



Owens Realty Services
Proposal for
Florida A&M University

RFP#0003-2016
Facilities Management & Maintenance
for the College of Law, Orlando, FL



August 24, 2015
ORIGINAL



August 24, 2015

Mr. Ayo Ojutalayo
Florida A&M University
Procurement Department
2380 Wahnish Way, Suite 214
Tallahassee, FL 32307

Dear Mr. Ajutalayo:

It is hard for me to fathom that Owens Realty Services has been a proud member of the Florida A&M University College of Law team from the schools opening day, nine years ago. During this time the FAMU College of Law has been a showplace for our company's expansion in the Orlando marketplace. We understand that our reputation is at stake in such a high profile facility and we have worked hard to ensure that our team understands and executes the scope of services with the highest regard for industry standards. Our team has also forged a successful, professional relationship with members of the faculty and the students that make the College of Law the great institution that it is.

Our team has also worked hard to ensure the best service for the best price. We are proud of the accomplishments of our team, performing in-house services, such as the painting of the interior of the College of Law, resulting in a cost savings of \$200,000.

Our new Orlando based headquarters is located less than 10 minutes away from the College of Law. Our new headquarters facility features a state-of-the-art training facility for our employees featuring monthly methodology and safety training in an easy to reach, local location. The proximity of our Orlando headquarters also ensures that Dean Green has access to our responsive executive team on a daily basis. We will continue to keep our monthly meeting schedule with Kendall Jones and Major Barron in Tallahassee as these meetings foster a proactive way to review results, spot trends and address any issues that may arise.

Our strong presence in the Orlando area has allowed Owens Realty Services to constantly have emergency support from our other client accounts which include the Orlando City Hall, Church Street Station, the Amway Center, Orlando Citrus Bowl, the new Dr. Phillips Center for the Performing Arts, Orlando Science Center and many other locations. With a work force of over 675 trained employees in the Greater Orlando area we are well equipped to handle emergency situations for damage caused by a hurricane or lightning strike.

Northeast Office: 2 Summit Place • Branford, CT 06405 • 203.643.1001

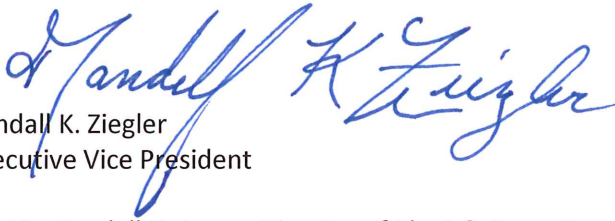
Southeast Office: 1646 33rd Street – Suite 301 • Orlando, FL 32839 • 407.681.2000

www.owens-services.com

The service we provide really comes down to our people and we are extremely proud of the staff we have assembled at Florida A&M University College of Law. Not only is our team efficient in the operation of the building that they know so well, but they understand that they are part of a TEAM that exists to provide a safe and comfortable environment for the students and faculty to accomplish their goals in education. With our experienced, efficient and knowledgeable team in place, there will be no transition period required if we are selected as your preferred vendor.

We have enjoyed our nine years with Florida A&M University and the FAMU College of Law. It has been a great relationship and one that we hope you will allow us to continue for many years into the future.

Sincerely,



Randall K. Ziegler
Executive Vice President

Cc: Mr. Kendall D. Jones, Director of Plant & Operations Maintenance
Major Ronald Barron, Assistant Director, Physical Plan
Dean Reginald M. Green, Associate Dean for Student Services & Administration

Owens Realty Services
Proposal for
Florida A&M University
RFP# 0003-2016 – Facilities Management & Maintenance
for the College of Law – 201 Beggs Avenue, Orlando, Florida

August 24, 2015

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**Owens Realty Services
Proposal for
Florida A&M University
RFP# 0003-2016 – Facilities Management & Maintenance
for the College of Law – 201 Beggs Avenue, Orlando, Florida**

August 24, 2015

Title Sheet

Company: Owens, Renz & Lee Co., Inc. – d/b/a Owens Realty Services

Corporate Address: 2 Summit Place, Branford, CT 06405

Florida Office: 1646 33rd Street, Suite 301, Orlando, FL 32839

Contact: Randall K. Ziegler, Executive Vice President

Phone: 203-820-6600

Fax: 407-386-3492

Email: randyz@owens-services.com

**Owens Realty Services Proposal for
Florida A&M University – College of Law
RFP# 0003-2016 – Facilities Management & Maintenance**

Tab 1 – Facilities Management & Maintenance Experience

1. Provide the company's facility management resume of qualifications and experience (i.e., business plan, organizational structure, years in business, references, etc.)

Company Overview & Experience

The Owens, Renz & Lee Co., Inc. – Owens Realty Services, was founded in 1990 as a full service facility/property management, maintenance and custodial services company. Owens Realty Services Property/Facility Management division portfolio includes over 40 million square feet of first class facilities in Florida, North Carolina, New York and Connecticut.

We are extremely qualified to manage the Florida A&M University College of Law as we have been providing services for this building since 2006 with janitorial services and since 2010 with both operations, management, maintenance and janitorial services. We exceed the minimum qualifications stated in the RFP of a minimum of seven (7) years in business – we are currently celebrating our 25th year! Our team, headed by Loyld Glenn, is dedicated to responsive and responsible services for this very important building.

In addition to this project, we have other related experience with educational facilities, including:

- University of South Florida Sarasota/Manatee Campus
- College of Central Florida
- Florida Polytechnic University
- Capitol Region Education Council

We also provide comprehensive management services for over 3 million sq. ft. of buildings throughout Central Florida including:

- Orlando City Hall
- City of Winter Park
- Reedy Creek Improvement District
- The Palladium
- The Plaza at Hannibal Square
- The Quadrangle Building
- Church Street Station
- Orlando Venues – including the Amway Center and the Orlando Citrus Bowl
- Orlando Science Center

We are proud to announce that we were recently awarded the contract to provide comprehensive janitorial and event services for the new Dr. Phillips Center for the Performing Arts with a portfolio that includes the Bob Carr Theater and the CNL Plaza.

Now celebrating our 25th year, Owens, Renz & Lee Company has been recognized for its excellence in facility services, which has resulted in the steady expansion of its client base. Our clients include state, municipal, K-12 educational facilities, universities, real estate investment groups, corporations and public entertainment facilities. We employ over 850 technical and professional employees throughout Connecticut, New York, North Carolina and Florida. We are proud of our growth which is not a result of mergers and acquisitions, but due to our reputation in the industry.

~

Florida A&M University College of Law Accomplishments:

In 2006 we were awarded the contract to provide janitorial services and in 2010, operations, management, maintenance and janitorial services for the Florida A&M University College of Law. We are proud of our successful 9 year partnership and the accomplishments of our dedicated team which include:

- ▶ Repainted the entire interior of the Law School utilizing ORS on-site maintenance staff which would have cost the University approximately \$200,000 if the work was contracted out to painting contractor.

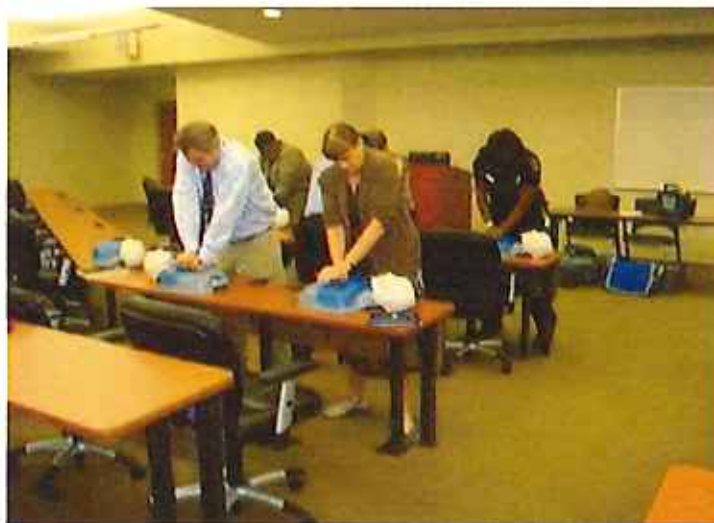


- ▶ Purchased EEmax tank-less hot water heater for Student Lounge sink
- ▶ Removal of 1,100 sq. ft. of carpet in Event Room 263 and replacing it with vinyl planking flooring.
- ▶ Building B roof, water was leaking into room 359, contacted the warranty company, Soprema, they made repair at no charge
- ▶ Surge Suppressor modem that was covered under warranty has been received and installed and programmed accordingly
- ▶ Install new sync module in NFPA
- ▶ Bearing replacement on OAH #9, Damper motor replacement OAH#9
- ▶ Removal and installation of 12 new LED TV monitors on 1st through 4th floor.
- ▶ Integrate south end of outside lighting and plaza lighting into one time clock, to correct exterior lighting problem and installed new time clock for north end exterior lighting

- ▶ Recommended, purchased and supervised installation of Rubber StairTreads from first floor to fourth floor to increase traction for building patrons and to reduce any slip and fall hazard
- ▶ Found that Mohawk Carpet supplied expired carpet that caused carpet issues at the College of Law. Compiled all of the needed evidence (pictures and proof of carpet issues). Carpet Contractor was forced to return to the property and replace problem areas with new carpet.
- ▶ Contracted and supervised exterior painting of the entire Law School.



- ▶ Received manuals for Evacu-Trac Emergency Evacuation Chairs and trained staff on usage and safety of chair
- ▶ Meeting with Lt. Rodriguez of Orlando Fire Department, to request for CPR Training for all volunteer floor wardens
- ▶ Created Emergency Evacuation Policy for the College of Law
- ▶ Replaced motor bearing replaced on outside AHU 2
- ▶ Sealed up ceiling opening to prevent smoke intrusion room 371 & 322
- ▶ ORS Staff Organized CPR & AED training of 44 participants (ORS Staff & FAMU Staff)



- ▶ Replacement of 2 bearing on OAH 2

- ▶ Fire Drill & Fire Extinguisher Training
- ▶ Installing of carpet in Rm. 376, Library 4th fl., Admissions Lobby, Operations Lobby and 1st fl. Building C.
- ▶ Seal coating and re-stripping of parking lots.
- ▶ Managed purchase and installation of occupancy sensors throughout the College of Law.



