state agencies
- Publish the ***State Register***, official weekly publication of state government
- Manage the sale of public licensing data from state agencies through the Mailing List Service

Advantages of an 'enterprise' operation

- Easy-to-access, centralized facility within state government for the public
- Multiple purchasing options (online, walk-in, phone, mail, fax) with on-site fulfillment
- Single systems for agencies to use for marketing, customer service, order processing, inventory management & storage, credit card & cash deposits, fulfillment & distribution
- Wise public policy to have users of products pay for them rather than taxpayers
- Funds from the sale of products can be transferred to agency operating budgets

Building Automation Demo

- Demo Goes Here

Questions

