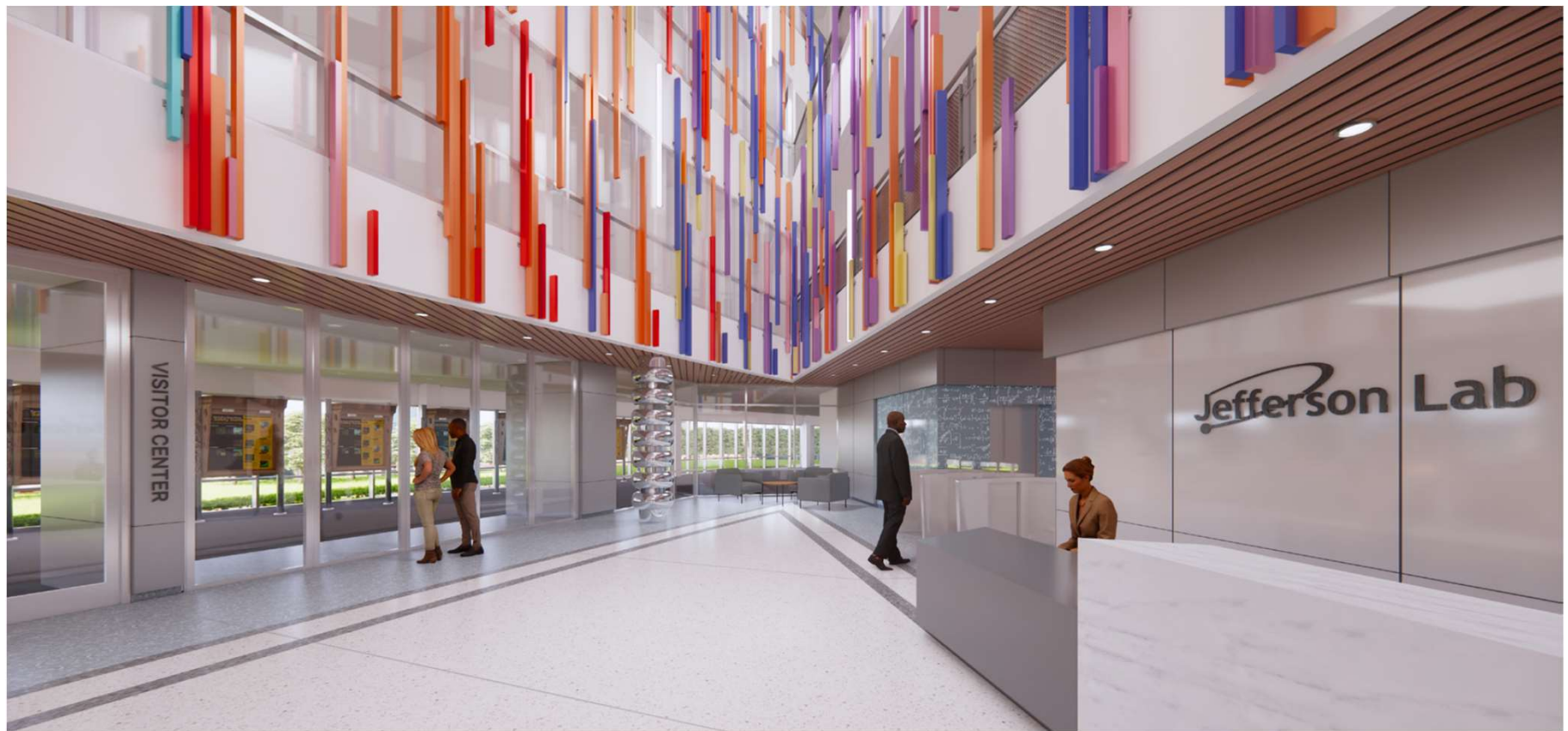


Facilities Management and Logistics

Today & Beyond

- Preparing for the future



Agenda

- Welcome New FML Staff
- Safety
- Diversity & Inclusion
- Proposed FML Staff
- Budget
- Department FY 21 Accomplishments & FY22 Goals

