



FACILITIES MANAGEMENT  
DESIGN AND CONSTRUCTION  
MEMORANDUM

TO: **OFFICE OF AUBURN UNIVERSITY ALUMNI AFFAIRS, AND AUBURN UNIVERSITY OFFICE OF DEVELOPMENT**  
**GRETCHEN VANVALKENBURG**, VP ALUMNI AFFAIRS & EXECUTIVE DIRECTOR OF THE AUBURN ALUMNI ASSOCIATION  
**JANE PARKER**, VP FOR DEVELOPMENT & PRESIDENT OF THE AUBURN UNIVERSITY FOUNDATION

SUBJECT: **MONTHLY CLIENT PROJECT REPORT**

DATE: **01/05/2018**

Please find attached this month's report for all projects specific to your office or department that are currently being managed by Facilities Management.

If you have any questions or comments about these reports or any of the projects contained therein, please let us know.

**Dan Berry**  
Design and Construction, Program Manager  
(334) 844-9115  
berrycd@auburn.edu

**ADDITIONAL INFORMATION:**

If you need to submit a new project request, the Project Initiation Form (PIF) is located on our website as follows:  
<http://www.auburn.edu/administration/facilities/projects/documents/pif.pdf>

For reference, below are the primary contacts for each directorate within Facilities Management:

**FACILITIES MGMT ADMINISTRATION:**

FAC MGMT COMMUNICATIONS:  
FAC MGMT SAFETY MANAGEMENT:  
FAC MGMT FINANCIAL SERVICES:  
FAC MGMT INFORMATION TECHNOLOGY:

**DAN KING** (AVP of Facilities Mgmt), and **Gina Mann** (admin. sup. assoc.)  
**Martha Koontz** (communications specialist)  
**Margaret Smith** (manager)  
**Bob Moseley** (director), and **Zilun Fan**  
**Shanda Foster** (manager)

**UNIVERSITY ARCHITECT (OUA):**

CAPITAL PROJECTS:  
CAMPUS PLANNING & SPACE MGMT:

*vacated* (Univ. Architect), and **Barrett Warren** (OUA coordinator)  
**Simon Yendle** (director)  
**Richard Guether** (director)

**DESIGN AND CONSTRUCTION:**


UNIVERSITY ENGINEER:  
DESIGN SERVICES (DES):  
  
CONSTRUCTION MGMT (CPM):  
PROJECT SUPPORT:

**SCOTT FULLER** (executive director), and **Susan Miller** (D&C coordinator)  
**Mark Aderholdt** (University Engineer), and **Nolan Yon** (FCA program mngr.)  
**Mickey Allen** (director), **Matt Wagner** (asst-director), **Bob Hix** (asst-director),  
and **Vanessa Kleypas** (DES SERV coordinator)  
**Mitch Walley** (director)  
**Walker Davis** (manager)

**FACILITIES OPERATIONS:**

MAINTENANCE (MAINT):  
IN-HOUSE CONSTRUCTION (IHC):  
UTILITIES & ENERGY MGMT (UTIL):  
CAMPUS SERVICES (CSERV):

**RON BOOTH** (executive director), and **Anne Wilbourne** (admin. sup. assoc.)  
**Dan Whatley** (director), and **Bruce Arnold** (asst-director)  
**Bruce Arnold** (interim manager)  
**Ken Martin** (director), and **Malcolm Dailey** (asst-director)  
**Burl Sumlin** (asst-director), and **Vic Walker** (asst-director)

 denotes "Client Priority Projects"