- ▶ Purchase and Installation of Handicap access door openers
- ▶ Repair of steel roll up door in Receiving area
- ▶ Removal of three dead palm trees and installation of three new trees
- ▶ Installation of 2 magnetic door holders that will tie into the emergency system on the first floor
- ▶ Reprogramming of the 157 X L10 Controllers by Honeywell, to gain total control of all building thermostats
- ▶ Repair of fresh water main supply piping on east side of the college
- ▶ Repair of patio tables, after receiving repair parts from manufacture
- ▶ Remodeled computer lab by rewiring electrical outlets for new furniture & painted lab
- ▶ Repaired damaged Formica flooring in Moot Court Room.

We are proud of the services that we provide for the Florida A&M University College of Law and for all of our clients, which results in well maintained buildings and clean, healthy environments.

New Contract Awards

In addition to the Dr. Phillips Center for the Performing Arts portfolio, we have recently been awarded new, exciting contracts that include the Tampa Bay Buccaneers Headquarters, the Guilford Savings Bank, the City of Hartford – Hartford Public Safety Complex, 1.1 million square feet of municipal facilities for Mecklenburg County, North Carolina and the new, State of Connecticut Department of Transportation's Component Change Out Building at the New Haven Rail Yard on Brewery Street in New Haven.

Award Winning Services

Building Owners and Managers Association (BOMA); "The Building of the Year" award - the winning building, awarded in 2012 was for the State of New York headquarters for the 471,000

sq. ft., certified LEED-Silver NC, Department of Environmental Conservation located at 625 Broadway, Albany, NY.

The company has earned previous awards BOMA "The Building of the Year" awards for the 625 Broadway building in 2008 (TOBY – Capital Region) and 2009 (BOMA TOBY MAC - US Mid-Atlantic Region) and was a finalist for the 2009 BOMA International Building of the Year.

The company has also earned BOMA "The Building of the Year" awards for the **New York State Department of Transportation Headquarters and Statewide Incident Command Center in Albany, NY** in 2009 (TOBY – Capital Region) and 2010 (BOMA TOBY MAC - US Mid-Atlantic Region) and was a finalist for the 2010 BOMA International Building of the Year.

The TOBY is recognized as the most prestigious and comprehensive award in the commercial real estate industry and participants are judged on the effectiveness of their overall management in 11 categories that include: maintenance, community impact, tenant relations, energy management, emergency preparedness and training for building personnel.

Our team of experienced property managers and technicians will continue to be dedicated to your needs and the unique demands of the College of Law. Many of our projects represent client relationships that have been fostered over the past 25 years. We are extremely proud of the long-standing contracts that we have built which represent years of mutual respect, trust and confidence. Our company has grown due to these relationships and the positive references we have received from our clients.



Why Owens Realty Services?

- Proven performance and excellent results.
- 10 year relationship based upon confidence and trust.
- Professional and responsible management of your facility.
- Provision of safe, healthy and well maintained environments.

- A continuation of services will result in a seamless transition for the Florida A&M University College of Law.
- An experienced team of on-site employees who have earned the trust and confidence of the client, administrators, professors and students.
- Our management team has maintained the College of Law at a **APPA 1 level**.
- Direct, current experience in the procurement, management of labor, materials and the tools and equipment required for the provision of services for the facility.
- Established a computerized work order system that records on demand work requested as well as all preventative maintenance tasks to extend life cycles of the equipment.
- Direct, current experience in the management and supervision of all sub-contracts/sub-contractors related to providing building and grounds services at the facility.
- Direct, current experience in daily, responsive communication to Dean Green, Kendall Jones, administrators, and professors, as well as other responsibilities as requested/required by the Client.
- A competent corporate team that continuously researches and assists in the implementation of innovative and proven industry "best practices."
- Our continued Asset Management approach with an emphasis on cost-savings is documented and proven.
- Experienced on-site teams possess the historical knowledge and technical abilities with NO learning curve and NO transition.
- Extensive corporate resources understand Florida A&M University's financial reporting requirements, policies and procedures.
- A Human Resource department that is able to provide support to the local team for hiring "best practices" and conformance to internal policies and Florida A&M University requirements and guidelines.



- An understanding of Florida A&M University policies and procedures for management and maintenance of facility as well as an understanding of the needs of the building occupants and synergy of the building.

- Completed comprehensive Facility Operations Manual for the buildings which documents all building systems.
- Implementation of "Green-Management" practices to ensure energy savings.
- A corporate commitment to safety awareness and training programs.
- Owens Realty Services utilizes its own Janitorial Services division to perform cleaning tasks. This single-source accountability provides for higher tenant satisfaction ratings.
- Owens Realty Services will continue to lead a Monthly Meeting with Dean Green and Kendall Jones to maintain open communication and develop trust and rapport.

The Owens Realty Services team assigned to the Florida A&M University College of Law will continue their dedication with a goal to exceed your expectations.

The focus of our management teams is to maximize the life cycles of a facility through a comprehensive Management Plan customized to the unique needs of each individual asset. Owens Realty Services management plans are monitored through detailed Quality Assurance methods ensuring total client satisfaction.



Owens Realty Services sincerely wants to continue its relationship with the Florida A&M University College of Law.

We value the relationship that we have with Florida A&M University and the College of Law. You are very important to us!

In-depth information on Owens Realty Services portfolio of current Project Profiles is included at the end of this section titled "Related Experience".

Owens Realty Services Letters of Reference are also included at the end of this section titled "Letters of Reference."

Related Experience



Facility Maintenance & Janitorial Services

University of South Florida



University of South Florida
Sarasota/Manatee Campus



USF North Port Campus



USF Lakewood Ranch Culinary Center

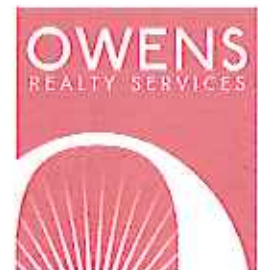
Owens Realty Services provides comprehensive building maintenance services for the University of South Florida Sarasota/Manatee Campus, North Port Campus, Lakewood Ranch Culinary Center and Mote Marine Laboratory, encompassing approximately 150,000 SF.

Facilities include academic classroom space, teaching labs, public space, food service, multi-purpose rooms, academic support space, fitness and recreation facilities, campus bookstore, dormitory, offices, the 180-seat Selby Auditorium and the Central Energy Plant building.

Owens Realty Services contract with the University of South Florida began in July 2010 with the Sarasota/Manatee campus and by August 2010 the North Port campus was added to the contract. **In 2014, our company was awarded our second term contract with USF for maintenance and janitorial services for the Sarasota/Manatee and North Port campuses with the addition of the Lakewood Ranch Culinary Center and Mote Marine Laboratory.**



Mote Marine Laboratory



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Building Maintenance Services College of Central Florida



Owens Realty Services provides comprehensive cleaning services for over 500,000 sq. ft. for the College of Central Florida including the main campus, Hampton Center and the Airport Portable in Ocala as well as the Levy Centers in Trenton and Chiefland, FL.

The campus includes such facilities as classrooms, laboratories, science, technology and mathematics buildings, lecture halls, health sciences building, criminal justice building, auto tech/auto body classrooms, student union, libraries, book stores, cafe/food kiosks, restrooms, aquatic center, field house, shower/locker facilities, gymnasium, student health center, plant operations, offices and administrative space.



Our team utilizes green Seal cleaning products, low impact cleaning equipment, microfiber technology and proven, sustainable cleaning methods through our green Cleaning and Maintenance plan.



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Building Maintenance Services Florida Polytechnic University



Owens Realty Services provides comprehensive cleaning services for the new, Florida Polytechnic University located in Lakeland, Florida. With a grand opening in August of 2014, the new University, currently at 160,000 sq. ft. of facilities welcomed students who will be a part of the University's first graduating class of 2018!

Our company is proud to be a part of this exciting new educational endeavor for this growing campus. Currently in Phase II of construction, our team will continue to provide specialized cleaning, as building are completed, for this STEM University which will offer degrees in Science, Technology, Engineering and Mathematics.



Services are provided for classrooms, laboratories, computer science and engineering labs, administrative offices, wellness center, student union, restrooms, and common areas as well as exterior maintenance.

Our team utilizes Green Seal cleaning products, low impact cleaning equipment, microfiber technology and proven, sustainable cleaning methods through our Green Cleaning and e-ent plan.



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Owens Realty Services Full Service Management, Janitorial & Environmental Services

Owens Realty Services provides comprehensive facility management, maintenance and janitorial services for approx. 1,500,000 sq. ft. of facilities for the Capitol Region Education Council (CREC) throughout the Greater Hartford region. CREC is a not-for-profit organization designed to develop a wide variety of cost-effective and high-quality programs and services to meet the educational needs of children and adults in the Capitol Region. Starting from just a handful of schools, the portfolio has grown on average, 2-3 schools per year.

Owens Realty Services has created a successful working relationship with CREC in the development and planning of their magnet school program. Our history with the innovative and ground-breaking organization has spanned 15 consecutive years as a direct result of our professional and proactive partnership with CREC. Throughout our 15 year history with CREC we have supported many initiatives to help enrich the student's education experience. We are proud of our partnership with CREC to support the Owens Realty Services Innovation Fund. The fund will help to provide the resources necessary to facilitate CREC's Promoting & Cultivating Education Innovation Program which is designed to empower teachers, staff and students to develop the skills to be entrepreneurial leaders, creatively addressing the demands of education in the 21st century.

The CREC Portfolio



CREC - The Learning Corridor, Hartford, CT: Montessori Magnet Elementary School, East Central Magnet middle School, Greater Hartford Regional High School for Science, Math & Technology, Theater Complex, Commons Building, 425-space Parking Facility
16 acres - 5 buildings - 350,000 SF



CREC - Operations Center
Hartford, CT
20,970 SF



CREC - Central Corporate Offices
Hartford, CT
50,617 SF



Management & Building Maintenance Services

City of Orlando, Florida



Orlando City Hall - Orlando, Florida

Owens Realty Services provides operations and janitorial management for the 250,000 sq. ft. Orlando City Hall and it's surrounding area which includes lighting around the City Hall and the CNL Tower II. Our services include: mechanical, electrical, plumbing, building automation systems (BAS), maintenance for both sides of Boone Avenue and the oversight of the maintenance and care of the 7 interconnected pools, underwater and above ground lighting, and the pair of copper clad domes.