New Staff

- Welcome
 - Scott Bentivegna - Capital Project Manager
 - Ann Payne – Facility Engineer (Condition Assessments and Functionality Assessments)

Safety and Human Performance Improvement

- **2021 Notable Events**

- FML-21-0825- Unsecured Gate Results In An Accelerator Safety Envelope Violation
- FML-21-0623- Security Guard Lower Back Pain/ Days Away
- FML-21-0302 Right Arm and Shoulder Soreness DART Case

- **2022 Notable Events**

- None to date

- **2021 Safety Observations**

- 66 by 10 individuals
- Corry Smith Most observations
- Paul Powers Most identified # unsafe items

- **2022 Safety Observations**

- 4 to date by 2 individuals; 1 unsafe item identified

- **2021 Off Nominal Events**

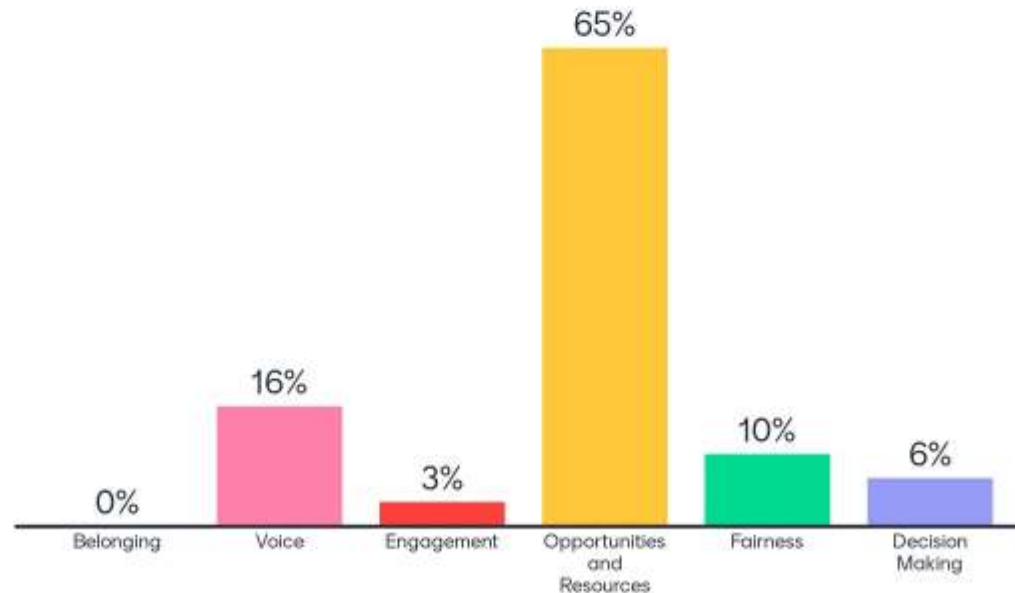
- 4 to date, all mechanical

FAC Division Survey Rankings - Outliers

Highest 3 Scores		Lowest 3 Scores	
I am proud to work for Jefferson Lab.	89%	Perspectives like mine are included in the decision making at Jefferson Lab.	34%
I would recommend Jefferson Lab as a great place to work.	86%	Disrespectful behavior toward anyone is addressed at Jefferson Lab.	37%
The work that we do at Jefferson Lab is important.	86%	Senior leadership effectively directs resources (funding, people, and effort) toward mission goals.	38%

