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To: Bill Scroggins
Cc: Michael Gregoryk
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Subject: Debrief Notes for power outage of October 24, 2014

Bill's comments are accurate in terms of the smaller UPS units. With the transition to voice over IP phones, most building phone systems are supported by a building level data room that includes one or several routers. These units are dependent on battery back-up in the case of power failure. We do have a service agreement in place for the main UPS units that serve the data center, but individual UPS units in many buildings are not maintained on a systematic basis.

Our intent for several years has been to add the UPS units to our preventative maintenance program. We have made several requests in the past for additional funding for service contracts to carry us to the point where we can implement our own PM program, but the funding received was not adequate to cover many of the systems. We are finally at the point where our new maintenance management system (school dude) is operational, and can support a preventative maintenance program. This has been a top priority in our PIE and program review for at least seven years.

We have also completed a thorough evaluation of the major building systems on campus. With that, we have a list of every maintainable piece of equipment crucial to each building system, and the manufacturer recommended maintenance schedule for each. Our next step is to begin creating preventative maintenance schedules in the school dude system. Because we do not have adequate staff to run preventative maintenance on all of our equipment, we will focus on the most operationally crucial and high cost systems and equipment. I am certain that the UPS units will be added to the preventative maintenance schedule and the testing and service that Bill describes will begin to be done systematically.

The transition of our maintenance program from reactive to preventative will be a significant culture change for my group. We will, at least for a time, need some extra help to get through the transition. The theory is that by properly maintaining our equipment, we will reduce the instances of failure, increase the life of maintainable equipment, and reduce the life cycle cost of our building systems.

Over the next few weeks, Bill Asher and I will be evaluating the list of equipment on campus to determine which systems will be transitioned to preventative maintenance first. We would like to have the opportunity to present our findings and make our case for some special funding to help us transition to the preventative maintenance model as quickly as possible.

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