Owens Realty Services provides subcontracted services for the Orlando City Hall that includes Janitorial, Fire and Life Safety, Security Services including CCTV and Posted Guards, Pest Control, Fountain Maintenance, Metal Detector and X-Ray Scanner Maintenance. The company supports the City of Orlando and the Orlando Blueprint office in the attainment of participation goals for local MWBE and small emerging businesses.



2009-2010 Winner of the BOMA

"The Office Building of the Year" (TOBY) Award

Owens Realty Services is proud to announce that Orlando City Hall has been awarded The Office Building of the Year Award for the Orlando Region (TOBY) by the Building Owners and Manager's Association (BOMA).

Orlando City Hall Profile:

256,000 square feet - 10 stories

Copper Clad Domes

2-Acre Plaza with Fountain and Interconnected Pools

Mechanical Information:

Elevators:

(2) Otis hydraulic units, freight & services

(5) Otis traction units, passenger

GE Fire Alarm and Control Panel, Sprinkler System,

Security: 24/7 Security Guard Services, CCTV System,

Secure Perfect Magnetic Proximity Card Access System

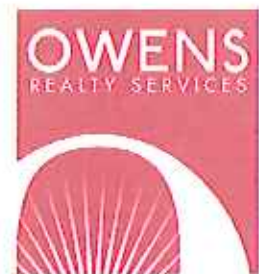
Lobby Guard Self-Service Photo/Barcode Badge System

HVAC

HVAC is supported by a municipal chilled water loop serviced by 2 AHU's with 100hp motors and variable frequency drives.

Control System is Trane Tracer

(1) Diesel Generator



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Full Service Management & Janitorial Services



Church Street Station
Orlando, Florida



Owens Realty Services' Asset Management approach is a commitment to meet financial budgets and to reduce operating costs for the facilities that we manage.

We provide comprehensive and diligent capital planning, service specification development, vendor management, labor management, preventive maintenance and inventory control services for the Church Street Station complex which features entertainment, retail and office space in downtown Orlando, FL.

The 600,000 sq. ft. Church Street Station portfolio includes the historic Orlando train depot built by the South Florida Railroad in 1889, a restaurant and entertainment complex, an office and retail building on Garland Street and a ballroom facility which is rented for banquets, receptions and special occasions.

Our dedicated Property Manager oversees the maintenance team and janitorial services for the complex. We are dedicated to providing diligent management and maintenance services for our clients and tenants at the facilities.

As a part of the City's revitalization program and with the grand opening of the new Amway Center, Church Street Station is poised to become a high demand entertainment destination.



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Building Maintenance Services

City of Winter Park, Florida



City of Winter Park, Florida City Hall

Owens Realty Services provides comprehensive building maintenance services for the City of Winter Park portfolio totalling over 100,000 square feet. With our diligent management of employees, the implementation of industry best practices, and the engagement and empowerment of the cleaning staff, the City now benefits from a superior level of services resulting in their goal of cleaner and healthier environments.

Winter Park Profile

- Winter Park City Hall
- Public Safety Building (Fire and Police):
- Parks /Public Works/Administration Offices
- Information Technologies Services
- Gun Range
- Winter Park SunRail Station



Special Full Service Janitorial Services Information:

- Variety of Flooring Surfaces
- Computer and Telephone Rooms Raised Floors
- Variety of Restroom Components and Showers
- Multiple Balconies and Staircases
- Canine Facilities
- Indoor/Outdoor Gardening Maintenance



Staff Support

- Janitorial Classroom, Individual, Field Training
- OSHA Compliance and Training
- Weekly Quality Assurance Plan
- Quality Control Site Visits and Inspections
- Statistical Measurement of Facility Standards
- Quality Control and Improvement
- Maintenance of Certifications and Affiliations



Building Maintenance Services

Reedy Creek Improvement District, Florida



Owens Realty Services provides comprehensive services for the Reedy Creek Improvement District (RCID) which is located in Lake Buena Vista, Florida. RCID is the immediate governing jurisdiction for the land of the Walt Disney World Resorts. The District comprises 6 square miles within the outer limits of Orange and Osceola counties in Florida.

The goal of the RCID is to ensure the economic viability of the District's four theme parks and more than 40,000 hotel rooms, restaurants and retail stores while never sacrificing the remarkable wildlife and ecological environment they inherited.

Owens Realty Services teams work with the RCID to provide janitorial and Attendant services on the district's new 111,000 sq ft garage structure which includes 3,800 parking stalls, 7 elevators, 12 escalators as well as office space, restrooms, storage, mechanical and electrical rooms. The parking structure is part of the new Disney Springs redevelopment of Downtown Disney. Our garage Attendants utilize 3 mobile catwalks to ensure that the garage structure is safe clear of debris and to provide assistance to guests.

Within the RCID complex our teams provide comprehensive cleaning services on the district's fire department and emergency services buildings as well as for administrative facilities, offices and the utilities department.

RCID has built and maintained 14 miles of roadways and 67 miles of waterways as a part of its responsibilities as the local governmental agency. The roads help 250,000 daily guests move safely and efficiently on the property. Most of the roads are four to six lanes wide. Our fleet provides constant patrols to ensure that the roadways stay clear of debris and for the safety of guests and for emergency vehicles maneuverability.



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Full Service Management & Leasing

1646 rd Street, Orlando, FL



1646 rd Street, Orlando, Florida

Corporate Reception Area



Technology Control Room



Conference Center

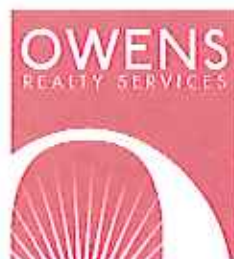


Owens Realty Services and Owens Realty Network LLC is providing management and leasing services for 1646 rd Street, located in the I-4 Commerce Park in Orlando, Florida.

The -story, 2 ,400 SF building serves as the companies new South East headquarters bringing together the management and operations divisions in one central location.

The recipient of six Building Owners and Managers Association (BOMA) awards, including "Office Building of the Year" for several properties, The company chose the 1646 rd Street property for its instant access to I-4, the Florida Turnpike, the tourist corridor and downtown Orlando. Owens Realty Network oversaw the sale and served as the owner's broker of record.

Owens Realty Services provides comprehensive and diligent capital planning, service specification development, vendor management, labor management, preventive maintenance and inventory control services for the building.



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Building Maintenance Services

City of Orlando, Orlando Venues - Amway Center



Robert Owens, President/CEO & Randall Tegler, Executive Vice President



Owens Realty Services provides building maintenance and change-over services for our contract with the City of Orlando for the new, LEED Gold Amway Center.

The 75,000 sq. ft. event center seats 20,000 and is the home court for the NBA Orlando Magic Basketball Team.

We provide cleaning services with event cleaning teams, post event cleaning teams as well as conversion teams where set-ups and change-overs must be completed within a certain threshold of time due to two or more events planned for one day. The team performs diligent and detailed cleaning for premium VIP seating areas including the Founders Suites, Presidents Suites, Courtside and Superstar Seating. Our crews are also responsible for the installation and breakdown of the regulation basketball flooring and ensuring that the grounds and parking lots are free of litter and debris.

The Amway Center was named the 2012 Sports Facility of the Year by Street & Smith's SportsBusiness Journal which annually recognizes excellence, outstanding achievement and customer service in the business of sports.

Highlighted Events:

- NBA Orlando Magic Basketball Team
- 2012 NBA All-Star Weekend
- Annual Orlando Green Week
- Orlando Solar Bears Hockey
- Olympic Ice & Track Trials
- Arena Football
- Indoor Soccer
- Ultimate Fighting & Professional Wrestling
- Elite Concert Series



The Amway Center is the first NBA facility to earn the Leadership in Energy and Environmental Design New Construction (LEED NC) Gold certification from the U.S. Green Building Council.

The arena utilizes 20% less energy and 40% less water than arenas of similar size.

Owens Realty Services supports the City's Sustainability initiative with a Green Cleaning Management Plan that incorporates the use of Green Seal certified cleaning chemicals, low impact cleaning equipment, reusable microfiber cloths and modern, efficient cleaning methods that increase productivity.



Owens Realty Services is a supporter of the City of Orlando's The Blueprint for using community venues to create a sustainable economic impact. Robert Owens, President and CEO is the Founder of the Owens Orlando Mentoring Executive Forum which is focused on strategies to grow the individual partner MBE & WBE businesses profitably.



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Building Maintenance Services

City of Orlando, Orlando Venues

Orlando Citrus Bowl & Tinker Field



Owens Realty Services provides comprehensive daily and post-event building maintenance services for the 70,000 seat, newly renovated Orlando Citrus Bowl stadium and sports complex which includes Tinker Field and McCracken Field.

Our team also performs diligent and detailed pre season cleaning that includes all common areas, 24 VIP suites, party suite and kitchens. Our crews are responsible for ensuring that the grounds and parking lots are free of litter.



The Orlando Citrus Bowl is the number one highest grossing stadium in Florida with Signature Annual events which include:

- Buffalo Wild Wings Citrus Bowl
- Champs Sports Bowl
- Annual Blue Cross Blue Shield of Florida Classic
- Annual MEAC/SWAC Challenge presented by Disney
- Annual East-West Shrine Game
- Monster Jam

The Orlando Citrus Bowl has also hosted some of the biggest names in rock n' roll including:

- The Rolling Stones
- The Eagles
- Billy Joel
- The Who
- Pink Floyd

The venue also hosted the inaugural 2011 Orlando Calling which featured 40 different acts throughout the complex including McCracken Field and Tinkers Field.



Owens Realty Services is a supporter of the City of Orlando's The Blueprint for using community venues to create a sustainable economic impact.

Robert Owens, President/CEO is the Founder of the Owens Orlando Mentoring Executive Forum which is focused on strategies to grow the individual partner MBE & WBE businesses profitably.



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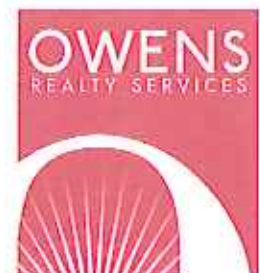
Building Maintenance Services Orlando Science Center



Owens Realty Services provides comprehensive housekeeping services for the LEED Gold Orlando Science Center in Orlando, FL. Our cleaning team utilizes a custom Green Cleaning Management Plan that incorporates the use of Green Seal certified cleaning products, low impact cleaning equipment, sustainable cleaning supplies such as microfiber technology and modern, industry approved best cleaning practices for common area space, administrative space, classrooms, conference rooms, first aid station, exhibit halls, discovery labs/science stations, digital theater, large format theater, observatory, lunch rooms, parking garage and a unique glass pedestrian bridge. Our team also provides after hours event set-up, monitoring and cleaning for the Center for conferences, meetings, fundraising activities, overnight camps and private rental.