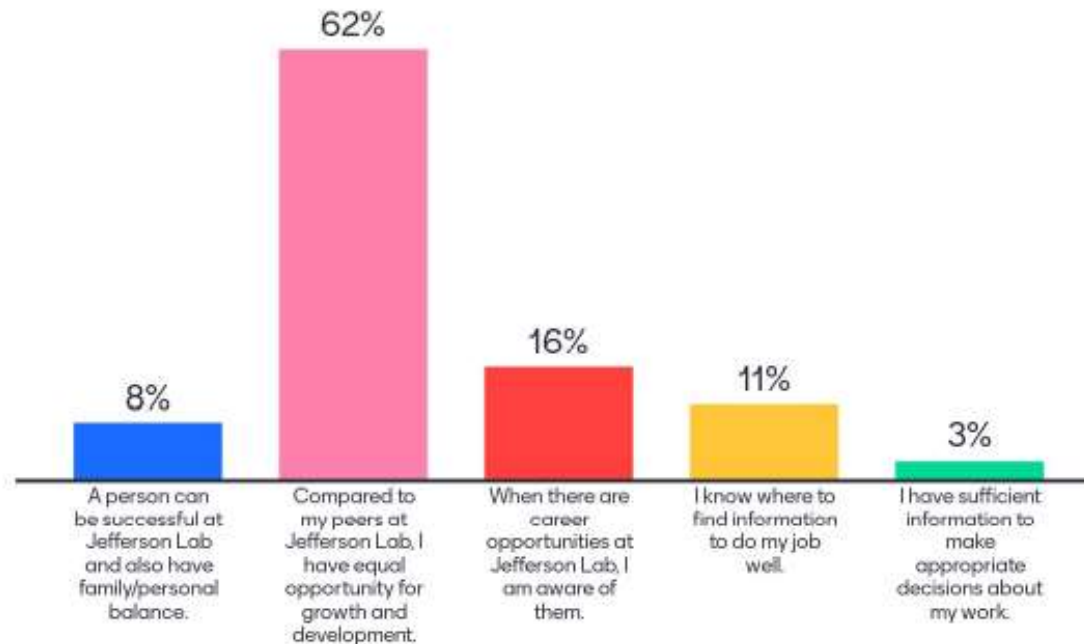
Fall 2020 FAC Division Meeting Results

Which factor would you like to see your Division focus on?



FY 2020 FAC Division Meeting – Drill Down

Opportunities and Resources: Which topic needs our Divisions attention?



FY21 Progress/Accomplishments

- **Opportunities and Resources**

- ***Discussion and guidance occurred with each group (4) on how to improve career growth and opportunities***
 - Education/Training, Promotion process were discussed
 - Documents and links were provided for the annual promotion process and promotion skills matrix forms
- Meetings held in March (Improve Career Growth and Opportunities), June (Communication) and August (Atmosphere of Disrespect)
 - Two prevailing themes: Management Communication, Management's Expectations for Response to Communication
 - Possible resolutions were developed for both Communication and Atmosphere of Disrespect
 - Staff were provided summary of the meetings, currently identifying solutions and ways to implement feedback
- Next meeting to ask feedback on staff's expectation in increasing resources

FY21 Key Accomplishments/Actions in Response to Employee Feedback

Key fy21 diversity, equity, inclusion goals

- ✓ Visible Leadership Commitments
- ✓ Increased Staff Engagement
- ✓ Inclusion Survey Follow Up
- ✓ Increased Transparency, Improve Communications

Hosted 10 Divisional Meetings and 9 Demographic Focus Groups each during Q2 & Q4

Gender, Race, Sexual Orientation, Disability, Veteran, Job Category, Tenure, and Age*

*Job categories included 3 areas of focus: Technicians, Staff Administrators & Administrative Staff

RESULT: 23 commitments from Leadership in response to employee feedback



CATEGORY	SIGNIFICANT IMPACTS
Communication	<ul style="list-style-type: none">Invited staff to attend various meetings hosted by Senior Lab Leadership = <u>28 meetings in total</u>Established DEI Corner feature in Weekly Briefs to promote awareness and routine messaging of information (Disability Month, Hispanic Heritage Month, Pride Month, Juneteenth, etc.)
Talent Management	<ul style="list-style-type: none">Revise, expand and introduce DEI training portfolio (Safe Zone, Gender Relations, Micro-aggressions, Communication Barriers)Evolve Individual Career Profile tool, aiding in succession planning and targeted employee career development
Compensation	<ul style="list-style-type: none">Hosted information sessions to increase transparency of Lab's compensation philosophy and promotion process = <u>8 meetings in total, ~350 employees in attendance</u>
Inclusion Culture	<ul style="list-style-type: none">Ensure diverse hiring panel representation for all positions
Work-Life Balance	<ul style="list-style-type: none">Implement Hybrid Remote Work PolicyEvaluate addition of paid parental leave through BenVal process & communicate outcome to staff