# AUBURN UNIVERSITY

FACILITIES MANAGEMENT

## Client Projects (by Phase)

### ALUMNI AFFAIRS AND OFFICE OF DEVELOPMENT

Total Projects: 5  
Total Approved Budgets: \$749,208


PROGR.: 3    CONSTR.: 0    HOLD\_SCOPE: 0  
DESIGN: 0    CLOSEOUT: 2    HOLD: 0

### PROGRAMMING

3 Projects

B: = Baseline Date    E: = Estimated Date    A: = Actual Date

Project Num	D = Design Lead C = Construction Lead	Project Name	Project Initiation	Budget Approved	Final Design	Bid Date	Notice to Proceed	Substantial Completion
<b>17-280</b>	D: Benjamin Burmester C:	<b>Mell Concourse - Commemorative Sculpture For 125 Years of Auburn Women</b>  Status: PREDESIGN Phase:PROGRAMMING	8/29/17	B: E: A:	B: E: A:	B: E: A:	B: E: A:	B: E: A:
Grp: OUA	12/19/17 Benjamin Burmester	Schedule: No schedule at this time. Budget: No budget at this time. Next Steps: Meeting scheduled with development for 1/5/17 to understand scope of work. Comments: N/A						
<b>17-355</b>	D: David Baker C: Gary Arnold	Alumni Center - Fire Alarm Control Panel Upgrades For South Elevator Renovations  Status: ORIG BUDGET APPR Phase:PROGRAMMING	10/11/17	B: 1/1/18 E: 12/14/17 A: \$45,717	B: E: A:	B: E: A:	B: E: A:	B: E: A:
Grp: DES	11/30/17 David Baker	Budget: No budget issues at this time. Schedule: No schedule issues at this time. Current Status: Original Budget Approval. Next Step: Design. Notes: Budget submitted 11/30.						
<b>17-400</b>	D: William Maffett C:	West Timber Tract (Jackson County) - Site Identification & Donor Recognition Signage  Status: PREDESIGN Phase:PROGRAMMING	11/14/17	B: E: A:	B: E: A:	B: E: A:	B: E: A:	B: E: A:
Grp: OUA	12/4/17 William Maffett	Schedule: On schedule. Budget: In process. Current Task: Create budget and send to client. Next Step: Manufacturing of sign.						

 denotes "Client Priority Projects"

## Client Projects (by Phase)

<b>ALUMNI AFFAIRS AND OFFICE OF DEVELOPMENT</b>	Total Projects: 5	PROGR.: 3	CONSTR.: 0	HOLD_SCOPE: 0
	Total Approved Budgets: \$749,208	DESIGN: 0	CLOSEOUT: 2	HOLD: 0

<b>CLOSEOUT</b>	<b>2 Projects</b>
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B: = Baseline Date    E: = Estimated Date    A: = Actual Date

Project Num	D = Design Lead C = Construction Lead	Project Name	Project Initiation	Budget Approved	Final Design	Bid Date	Notice to Proceed	Substantial Completion
<b>16-115</b>	D: Philip Johnson C: Daniel Dix	Alumni Center - 1st, 2nd & 3rd Floors, Renovations For Office Of Development Status: WARRANTY/CLOSEOUT Phase:CLOSEOUT	3/11/16	B: 8/18/16 E: 8/18/16 A: 8/18/16 \$236,050	B: 3/3/17 E: 5/24/17 A: 5/24/17	B: 3/21/17 E: 5/31/17 A: 5/31/17	B: 6/2/17 E: 6/2/17 A: 6/2/17	B: 11/6/17 E: 10/25/17 A: 10/25/17
Grp: IHC	10/31/17 Gary Arnold	Needed to close project: Close IHC W/O #17-382081						
<b>16-151</b>	D: Sarah Rakestraw C:	Alumni Center - Various Rooms, Interior Refurbishments & New Furnishings Status: BUYOUT Phase:CLOSEOUT	4/13/16	B: 5/24/16 E: 5/24/16 A: 5/24/16 \$467,441	B: 3/26/18 E: 3/26/18 A:	B: 4/2/18 E: 4/2/18 A:	B: 7/19/18 E: 7/19/18 A:	B: 7/19/18 E: 7/19/18 A:
Grp: DES	11/7/17 Sarah Rakestraw	Budget:Remaining \$332,597.64 Schedule: no issues Current task: ordering furniture as needed Next step: continue to order furniture as requested						