The newly renovated Orlando Science Center was awarded the US Green Building Council's prestigious LEED Gold Green Building certification in 2012. The organization was the first non-profit to declare LEED Gold status and the first LEED Gold building in the City of Orlando under the Existing Buildings Operations & Maintenance (EBOM) standard.

Orlando Science Center was also awarded the Central Florida LEED EBOM "2012 Project of the Year" for demonstrating a holistic approach towards project design and execution and development of innovative solutions to unique design challenges posed by the Central Florida region.



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Full Service Management & Leasing

The Palladium, Orlando, FL



The Palladium - 12124 High Tech Avenue, Orlando, FL

Owens Realty Services and Owens Realty Network LLC is providing management and leasing services for the owner of the property, ORC Palladium, LLC. The property which is situated at the entrance to the University of Central Florida campus includes a 3-story, 80,000 square foot building with 5.43 acres and surface parking.

Owens Realty Services provides comprehensive and diligent capital planning, service specification development, vendor management, labor management, preventive maintenance janitorial services and inventory control services for the building.



The Palladium Profile:

80,000 square feet - 3 stories
5.43 acres

Mechanical Information:

Elevators:
(2) Otis passenger
Wet Sprinkler & Standpipe System
Data Watch - Secure Magnetic Proximity Card Access System

HVAC

(2) - McQuay 100 ton packages units



www.owens-services.com

Full Service Management, Maintenance & Janitorial Services Mecklenburg County, North Carolina



Owens Realty Services was recently awarded the contract to provide 24/7/365 Management, Maintenance, and Janitorial Services for Mecklenburg County, North Carolina.

The portfolio includes over 1.1 million square feet and 60 properties countywide including all Library and Parks and Recreational facilities. Many of the facilities require sophisticated management including solar arrays and computerized Energy Management Systems.

The Owens Realty Services team will manage all daily operations for the portfolios including:

- 24/7/365 Service
- 800 Call Center
- Mobile Trades Maintenance for regular, emergency and on-call maintenance for each facility as well as plumbing, electrical and other trade services.
- Computerized Maintenance Management System (CMMS)
- Professional, Trained Cleaning Staff
- Cleaning for Health Program
- Green Seal Cleaning Products
- Low-Impact Cleaning Equipment
- Diligent Grounds Maintenance
- Implementation of Energy & Water Saving Programs



We understand that with a high visibility project such as the Mecklenburg County portfolio, our reputation is on the line with each and every visitor. Our team continues to look for ways to operate in an environmentally responsible manner while providing the highest quality maintenance and cleaning services available.



www.owens-services.com

Full Service Management

State of Connecticut - Highway Service Areas



Connecticut Service Area Locations Include:

I-95 - North & South Bound:

Darien
Fairfield
Milford
Branford
Madison

Route 15 - North & South Bound:

Greenwich
New Canaan
Fairfield
Orange
North Haven

I-395

Plainville - North & South Bound
Montville - South Bound



www.owens-services.com

In December 2009, Owens Realty Services (d/b/a O,R&L Facility Services, LLC) in conjunction with the Carlyle Group and Project Service LLC, commenced to deliver comprehensive Facility Management, Janitorial and Environmental Services for the State of Connecticut Department of Transportation's twenty-three (23) Service Areas along the I-95 corridor, Route 15 corridor as well as for Service Area locations on I-395 in Plainville and Montville.

- 24/7/365 Service
- 00 Call Center
- Mobile Trades Maintenance for regular, emergency and on-call maintenance for each Service Area's Mechanical Systems as well as plumbing, electrical and other trade services.
- Computerized Maintenance Management System (CMMS)
- Professional, Trained Cleaning Staff
- Cleaning for Health Program
- Green Seal Cleaning Products
- Low-Impact Cleaning Equipment
- Diligent Grounds Maintenance
- Implementation of Energy & Water Saving Programs



Our team is also actively involved in the current re-construction of the Service Areas as all locations are completely rebuilt to LEED specifications to provide our highway patrons with efficient, clean and scenic areas to stop at.

We understands that with a high visibility project such as the Connecticut Service Areas, our reputation is on the line with each and every visitor. Our team continues to look for ways to operate in an environmentally responsible manner while providing the highest quality maintenance and cleaning services available.

Owens Realty Services Management & Leasing

Hannibal Square, Winter Park, FL



Hannibal Square, Winter Park, Florida



Owens Realty Services provides management and leasing services for The Hannibal Square property located at 444 New England Avenue and 362 S. Pennsylvania Avenue in the heart of downtown Winter Park, Florida.

With a population of 27,000, the city has a high end residential concentration with a pristine chain of lakes that are home to some of the most expensive homes in Central Florida.

The Hannibal Square property is a multi-use facility consisting of 31 apartment units, 18,000 sq. ft. of office space and approximately 27,000 sq. ft. of ground retail space. The property boasts a covered 250-car parking garage.

The recipient of six Building Owners and Managers Association (BOMA) awards, including "Office Building of the Year" for several properties, Owens Realty Services chose the Hannibal Square property for its significant economic value. Owens Realty Network oversaw the sale and served as the owner's broker of record.



www.owens-services.com

Full Service Management & Leasing



The Strand on the Intracoastal
West Palm Beach, Florida

The Strand on the Intracoastal is a luxury condominium complex located on the intracoastal waterway in West Palm Beach, Florida.

Owens Realty Services provides comprehensive on-site property management, engineering, maintenance and leasing services for The Strand.

Located in a vibrant cosmopolitan neighborhood, the 15-story Art Deco building consists of 275 units, with private terraces and balconies. The site offers a private courtyard with pool, swimming pool and whirlpool spa, health and fitness center, Cyber Cafe with bar and patio that overlooks Meyer's Amphitheater, boat docks, downtown park access, business center, access controlled elevators and 24 hour front desk security and service.



The Strand on the Intracoastal Profile:
275 Units

Mechanical Information:

Electrical

480 Volt 3 Phase 4000 Amp service stepped down to 277/110 Volt

HVAC

- (1) LAARS Gas-fired boiler for Evapco Water Tower
- (1) Kohler Stand-by Generator
- (3) Domestic Water Pumps 15hp each/480v
- (2) Water Tower recirculating pumps 30hp/480v
- (1) Trane Intellipack RU - 75 ton/480v
- (1) Trane Intellipack RU - 60 ton/480v
- (1) Trane Intellipack RU - 36 ton/480v

Packaged Air Handlers servicing lobby, gym, club house, mgmt. office and elevator rooms
Internal Water Cooled Trane Units 480v

Elevators

- Otis (3500 LB Cap)
- (3) passenger
- (1) freight

Fire

- Fire Sprinkler System
- Pressure Assembly
- 50hp/480v



Full Service Management & Janitorial Services State of New York, Office of General Services



625 Broadway - 471,000 sq. ft.



50 Wolf Road - 386,000 sq. ft.



44 Holland Avenue - 2,604 sq. ft.



Ten Eyck Building - 40 N. Pearl Street
42,000 sq. ft.

Start Date: May 1, 2006

Term: 2014 - 201

Original Contract Term: 2006-2014

Owens Realty Services provides 24-hour comprehensive Property Management, Maintenance, and Janitorial Services for over 1.4 million square feet for the State of New York's Office of General Services buildings in Albany, N which includes:

625 Broadway at 471,000 sq. ft. enjoys the honor of being the first LEED Silver certified New Construction building in the State of New York. The building is occupied by the NYS Department of Environmental Conservation, the Environmental Facilities Corporation, and the SUNY Learning Environments, and supports over 1,600 employees daily

50 Wolf Road is a 386,000 sq. ft. facility and is the home office and 24-hour emergency center for the State of New York and contains sensitive areas which include the State Transportation Incident Command Center (S.T.I.C.C.) which hosts the main data center for the entire State of New York. This facility supports 1,500 employees daily.

44 Holland Avenue is a 2,604 sq. ft. facility occupied by the NYS Department of Developmental Services. This facility supports 1,500 employees daily.

Ten Eyck Building - 40 N. Pearl Street is a 42,000 sq. ft. building which supports State of New York agencies, Office for Technology Data Center, Office for Temporary Disabilities, Board of Elections and Civil Service Employee Health Services. Tenants include a newsstand, the Downtown Albany Restoration Program, a tailoring & alterations shop and full service diner.

BOMA Capital Region Winner of the 2012 BOMA -
"The Office Building of the Year Award"

Owens Realty Services is proud to announce that 625 Broadway has been awarded 2012 NY Capital Region BOMA 2012 "The Office Building of the Year" award. 625 Broadway and 50 Wolf Road have also been awarded the 2008-2009 Office Building of the Year - US Mid Atlantic Region and were both runners-up in the BOMA International Building of the Year competition.



www.owens-services.com

Building Maintenance Services

Pasco County Government Facilities Pasco County, Florida



Owens Realty Services provides Janitorial and Environmental Services for Pasco County, Florida's county-wide facilities services organization.

Owens Realty Services duties include comprehensive maintenance, grounds keeping and janitorial services for over 640,000 sq. ft. of facilities owned and leased by Pasco County including:

- East Pasco Government Center
- East Pasco Judicial Center
- West Pasco Government Center
- West Pasco Judicial Centers
- Pasco County Tax Collector Offices
- Pasco Detention Centers
- Pasco Public Health Dept. Facilities & Clinics
- Pasco Public Health Blood Labs - Countywide
- Pasco County Forensics Lab
- Animal Control Facilities
- 24/7/ 65 - EMS/Fire/Rescue Stations
- Pasco County 11
- Emergency Management
- Senior Centers & Community Services
- Public Works & Utilities
- Administrative and Civil Offices



Pasco Public Health Clinics



Full Service Management & Leasing

CapTrust Building, Tampa, FL



CapTrust Building, Tampa, Florida

Owens Realty Services and Owens Realty Network LLC is providing management and leasing services for the owner of the property, Brownstone Tampa Partners, LLC. The parcel includes a 6-story, 67,500 square foot building and a vacant lot which was previously slated as a 52-story luxury condominium complex. This parcel in the downtown core business district is the only undeveloped parcel over the Hillsborough riverfront.