Demographic Groups

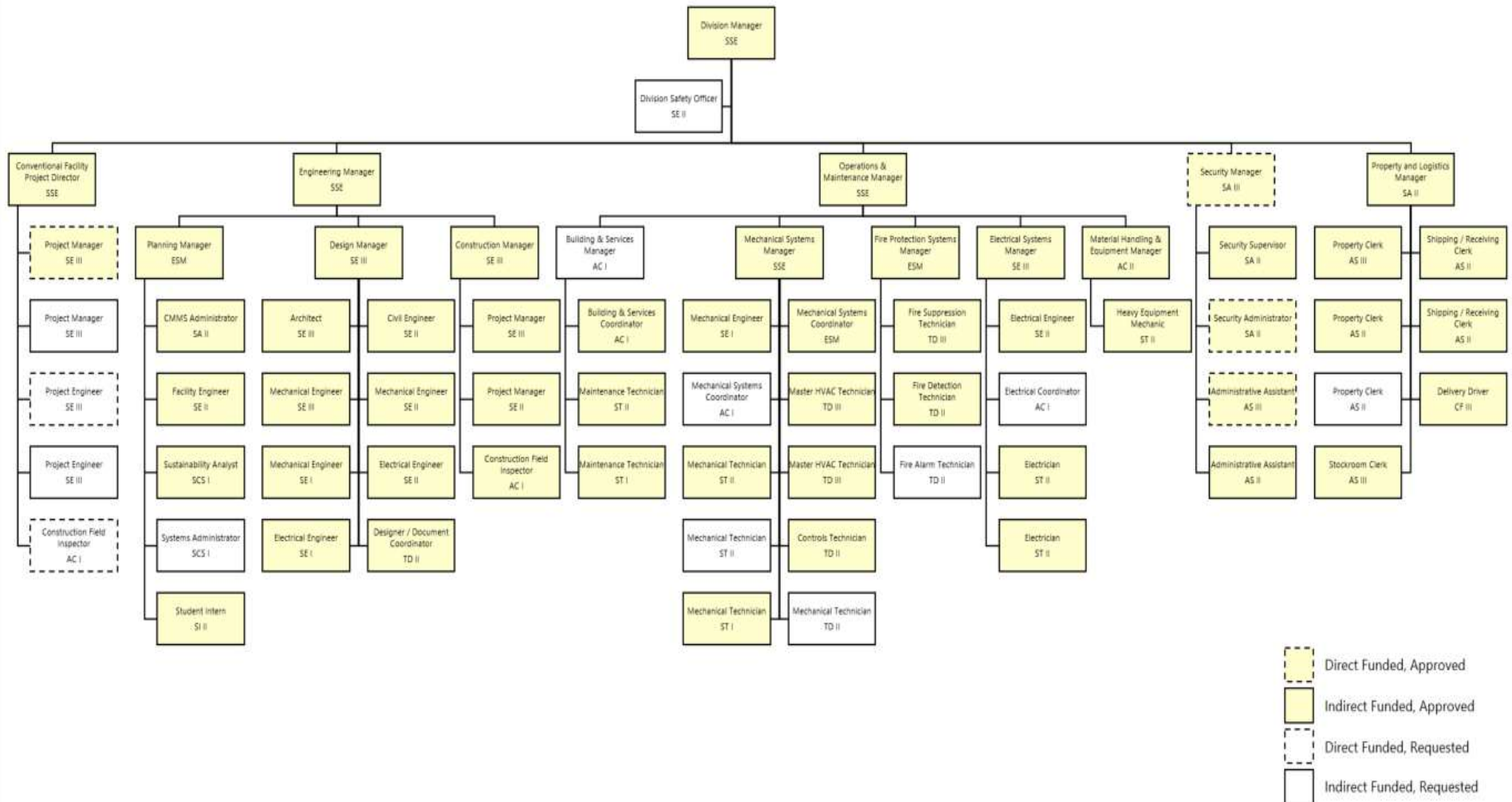
 <p>RACE Lauren Hansen lhansen@jlab.org</p>	 <p>ROLE Andrei Seryl seryl@jlab.org</p>	 <p>DIRECTOR Stuart Henderson stuart@jlab.org</p>	 <p>DISABILITY Rusty Sprouse sprouse@jlab.org</p>	 <p>SEXUAL ORIENTATION Jianwei Qiu jqiu@jlab.org</p>
 <p>VETERAN STATUS Will Oren oren@jlab.org</p>	 <p>GENERATION/AGE Amber Boehnlein amber@jlab.org</p>	 <p>ROLE Stephen Smith sjsmith@jlab.org</p>	 <p>GENDER Jennifer Logan jlogan@jlab.org</p>	 <p>TENURE Steven Hoey hoey@jlab.org</p>

FY22 Goals FML D&I Goals

- **Opportunities and Resources**

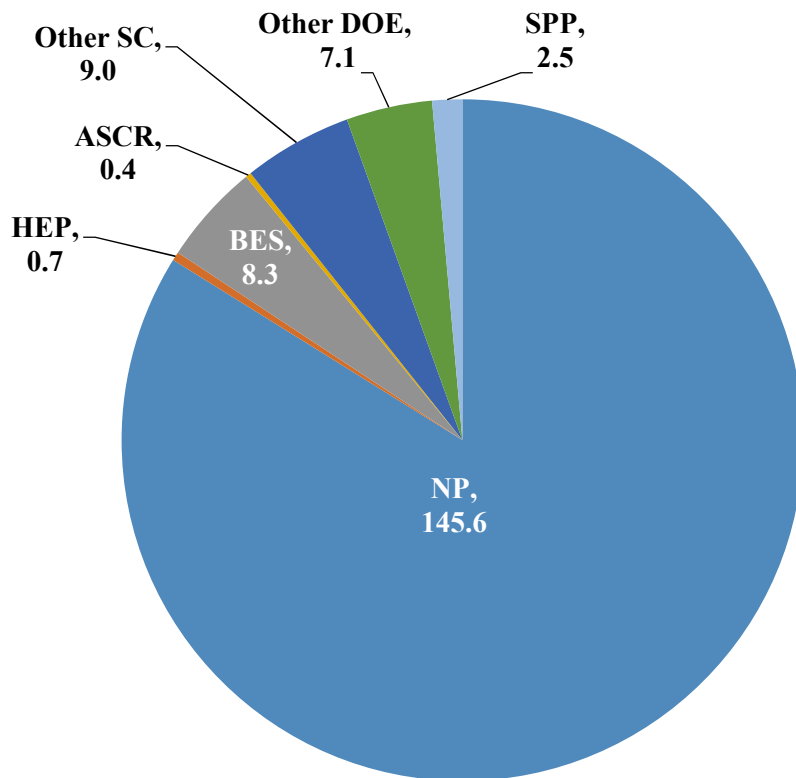
- 100% of staff to complete ***Individual Career Profile (ICP)*** tool during current performance review cycle
- 100% Supervisor/Management to acknowledge completed ICP within 30 days of employee ICP submission
- 100% Supervisor/Management to dedicate time to meet and have meaningful discussions within 45 days of employee ICP submission
 - *Note: ICPs are a way to identify career aspirations, align resources with targeted development needs, incorporate into short/long-term staffing and succession planning efforts*
- **Continue group meetings and discussions on current division staff needs** (ex. feedback on staff's expectation in increasing resources)
- **Finalize resolutions to discuss Effective Communication and Creating a Culture of Respect**
 - Posting of monthly Facilities Status Report, Work Order metrics and other reports posted to the FML website
- More needs will be determined after next Inclusion Survey is launched and results discussed

Facilities Management & Logistics Organizational Chart (FY22)



Lab Budget/Cost

FY 2021 Costs by Funding Source



NP	\$145.601
HEP	\$0.684
BES	\$8.303
ASCR	\$0.461
Other SC	\$8.985
Other DOE	\$7.111
SPP	\$2.458

total \$173.603

FY21 indirect costs were \$48.9M.