The recipient of multiple Building Owners and Managers Association awards, including Best Office Building for several properties, Owens Realty Services chose the well-known office building and strategic riverfront land parcel for its entry into the Tampa real estate market. The vacant land, with its large-scale development potential, prompted the company to seek other strategic partners to maximize its resources to develop this riverfront property. Owens Realty Network oversaw the sale and served as the owner's broker of record.

Owens Realty Services provides comprehensive and diligent capital planning, service specification development, vendor management, labor management, preventive maintenance and inventory control services for the building.



Building Maintenance Services Tampa Bay Buccaneers Headquarters One Buccaneer Place, Tampa, FL



Owens Realty Services provides comprehensive housekeeping services for the Tampa Bay Buccaneers Headquarters at One Buccaneer Place in Tampa, FL. The 145,000 sq. ft. facility sits on acres and supports three full-length grass practice fields, weight room, locker rooms, hydro-therapy room, fully equipped kitchen, dining room, theater style auditorium, press conference studio.

With exacting cleaning specifications for the 1st class facility, Owens Realty Services created a customized Green Cleaning Management Plan that incorporates Green Seal certified cleaning chemicals, low impact cleaning equipment and sustainable cleaning supplies & methods that promote cleaning for health, prevent cross contamination and the spread of infectious disease.



www.owens-services.com

Owens Realty Services Full Service Management Services

State of Connecticut - Department of Administrative Services

& 61 Woodland Street and 110 Sherman Street, Hartford, CT



1 Woodland Street Hartford, CT



39 Woodland Street Hartford, CT



11 Sherman Street Hartford, CT

Owens Realty Services provides operations, maintenance and janitorial management for the State of Connecticut Department of Administrative Services properties at 1, 39 and 61 Woodland Street and 110 Sherman Street in Hartford, Connecticut.

The portfolio includes:

1 Woodland Street - 24,600 square feet - formerly the offices of Phoenix Mutual Life Insurance Company and the Greater Hartford Community College, the building now serves as offices for the:

- Connecticut Department of High Education
- Connecticut Board of Regents
- Connecticut State Judicial Marshal
- Connecticut Department of Developmental Services
- Connecticut Interstate Compact Unit
- Connecticut Judicial Administration Monitoring
- Connecticut Department of Probation

39 Woodland Street - 32,833 square feet - serves as offices for the Connecticut Board of Regents.

11 Sherman Street - 32,170 square feet - serves as offices for the Attorney General of the State of Connecticut.



Full Service Management Services

City of Hartford - Hartford Public Safety Complex



Owens Realty Services provides for 24/7/ 65 operation, maintenance and janitorial management for the City of Hartford's Hartford Public Safety Complex in Hartford, CT.

The 155,000 sq. ft. complex houses information technology, animal control, traffic, motorcycle and emergency services, locker spaces and a credit union. The two upper levels of the -story complex support the Fire Department, Fire marshal and Emergency Management offices and dispatch.

The lower level houses prisoner booking and detention areas, forensics lab, evidence storage, crime scene and criminal staff space, vehicle bays and the main electrical and boiler room areas.

The Hartford Public Safety Complex, completed in 201 , houses the City's Public Safety Division which includes police, fire and emergency services. The complex includes a state-of-the-art Emergency Operations Center that is the City's main hub of information and decision making during any man-made or natural emergency.

The Complex is at the center of significant and historic transformations for the City of Hartford: the project marks the renewal of a 6 - acre parcel as part of a larger 26 - acre redevelopment in Hartford's New Park initiative. It also represents the first time the City's police, fire and emergency services have been combined into one location, and it forms a strong link between the Central Business District to this historic North Hartford neighborhood.

Hartford Public Safety Complex Profile:

155,000 square feet
-Story

Maximum Occupancy - 500 employees



www.owens-services.com

Full Service Management Services

State of Connecticut - Department of Emergency Services & Public Protection



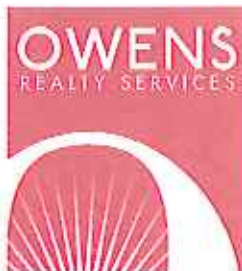
1111 Countr Clu Road
Middleton Connecticut

Since 2007, Owens Realty Services has been providing operations, maintenance and janitorial management for the Department of Emergency Services & Public Protection in Middletown, Connecticut.

Constructed in 1955 and purchased in 1994 by the State of Connecticut, this 108,000 sq. ft. building has benefitted from an integrated, comprehensive management plan that directly addresses the needs of the building resulting in efficiencies in both operations and expenses.

The facility supports the following divisions:

- Division of State Police
- Division of Statewide Emergency Telecommunications
- Division of Scientific Services
- Police Officer Standards & Training Council
- Commission on Fire Prevention & Control
- Division of Emergency Management & Homeland Security



www.owens-services.com

Department of Emergency Services & Public Protection

Profile:

108,000 square feet
Steel Frame Construction, poured concrete
High-Tuff Roofing System (Stevens)
400 - on site parking spaces

Mechanical Information:

Elevators: Otis, 2 Passenger, 1 Freight
Addressable Fire Alarm System: Simplex 4100

- AC
- Alerton Energy Management System
- 1 - Evapco 100-ton Cooling Tower
 - Liebert 20-ton units
- 2 - Liebert 1-ton unit
- 2 - York Rooftop AC Units
- 3 - Heatex Heat Reclaim Units
- 6 - Hydrotherm Oil Fired Boilers - 1, 1,000 BTU's per hour
- 20 - McQuay Ceiling Heat Pumps
- 11 - McQuay Vertical Water Source Heat Pumps - 215,000 BTU's
- 144 - Electro Hydronic Systems Perimeter Heat Pumps
- 1 - Wet Sprinkler System
- 1 - Clarke GM Diesel Fire Pump
- 1 - Spectrum Detroit Diesel Transfer Switch
- 1 - Spectrum Detroit Diesel Emergency Power Generator: Oil Powered: 3-phase - W 00.00 VA - 75.00

Full Service Management & Janitorial Services

Owens Realty Services provides 24 hour comprehensive facility management services for the State Police Troop G Barracks in Bridgeport. This 24/7/365 facility operates the State's largest "911" call highway/Interstate Command Center for the Department of Transportation. Our team also provides services for the West Haven Toll Booth building and Troop K Barracks in Colchester, Connecticut. Services include property management/supervision, maintenance and repair, full financial services, janitorial, and energy conservation.



Connecticut State Police Troop G - Bridgeport, CT

Troop G: 4 ,000 sq. ft.
West Haven Toll Booth Building: 7,0 0 sq. ft.

Heating System :

- Natural Gas fired Smith Boilers rated output 1,014,000 BTUH each.
- RTU's supplying 16,000, 10,000 & 17,000 CFM of supply air to 44 VAV boxes in the system. Hot water from boilers flows through distribution piping around building.
- Trane 44 ton package units
- Trane 28 ton package units

Domestic Hot Water:

- AO Smith Natural Gas fired unit with a 250 gal. storage tank.
- Trane Tracer Energy Management System.
- Liebert UPS, 20KUA, & 30KUA with 30 sealed Batteries
- ONAN 3PH 500 KW Fuel oil fired above ground Emergency Generator (Powers Entire Building)
- Underground gasoline storage tanks 10,000 gal. each with a pump distribution system.



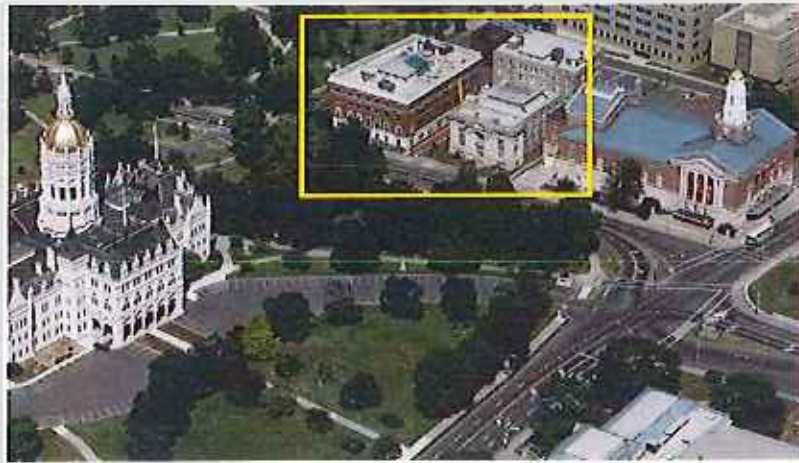
Connecticut State Police Troop K - Colchester, CT

Troop K: 18,800 sq. ft.



www.owens-services.com

Full Service Management



18-20 & 30 Trinity Street State House Campus - Hartford, CT

Since 1980, Owens Realty Services has been providing comprehensive facility management services for these facilities including staffing and coordination of all management staff, maintenance staff, janitorial staff and security personnel. We also selected and implemented a Computerized Maintenance Management System (CMMS) for the facilities.

The property is located on Bushnell Park in downtown Hartford and is part of the State's Historic Capitol District. The facilities encompass 1,576,622 sq. ft. and accommodate over 600 visitors daily.



18-20 Trinity Street Profile:
1,277 square feet

- Tenant Profile:**
Nine (9) State Agencies including:
- Auditors of Public Accounts
 - Ethics Commission
 - Commission on Children
 - Latino/Puerto Rican Affairs
 - Permanent Commission on the Status of Women
 - Freedom of Information
 - Elections Enforcement Commission
 - DAS Print & Mailing Services
 - Office of Governmental Accountability

Mechanical Information:

Electrical
3,000 amp General Electric board with Westinghouse tri-pack.
DE/ION breakers.

AC
External heat and cooling source (distributed hot & chilled water from The Energy Network) one (1) Trane and One (1) Carrier unit plus (2) Westinghouse AHU's with Automated Logic Control EMS.

Fire
Simplex Alarm Panel
ADT Monitoring & Security

30 Trinity Street Profile:
76,665 square feet

- Tenant Profile:**
Secretary of State's Office
Office of the Chief Public Defender

Mechanical Information:

Electrical
1,600 amp main service with General Electric switchboard stepped down to 1,200 amp.
GE breakers.

AC
External heat and cooling source (distributed hot & chilled water from The Energy Network) with (4) Racan AHU's and Siebe Barber-Coleman EMS.