TOTAL DIRECT
Pool 25: MAT HANDLG (5.850%)
Pool 50: FACILTIES (19.100%)
Pool 91: G&A (29.000%)
Pool 150: LDRD (1.000%)
TOTAL WITH OVERHEAD

FML Budget

2020	PROJECT TARGET
1.12Fac Mgt & Logistics	31,157.2
AR BIL	355.1
FACILITIES	14,737.3
FS1001000	1,470.9
FS1002000	370.1
FS1006000	110.1
FS1007000	53.0
FS1009000	239.3
KB0102011 GPP	617.7
KB0102011 GPPE	7,640.9
KG0701000 GPP	1,828.3
KG0701000 GPP2	3,234.5
MATERIAL HANDLING	500.0
Total	31,157.2

2021	PROJECT TARGET	
1.12Fac Mgt & Logistics	29,787.58	
AR BIL	392.304	City ARC
FACILITIES	14,788.93	Facilities Pool
FS1001000	1,012.44	Security
FS1001000A	448.375	
FS1002000	604.645	
FS1002000A	126.264	
FS1006000	32.807	
FS1006000A	87.646	
FS1007000	31.093	
FS1007000A	25.79	
FS1009000	74.793	
FS1009000A	112.273	GPP & SLI-GPP
KB0102011 GPP	1,895.44	
KB0102011 GPPE	4,835.90	
KG0701000 GPP	1,069.61	
KG0701000 GPP2	3,392.07	
KG0701000 GPP3	357.212	Property
MATERIAL HANDLING	500	
Total	29,787.58	

Actual Maintenance

	FY16	FY17	FY18	FY19	FY20	FY21
GSF (DOE Owned)	880,269	882,990	882,990	882,990	882,990	882,990
GSF (DOE Leased)	37,643	37,643	37,643	37,643	37,643	37,643
GSF (Contractor Leased)	45,899	45,899	28,646	28,646	28,646	28,984
Total GSF	963,811	966,532	949,279	949,279	949,279	949,617
Deferred Maintenance	\$ 4,666,940	\$ 6,223,894	\$ 6,497,000	\$ 7,303,720	\$ 6,960,558	\$ 7,436,160
Actual Maintenance (DOE Owned)	\$ 6,497,915	\$ 5,387,709	\$ 8,202,276	\$ 7,107,568	\$ 6,750,323	\$ 10,060,889
Actual Maintenance (Total)	\$ 6,796,437	\$ 5,565,926	\$ 8,272,238	\$ 7,166,944	\$ 6,815,168	\$ 10,140,198

Facilities Operations – FY21

- **Performance for the past three years show the following:**
 - Completed 5,206 Preventive 3,206 Corrective 1,715 Service tasks in FY19
 - Completed 5,803 Preventive 1,952 Corrective 1,349 Service tasks in FY 20
 - Completed 4,583 Preventive 1,457 Corrective 955 Service tasks in FY 21.
- **Structural**
 - Panic Exit Hardware on Accelerator Service and LINAC buildings was installed for added safety when exiting the buildings. 45 doors received this hardware in response to an Office of Enforce corrective actions.
 - Coordination efforts regarding the replacement of the epoxy flooring in the EEL Cleanroom, room 124
 - Coordinating the installation that is currently underway for installing the new SWISS Communication TVs throughout the lab
- **Material Handling Team**
 - Team supported the safe, successful removal of the old CHL1 cold box as well as installation of the new one. HPI played an important role in ensuring safe lifts as conditions changed.
 - Their support in Hall A to install and load test the new jib crane which will support the target area.

Facilities Operations – FY21

- **Electrical**

- Replacing 1000 W HID lighting fixtures with 250 W LED fixtures in radiation areas at the lab.
- Their efforts to ensure reliability of electrical operations in multiple service buildings supporting accelerator operations and experimental halls as well as multiple campus buildings.
- Enhancements to safe operations by continued efforts to incorporate “Very Safe Units” into switch boards allowing for safe verification of power without touching wires and installed “Fixed Circuit Breaker Lockout” devices.
- Expanding the communications with Dominion Energy and coordinating Dominion Energy’s preventive maintenance work on the 22 MVA substation and maintenance and upgrades to the 33 MVA and 40 MVA substations. Major enhancements included the installation of “Remote” Resetting of the Ground Fault Relay; which allows for much faster resetting of the Dominion side of the power when interruptions occur and upgrading metering controls for better reporting power interruptions.

Facilities Operations – FY21

- **Mechanical**

- Servers were replaced that provide Alarm monitor and control to the Central Chiller Plant, TL Cooling Tower, clean rooms, process systems, and general areas, EEL clean rooms and general areas, CEBAF Center Data Center, Tape Vault, and Electrical Room, and the Accelerator service buildings utilizing Accelerator Chilled Water Loop.
- Additional Servers were replaced that provide alarm monitoring and control to Accelerator Mechanical Systems.
- Special thanks for all of the daily support provided to ensure temporary cooling in the LINACs during the Accelerator LINAC cooling project as well as support during the Hall A A/C replacement.
- Repairing the Test Lab Cleanroom humidification system

- **Fire Protection**

- Shutout to Fire Protection Group for their daily support during the Tunnel Fire Suppression replacement. Close coordination with Accelerator Ops minimized impact to their scheduled SAD work.
- Shutout goes to Tim Minga as he modified hot-work procedures to allow lab groups to perform work – within COVID protocols – in the tunnel while the system was down and Creating a virtual fire extinguisher training course to ensure proper training continued during COVID restrictions

Facilities Operations – Planned Effort

- Preparing for the upcoming SAD which will start on 8 February
- Award new Mechanical IDIQ
- Award new Landscaping Contract
- Working with Honeywell to establish an enhanced alarm monitoring program that will monitor our systems and provide notification before the equipment fails.
- Working with Property to establish a stockroom for mission critical electric breaker spares.
- E-Pass implementation across FME.FS and FMM; FME will be using the program starting with PMs
- New KPI's have been developed for the O&M group.
- Working with Procurement to come up with a standardize format for submitting PR's for maintenance work.
- Completing the installation of the SWISS TV's

Engineering – FY21

- CEBAF tunnel fire protection completed ahead of schedule. Team worked closely with accelerator group to implement the work.
- North/South LINAC Cooling to correct issues identified during the 2020 Summer Accelerator Run. Completed condition assessment, design, procurement and construction to meet a tight SAD schedule.
- Hall A A/C contractor assisted design and ordering of long lead materials to meet the Hall A schedule complicated by loss of 20 ton crane.
- Hall A radial crane structural assessment and development of repair strategy.
- 2MVA power designed and installed in Hall A to meet SBS and MOLLER experiment power requirements.
- 2K cold box CHL replacement fabricated and installed; roll project management and design/installation of supporting elements
- Office Space Management Policy developed to support the CEBAF Renovation and Expansion project.
- Established project overview dashboards to communicate project status with FML and customers.
- Bluebeam use to streamline and improve quality of existing design review processes.

Engineering – FY22 Focus

- Update site wide Stormwater Master Plan for proposed projects on the Lab's Campus Plan and evaluate the feasibility of developing a site wide Stormwater Pollution Prevention Plan (SWPPP).
- Design and award a contract to re-use Stormwater to reduce potable water demand, decrease utility cost and meet DOE sustainability goals
- Award a repair contract for the Hall A crane. Must be coordinated over the FY22 and FY23 SADs
- Continue to leverage technology to improve on quality and efficiency of current processes. Expand the collaborative use of Bluebeam to both design and construction management. Expand the use of submittal exchange.
- Develop an electrical distribution master plan that is aligned with the 2032 Master Plan
- Award and complete ~\$600K of Mechanical System upgrades. ECM project
- Update the 2032 Master Plan to align with the projected capital growth from TJII and JLDC projects.
- Modify the Office Space Policy to align with the proposed Hybrid Work policy.
- Project Management of the ESR2 and CTF projects. Complete the ESR2 control room construction project on schedule.