Fire
Kidde FM200 engineered fire suppression system in Records Storage Room.
ADT Monitoring & Security
Silent night Alarm Panel

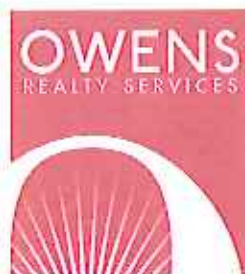
Owens Realty Services is supporting the State with our participation in the State of Connecticut Department of Energy & Environmental Protection's (DEEP) "Lead-By-Example" program.

We have been approved to install high efficiency energy saving motors to the pumps and couple the motors with Variable Frequency Drives (VFD) for the 18-20 and 30 Trinity Street facilities.

The installation of the VFD's will minimize wear and tear to the equipment and will also maintain constant air flow, pressure and temperature. In addition to maintaining a steady comfort level for the tenants of the buildings, the improvements will provide for efficiencies that will result in operational cost savings for the State.

The DEEP's "Lead-By-Example" program bonds funding for physical energy saving retrofits at State buildings.

The program's goals are to reduce energy use in Connecticut by 10% by 2013 and an additional 10% by 2018.



www.owens-services.com

Full Service Management



University Towers Owners Corporation
New Haven, CT

Tenant Profile:

- Yale Childs Study
- Yale School of Medical Pediatric Emergency Medicine Faculty
- Yale Childs Study Center Trauma Program
- Yale School of Medical Transplant, Anesthesiology, and Transplant Anesthesiology
- Yale School of Medicine Comer School



www.owens-services.com

University Towers is a 250,000 sq. ft., 16-story residential/office tower in downtown New Haven, CT. The first two floors of the building are commercially leased with the balance of the building being cooperative residential units comprised of 2 privately-owned studios, and 1,2, and bedroom apartment units. The site offers a 170 space on-site parking lot, 20 space off-site structured parking lot and an outdoor, built-in swimming pool.

Since 200 , Owens Realty Services has provided comprehensive property management, engineering, maintenance and custodial services for the complex and accounting and financial services to the operating corporation. We also provided the project management for an eight million dollar capital renovation project at the complex. The capital project consisted of the total replacement of the facility's mechanical plant as well as major renovations to the exterior building facade and interior common areas.

University Towers Owners Corporation Profile: 250,000 square feet

Mechanical Information:

Electrical

460 Volt Phase 4000 Amp service stepped down to 20 /120 Volt

AC

(1) low pressure brick-set Fitzgibbon dual-fuel steam boiler with hot water coil

Heat via steam to hot water heat exchanger (hydronic finned coil served via heating hot water risers)

15,000 UST

Centralized exhaust system with 6 roof mounted exhaust units

(5) Packaged Air Handlers servicing 1st & 2nd floors

Internal Water Cooled DX Towers

Apartment packaged A/C units with inverted fan blowers

Elevators

Otis (2000 LB Cap 250 FPM)

(2) passenger

(1) freight

ire

ADT Universal Modular Fire Alarm Model 4520

50 HP 500 GPM Booster

Wet Standpipe System

Full Service Management



70 Audubon Street - New Haven, CT

70 Audubon Street is located in the renovated arts & education sector of the city of New Haven. The Class A building houses The Community Foundation for Greater New Haven, ACES and The Arts Council of Greater New Haven.

Owens Realty Services provides full Property Management services including energy management, mechanical operations, budget and financial analysis, and bidding of services.

The Arts Council

of Greater New Haven

aces
area cooperative educational services



The Community Foundation
for Greater New Haven



www.owens-services.com

70 Audubon Street Profile:

0,000 square feet - 5 stories

Tenant Profile:

The Community Foundation for Greater New Haven

ACES

The Arts Council of Greater New Haven

Mechanical Information:

Electrical

4 0 Volt/ phase incoming.

Interior lighting is 277 volts.

HVAC

6 Hydro-Therm gas fired boilers for domestic water & heat

Mc uay Air Handling Unites

2 rooftop mounted Mc uay Chillers

Elevators

2 hydraulic elevators serviced by Honz Elevator

Fire

Unimode Fire Panel monitored by ADT

5-HP fire pump

Fire hoses in stairwells & fire extinguishers throughout the building

Sprinklers throughout

Full Service Management



The Marlin Business Center - New Haven, CT

The Marlin Business Center is a 14 ,000 sq. ft. campus of commercial buildings located in the circa 1 70's Marlin Firearms Factory. Newly renovated, the spacious former brick factory is occupied by tenants such as Yale University and the American Institute of Architects (AIA). Owens Realty Services provides comprehensive property management and brokerage services for the complex including management, leasing, maintenance staffing, vendor bid specification development, energy management, financial and accounting services.



www.owens-services.com

Marlin Business Center Profile:

14 ,000 square feet - stories
Historical Renovated Brick Complex
00 car off-street parking lot

Tenant Profile:

Yale University Printing
Yale University Technology Services
TPA Designs Group
Photo Communications, Inc.
Metro Health, LLC
Mohawk Northeast

Mechanical Information:

Electrical
1 . V - phase power to the building feeding
several 120/20 Volt step-down transformers

AC
Boiler - North American Steam Boiler
Heat SAC 1000 - One million BTU/h
20 Volt - phase - 46 AMP
Perimeter radiant heat

Burner - Dual Fuel - Natural Gas or 2 fuel oil
6 00 MBH Max - 45 GPM

Coolin
46 - 5/10 HP Carrier rooftop units (cooling only)

levators
1 Dover Passenger Elevator 2,500 capacity
1 Freight Elevator 4,000 capacity

ire
ADT Monitored fire panel

Letters of Reference





COLLEGE of
CENTRAL
FLORIDA

—an equal opportunity college—

February 4th, 2015

To Whom It May Concern

As Director of Facilities at the College of Central Florida, I have worked with Owens Realty Services Group, Inc. for the past 7 months on our Ocala Main Campus, Hampton Center, and Levy Center. During their term they have performed at a high level providing exceptional service to the college faculty, staff, students and visitors to our campus.

The Owens Realty Services Groups expertise and the College of Central Florida's collaborative relationship with the Owens Realty Management and their staff have continued to produce a positive and productive learning environment for our students. Owens Realty Services is unique from its competitors and other types of service providers because of the corporate level of support and involvement throughout the terms of the contract. We have received regularly scheduled site visits, and they walk the campus and speak with college staff outside our department to assess overall satisfaction. Facility inspections are performed to insure that college standards are being maintained, and as problems arise they are handled without delay.

Owens Realty Services has supported the college's commitment to sustainability by providing support for our single stream recycling program, waterless urinals, interior lighting maintenance, and other efforts. They are always agreeable to support new initiative as the college adapts to the needs of the community.

We appreciate their leadership and creativity in providing the College with an extraordinary product that the College of Central Florida and the college community are proud of.

Sincerely,

Tommy Morelock
Director of Facilities

OCALE CAMPUS
3001 S.W. College Road
Ocala, FL 34474-4415
352-873-5800

CITRUS CAMPUS
3800 S. Levanta Highway
Leesville, FL 34461-9026
352-746-6721

LEVY CENTER
114 Rodgers Blvd.
Clifton, FL 32626-1420
352-493-9533

HAMPTON CENTER
1301 W. Silver Springs Blvd.
Ocala, FL 34475-6456
352-873-5881

APPLETON MUSEUM
4333 E. Silver Springs Blvd.
Ocala, FL 34470-5001
352-291-4155

■ www.CF.edu ■



January 14, 2013

Mr. Randy Ziegler
Executive Vice President
OR&I, Facilities Services
228 Park Avenue North
Winter Park, Florida 32789

RE: Letter of Recommendation

Dear Mr. Ziegler:

I am pleased to offer this letter of recommendation for Owens, Rentz & Lee (OR&L).

As you are aware, USF Sarasota-Manatee (USFSM) selected OR&L through a competitive proposal process to begin work in July 2010 and, if the optional contract renewals are authorized, the agreement will continue through June 2014. The current scope of OR&L services includes the performance of maintenance, custodial, move management and event setup/take-down services for all USFSM facilities (approximately 121,000 square feet). OR&L responsibilities are coordinated through the USFSM Office of Facilities Planning & Management, however, the integration of University and OR&L staff is virtually seamless to the campus community.

Since the outset of the contract, the OR&L team has been led by your on-site manager, Frank Spinelli. Mr. Spinelli has consistently shown an outstanding customer service work ethic and leads his team through example and mentoring. The entire OR&L team is highly responsive, competent and performs their services to meet or exceed the high quality service expectations of USFSM. The few problems that have been encountered have been promptly and satisfactorily addressed.

In summary, USF Sarasota-Manatee is exceptionally pleased with the performance of OR&L and it is my pleasure to recommend the company with no reservations based on our experience. Should you have any questions or require any further input, please contact me at any time.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard B. Lyttle". The signature is fluid and cursive, written over a light blue horizontal line.

Richard B. Lyttle, AIA
Director

Jeannette

Thank you for your follow-up and to the OR&L Team for their efforts. The energy conservation measures they have undertaken to operate these two facilities in an efficient manner is quite commendable and demonstrates initiative, environmental stewardship and a level of accountability that should be the standard for all of our facility managers and staff, including our own staff here in OGS.

After reviewing the details associated with the reductions in natural gas and electric at 50 Wolf Rd and 625 Broadway, I'm confident that the OR&L team will remain diligent in searching for, and taking advantage of, future opportunities to conserve energy, the results of which will be reflected in our statewide WEAM reporting initiative.

Keep up the great work!

Thanks, Bob

Robert E. Lobdell Jr., Director
Div. of Utilities Management & Statewide Energy Group
NYS OGS, Real Property Management

G.N.A.R. Empire State Plaza
Corning Tower, 23rd Fl., Suite 2378
Albany, NY 12242



STATE OF NEW YORK
DEPARTMENT OF TRANSPORTATION
ALBANY, NY 12232
www.nysdot.gov

February 12, 2010

Mr. Jorgen Bowman
Property Manager
O,R&L Company
2 Summit Place
Branford, CT 06405

Re: Letter of Thanks

Dear Jorgen:

I would like to congratulate you and your building management team here at 50 Wolf Road for being the recipient of the Capital Region TOBY award. The O,R&L Building Management Team, under your direction, has done an outstanding job in managing this building and we are thankful for their dedication and daily support of the DOT headquarters building and tenants.

With over 1,500 employees including the Executive staff of the New York Department of Transportation, it is important that the facility is maintained at a high standard. Your team has performed at a consistently high level in all areas of building maintenance, housekeeping and grounds.