Property FY21 Accomplishments

- **S&R:**

- Processed over 18,000 purchases through Receiving
- Sent over 280 shipments to DOE labs, international collaborating partners, & new employees

- **Property:**

- Removed 10 tons of metal scrap from the lab consisting of former physics experiments from 15 years ago.
- Updated the GSA vehicles with telemetric devices and activated the website to provide improved safety and visibility on vehicle operations.
- Recovered over \$118K from the \$1.6M of equipment disposals

- **Stockroom:**

- Supported the SAD with pandemic sanitation supplies, & consumable parts with the divisions spending over \$580K in the stockroom.

- **Vehicles**

- Telemetric installed on all GSA Vehicles

Property FY22 Goals

- **Spares Management**

- Running a pilot through the stockroom program *StockAdmin*. Will begin expanding the program throughout the lab by doing physical inventories of Spare Equipment in the different section initially focusing on the Engineering division's Cryogenic plan.
- Evaluating new technologies in asset management, specifically as it relates to property transfers due to its increased security and traceability.
- Procurement is evaluating methods to assist with tracking initial purchases of Spare Equipment and will be working with MIS and Property to capture these at the time they are acquired.

- **New Warehouse**

- Expansion and consolidation
- Make room for Physics experiment assembly in the EEL

- **Professional Certification and Development**

- presentation at the next NPMA conference in Dallas TX in August 2022 on loans from federal agencies to public entities.

Security - FY21 Accomplishments

- Published the Guest Access Policy, Admin Manual 301.05
- Updated Electronic Access Registration system forms to comply with the Unclassified Foreign National Access Program (UFNA) Order 142.3B and provide secure document upload capability
- Developed and transmitted the Lab's implementation transition plan to the Office of Science for use of the new HSPD-12 compliant DOE Badge due FY23
- Initiated a remote badging capability for improved health safety conditions during MEDCON.
- Started using Service Now to field questions and assist guests with registration and badging issues. We have fielded 347 incidents since it started in August.
- Completed an active shooter and intruder field training exercise with the Newport News Police and participated in a hurricane recovery table top exercise with Emergency Management

Security - Plans for 2022

- Award Unarmed Security and Janitorial Contracts and conduct successful phase in transitions
- Complete exterior door hardware repair/replacement, door security alarm sensor upgrades, and upgrade access control and video camera software in phase 2 of the ongoing physical security system modernization initiative
- Install additional interior cameras in SSC FML and Science Education areas for increased security awareness to protect persons and property
- Upgrade electronic visitor management kiosks Q2
- Prepare for and host an Office of Science Safeguards and Security Survey Team – to assess Lab's Safeguards and Security program – August 2022

Services - FY21 Accomplishments

- Awarded the new refuse and recycling contract and successfully transitioned to the new company.
- Drafted Statements of Work for the Unarmed Security Services and Janitorial contracts due Q2 and Q3 FY22
- Completed 12 enhanced cleaning/disinfection operations site-wide
- Maintained 90 days of cleaning supplies to supplement COVID-19 safety protocols
- Reallocated janitorial resources to sustain safe MEDCON operations

Capital Projects

- **Overall CP Performance for FY 21**
 - CRE – Progress towards CRE CD-2/3a with completion of ARC 100% design.
 - JLDC - Award of AE contract and completion of AoA
 - TJII – Award of AE contract
- **Shout out to Corry Smith - Acquiring his PMP**
- **Upcoming work**
 - **CRE – CD2/3a Reviews and ARC Renovation (Contingent on Funding)**
 - **JLDC – Development of the Conceptual Design**
 - **TJII – Stormwater Study, AoA and Conceptual Design**
- **Capital Projects Goals:**
 - Focus on additional training: CCM, CAM, SLI Project Reviews
 - Standardization of project documents, scheduling, etc.

- **Questions?**