Your energy saving initiatives have also been recognized by the State OGS and the DOT and are appreciated, especially during this time of cost containment.

Thanks to you and your team. Our employees are fortunate to have their building needs met in a timely and responsible manner. We all look forward to working with you in 2010, and wish you the very best on your BOMA MAC submission.

Sincerely,

Mark Reuss (sh)

Mark Reuss
Management Systems Analyst
DOT Tenant Representative

**New York State Department of Environmental Conservation
Division of Operations**

Bureau of Office Services, 10th Floor
625 Broadway, Albany, New York 12233-5040
Phone: (518) 402-9246 • Fax: (518) 473-6222
Website: www.dec.ny.gov



Alexander B. Grannis
Commissioner

January 27, 2009

Mr. Jorgen Bowman
Owens, Rcnz & Lee
625 Broadway
Albany NY 12233

RE: BOMA Recognition

Dear Jorgen:

I would first like to congratulate you and your management team here at 625 Broadway for the recognition that you have recently been awarded by BOMA for the outstanding job done in managing this property during the year 2008, and secondly I would like to offer my support of your ongoing initiative to submit your evaluation package at the next levels within the BOMA hierarchy.

As the State of NY's first LEED certified building, and the home base of our Department of Environmental Conservation (DEC), 625 Broadway really needs to be showplace for the many visitors and customers who daily pass through our fully open office layouts. We at DEC have always felt that we wanted our building to be "a cut above" other NY State office spaces, and we have initiated a number of voluntary programs, such as office waste recycling and green cleaning which have become the standard. We recognize that these additional requirements place an additional burden on you and your staff, and I am happy to be able to say that you have risen to the tasks and performed at a consistently high level in all areas of building maintenance, security, housekeeping and grounds.

I am especially grateful for your extra personal attention to the needs of our tenant population, and the strong support you give to your staff that are responsible for dealing with all manner of tenant problems and issues on a day to day basis, working with my office staff and the general tenant population. We are fortunate to have a good working team, I look forward to working with you again in 2009 and beyond, and wish you the very best luck on your BOMA evaluation.

Sincerely,

Michael Mascelli
Property Manager – Tenant Representative
NYS Department of Environmental Conservation

Douglas H. Henley, II
Director of Facilities

111 Charter Oak Avenue
Hartford, CT 06106
(860) 509-3659
Fax (860) 524-4011
dhenley@crec.org
www.crec.org

June 10, 2010

Mr. Robert D. Owens
President
Owens, Renz and Lee Co., Inc.
2 Summit Place
Branford, CT 06405

Dear Mr. Owens,

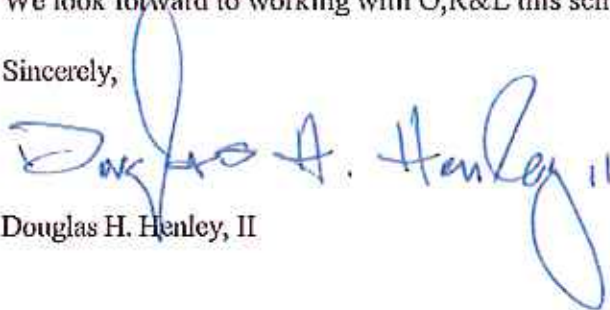
I want to take this opportunity to commend you on the efficient and professional janitorial and management services that CREC has received from your firm. Your personnel have consistently provided exceptional service during the many years of our business relationship.

Our facilities benefit from the meticulous supervision of the cleaning and maintenance staff in day-to-day function, as well as in special areas, including new school development, project management and green sustainability practices.

Your entire organization takes pride in their work and always responds promptly and courteously to our service requests.

We look forward to working with O,R&L this school year and into the years to come.

Sincerely,



Douglas H. Henley, II



CITY OF ORLANDO

October 8, 2009

Barbara Taylor
Purchasing Coordinator
City of Oviedo
400 Alexandria Blvd.
Oviedo, FL 32765

RE: Letter of Recommendation for OR&L Facility Services

Dear Barbara:

OR&L Facility Services has been the contract manager for the City of Orlando, since November 26, 2007. They have a 5 year fixed fee contract for the full service maintenance of City Hall including custodial, window & pressure washing, armed and unarmed security, and repairs and maintenance of the elevator, fire alarm & suppression, pest, water feature, cctv & card access and energy management systems. We recently added to their responsibilities the operation of the postal services this past August.

During their time here, they have completely restored the terrazzo flooring in the rotunda, initiated and maintained a recycling program, increased elevator preventative maintenance thus reducing the number of elevator malfunctions, and reduced utility costs by \$18,000. OR&L has been very responsive to each request for information, additional services or assistance for special events. Even more impressive, due to their exceptional attention to the proper maintenance of the facility, the number of service calls has decreased.

Please accept this letter as a full recommendation for OR&L Facility Services. I believe that you will find them to be capable and hard working with excellent property management skills. They can bring to your city highly trained and experienced staff who promptly respond to any concerns. Please call me if I may provide any additional information.

Sincerely,

A handwritten signature in cursive script that reads "Laurie Botts".

Laurie Botts
Real Estate Division Manager

REAL ESTATE MANAGEMENT • BUSINESS AND FINANCIAL SERVICES

CITY HALL • 400 SOUTH ORANGE AVENUE • ORLANDO, FLORIDA 32801-3302
PHONE (407) 246-2653 • FAX (407) 246-3712 • Laurie.Botts@cityoforlando.net



February 28, 2014

To whom it may concern,

This letter is to recommend the services Owens Facility Services. (formerly O,R&L) was selected to provide Housekeeping and Event Changeover Services for the Orlando Venues, a division of the City of Orlando in July of 2010.

During our RFP process we had proposals and presentations from all the major industry cleaning companies. They were new to our industry but not new to facilities and maintenance. They made a commitment to be a partner, to excellence and to embrace the City of Orlando blueprint.

They have performed the cleaning and change-over services admirably for the new Amway Center, and have provided cleaning and support at the Citrus Bowl, Tinker Field, Bob Carr Performing Arts Center, Leu Gardens, and Mennello Museum since that time. Their management at all levels, including their top leadership, has consistently worked in the spirit of that partnership and is eager to address the many challenges we mutually face. Some of these challenges included opening the new Amway Center - committing the resources to transition from construction to events, the NBA All-Star Week, handling simultaneous multiple events at multiple facilities including our annual Capitol One Bowl and numerous large outdoor events.

Should you have any questions, please do not hesitate to call me at 407-440-7007.

Sincerely,

Michael Thompson
Deputy Director
Orlando Venues

ORLANDO VENUES

AMWAY CENTER
BOB CARR PERFORMING ARTS CENTER
CITRUS BOWL
TINKER FIELD
HAWK P. LEU GARDENS
MENNELLO MUSEUM
POLK ANTI

400 W Church Street, Suite 200
Orlando, Florida, 32801-2515
P 407.440.7000
F 407.440.7001
orlandovenues.net
amwaycenter.com



February 7, 2014

To Whom It May Concern:

It is my pleasure to recommend OWENS REALTY SERVICES as a stellar company that the City of Orlando has been doing business with for multiple years. I have responsibility for monitoring the company for compliance. The company has had clean audits in this area. I am most familiar with their cleaning and security service areas. These are provided through a cadre of well trained staff who give the utmost of attention to detail to their given assignments, but equally important to them doing their work, and they do it quite well, is how they go about doing it. They carry out their tasks behind a mantle of good customer service from char woman—janitors—security services. OWENS REALTY SERVICES has created a value need in City employees that we did not know we had before. We would not like to have it taken from us now. This is how my day starts since OWENS REALTY SERVICES has provided cleaning and security services. I arrive at our sparkling City Hall at the security desk at 7a.m. and the Security Guard greets me with Good Morning and hands the newspaper and I saunter on my way down the marble corridor, which is so glossy that it reflects my silhouette all the way until I arrive at the elevators, whose stainless steel panels have been polished so high I use them as a mirror to adjust my tie and make last minute wardrobe adjustments before entering the car and heading for the 9th floor. I exit the elevator into my pristine office, take a deep breath and slump into my plush purple chair with matching carpet. Incidentally, last month my chair and the carpet underneath were not so pristine because I had eaten a Chinese barbeque lunch in my office and, as you are probably guessing now, I spilled food into my lap, which fell into the chair and onto the carpet. The stain left by the barbeque sauce on the purple upholstered chair and the carpet was a dark amorphously shaped glob. I called Doris Wasson, OWENS REALTY SERVICES's staff person in City Hall and described my dilemma and asked her to have the chair, and carpets shampooed and explained that I would reimburse OWENS REALTY SERVICES for the cleaning. Imagine my surprise the next day when I arrived at work and my chair and carpet had no signs of my previous day's mishap. And, Doris told me that it would not be necessary for me to reimburse the company. I have worked in office buildings for more than 40 years and have never had a better experience with a company that provides these types of services. I hope OWENS REALTY SERVICES continues to win contracts over and over with the City because of their stellar service.

There is another aspect to winning City contracts and complying with City requirements, and that is the BLUEPRINT which requires subcontracting with MWBEs during construction of the Community Venues and staffing them after they are built. OWENS REALTY SERVICES, again, gets high marks here, too. They have brought on MWBE subcontractors and hired workers through the BLUEPRINT Employment Office. While, things haven't always gone perfect, OWENS REALTY SERVICES has continued to strive to meet the requirements of the BLUEPRINT. This Company truly embodies the spirit of diversity vis-à-vis the BLUEPRINT

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Coulter', written over the typed name and title.

Janeiro Reginald Coulter
BLUEPRINT SPECIAL PROJECT MANAGER



Physical: 400 S. Orange Avenue, City Hall - 9th Floor • Orlando, FL 32801
Mailing: P.O. Box 4990 • Orlando, FL 32802-4990
PH: 407.246.2085 • FAX: 407.246.3435 • CITYOFORLANDONET/VENUES

January 2, 2015

6212 Bordeaux Circle
Sanford, Florida 32771

RECEIVED

JAN 05 2015

Mayor's Office

Honorable Buddy Dyer
Mayor, City of Orlando
City Hall
Orlando, Florida 32802

Linda Landman Gonzalez, VP
Orlando Magic
Amway Center
400 West Church Street
Suite 200
Orlando, Florida 32801

Jason Siegel, Managing Partner
Orlando Solar Bears
RDV Sportsplex
8701 Maitland Summit
Boulevard
Orlando, Florida 32810

REF: Amway Center Event Staff

To whom it may concern:

It is not often in today's world of lackadaisical customer service that one has the opportunity to praise. However this is one of those times and I would be remiss by not recognizing the staff that is present at every Solar Bear's hockey game. My only regret is that it has taken me two years to write this.

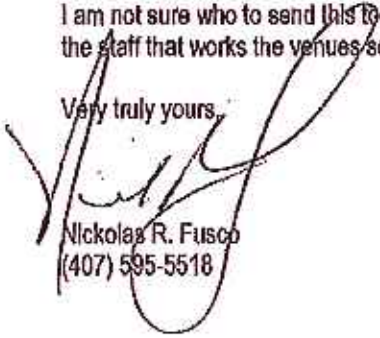
I have had the luxury and ability to attend sporting and concert events at more than a hundred different sports venues throughout the United States in my life and never have I been more impressed with the sincere efforts of the staff that watches over the crowd in Amway Center. I can only address hockey games; however, I suspect these same individuals are also present at the other events held at the center.

They are pleasant, sincere and truly act as if they want you to remember your experience there as pleasant and enjoyable. It is as if it was their own home and they are proud of what they have to offer. There is never anything but "smiles"; "hello's"; "good-bye's"; "thank you for coming" and "can we help you" attitudes. These individuals are, without question, the friendliest and most helpful people I have seen at sports/concert venues throughout the US.

Yes, the Amway Center is beautiful and a great venue, but without the staff that works there it could be just another run-of-the-mill event with terrible customer service. You should be proud of these individuals; they are the front line to the public and believe me when I say they are making a difference when it comes to enjoyment of events.

I am not sure who to send this too, hence the multiple addresses, however, my only hope is that this is shared with the staff that works the venues so they understand they are making a difference and that the public does notice them.

Very truly yours,


Nicholas R. Fusco
(407) 595-5518



PROJECT SERVICE LLC
OPERATORS OF THE CONNECTICUT SERVICE PLAZAS

75 WASHINGTON AVE.
NORTH HAVEN, CT 06473

June 9, 2010

Mr. Robert Becker
Contracts Specialist
South Florida Regional Transportation Authority
800 N.W. 33 Street
Pompano Beach, FL 33064

Re: Letter of Reference

Dear Mr. Becker:

Project Service LLC is under contract with O,R&L Facility Services to provide facility management, maintenance and custodial services to the 23 service plazas in Connecticut, under our contract with the State of Connecticut Department of Transportation.

This project is a challenging project as it involves 23 service plazas on Interstates I-95, I-395, and Route 15 in Connecticut. These service plazas include food concessions, fuel, and restrooms for the traveling public. Statistics show a daily traffic of over 79,000 vehicles on the busiest sections of I-95 in Connecticut. The plazas are open 24/7/365 days per year, with the holidays being the busiest days of the year.

Under the leadership of Bob Owens and Sue Black, O,R&L's team has welcomed this opportunity and challenge and are knowledgeable and responsive to the needs of the State, the tenants and Project Service LLC. They have an excellent team of professional managers and corporate resources, with extensive knowledge of facilities management, maintenance, capital projects, and custodial services. The company is also aware of the prime importance in protecting the safety of their employees on site, and the safety of the traveling public.

In addition to the daily oversight of the facilities, the management team has recognized and bid out contracted services resulting in substantial cost savings to the project. These cost savings are integral to the project as efficiencies and effectiveness are essential to the success of this project.

Please feel free to contact me at 203-314-5446 if you have any questions.

Sincerely,

Michael Modine
Director of Operations
Project Service LLC

Volusia County Purchasing & Contracts

Solicitation: 14-P-107AK, Janitorial Services

Subject Vendor: Owens Realty Services



REFERENCE QUESTIONNAIRE

Company providing reference: Pasco County Board of County Commissioners

Name and title of individual providing reference: Scott P. Stromer, Purchasing Director

A handwritten signature in blue ink, appearing to read "S. Stromer", is written to the right of the name and title.

Direct phone number of reference provider: (727) 847-8194

1. How long has your agency been associated with the vendor? 7+ years

2. On a scale of 1 to 5, with 1 being *poor* and 5 being *excellent*, please rate the vendor's performance with regard to:
 - a. Quality of service.....4
 - b. Invoicing process.....5
 - c. Response to service request.....5
 - d. Adequate staffing levels4
 - e. Sufficient equipment and supplies.....5

3. Would you use this vendor again? Yes No

4. What are your annual expenditures with this vendor? \$846864.60

5. Any additional comments: This vendor has been Pasco County's primary service provider for janitorial services since November 1, 2006, and is responsible for cleaning the majority of government facilities throughout the county. This vendor has demonstrated dedication and commitment to Pasco County throughout the term of the contract. Furthermore, during these challenging economic times, this vendor made numerous adjustments to voluntarily reduce costs without sacrificing service quality. This vendor is recommended..

Please complete this document electronically and return via e-mail to dlewis@volusia.org
or fax to 386-626-6630 by 12:00 noon on Wednesday, July 23, 2014.
Please type "JANITORIAL REFERENCE" in the e-mail subject line. *Thank you!*

**Owens Realty Services Proposal for
Florida A&M University – College of Law
RFP# 0003-2016 – Facilities Management & Maintenance**

Tab 2 – Preventive Maintenance Plan

1. Provide the company's maintenance comprehensive plan, the details, the specific maintenance approach to this project.

Owens Realty Services facility management and maintenance plan is based upon an asset management approach with a strong emphasis on preventive maintenance programs. The emphasis on preventive maintenance will protect the assets of the College and with the use of MicroMain™, our Computerized Maintenance Management System (CMMS), all maintenance activities is documented. Owens Realty Services has been utilizing MicroMain over the course of the past five (5) years and the history of work performed is contained in the system. A monthly report is generated that highlights the work completed. **We have included a sample MicroMain report for work orders completed at FAMU School of Law for the past 6-months at the end of this section.**



Asset Management Approach & Cost Saving Initiatives

With our Asset Management approach comes a determination to meet financial budgets and to reduce operating costs for the facilities that we manage. Owens Realty Services provides comprehensive and diligent capital planning, service specification development, vendor management, labor management, preventative maintenance and inventory control services.

Our focus on competitive bidding of outside services, and utilizing internal resources whenever possible, provides cost savings on each project.

In addition, our property management team is very active in the investigation of maintenance and repair issues. We trouble-shoot issues on-site and diligently attempt to identify problems and correct issues with our internal maintenance personnel, versus calling in a contractor to do the work which results in significant cost savings. Our project management team consistently receives competitive bids from contractors and uses negotiating skills to reduce the project costs.

24-Hour Property Supervision:

Loyld Glenn, Owens Realty Services Project Manager for FAMU College of Law will provide 24-hour, 7 days/week, 365 days/year property supervision and will be on call twenty-four hours a day, seven days a week. Mr. Glenn lives within thirty miles from the facility and will respond to all calls personally and respond to all requests for maintenance within one (1) hour of receiving notification for emergency situations and within twenty-four (24) hours for non-emergency situations.

Mr. Glenn will be the single source point of contact for the College of Law's Dean Reginald Green and Kendall Jones, Florida A&M University Director of Physical Plant and designated Contract Administrator for the FAMU College of Law and will be responsible for the following:

- Supervision of all activities of the on-site staff;
- Monitoring of all contracted services provided on the premises;
- Responsible for all repair and maintenance activities ensuring that they are performed in the best interests of the FAMU College of Law.

Mr. Glenn is closely supported by Mr. Leonard McCray who is the current Chief Building Engineer. He has been site-based at the College of Law since September of 2013 and is completely knowledgeable of the College of Law's policies, and procedures and all mechanical equipment. He recently attended a class by Honeywell Users Group Seminar to learn all aspects of the current Energy Management System at the school.

It is the intention of Mr. Glenn to retire in this current year. With that in mind, he has been training Mr. McCray to take the position of Facility Manager upon his retirement. Mr. McCray is dedicated to the property and is very interested to move up to the position of Facility Manager. Mr. Glenn will remain involved and fully train Mr. McCray so that he is proficient in all aspects of the position.

All Owens Realty Services Managers are available 24/7 to respond to building needs and will be responsible for all facility-related activities.

Value Added Benefits for FAMU College of Law:

- **Owens Realty Services 1-800 Emergency Call Center:**
Owens Realty Services also maintains a twenty-four-hour 1-800# Call Center which pages Project Managers immediately when emergency or routine calls come in.

- **Construction Management**

Mr. Glenn and Mr. McCray are both experienced in management of all Capital Project work, including, but not limited to:

- Roof Replacement & Repair
- Code/ADA Compliance Updates
- Technology Infrastructure Wirings
- Facilities Equipment
- Oil Tank Replacement
- Additions/Alterations
- New Building Construction including U.S. Green Building Council LEED certification
- HVAC Replacement & Repair
- Boiler Replacement & Repair
- Electrical Upgrades & Repair
- AHERA Management Plan
- Indoor Air Quality
- Space Planning
- All FAMU College of Law Facilities Requirements

Over the course of the contract, Owens Realty Services has assisted the FAMU team in Tallahassee to monitor and report on work in progress to the Tallahassee facility team. We will continue to do so under this proposal and resultant contract. We know how important this is to the University and the College of Law.

MicroMain™ Computerized Maintenance Management System (CMMS)

As specified in the RFP, Owens Realty Services will continue to utilize the MicroMain, the CMMS program that we implemented 5 years ago to track all routine and planned maintenance tasks. The implementation of the CMMS is critical to the effective management of any facility and is an integral part of our Management Plan for each facility that we manage, whether required by contract or not. Through the proper use of the CMMS, our Managers and Supervisors have the ability to monitor preventive and routine maintenance, issue work orders, review planned work, work completed and work underway. The system also monitors and issues work orders for preventive maintenance for all mechanical equipment. Since the CMMS is web-based, our clients are able to view the system in real time through the use of a User ID and Password.

Benefits of Maintaining a CMMS:

- Standardization of all property management reporting.
- Implementation of a single source tracking method.
- Maximize efficiency of all personnel.
- Maintain immediate access and control of all pertinent property data.
- Ability to track the performance of management sub-contractors.
- Ability to track purchase order history.
- Ability to track response to tenant service requests.

- Ability to track work order history.
- Ability to track plant expenditures and maintain cost history.
- Ability to track performance of structural and mechanical components.
- Ability to plan preventive maintenance work into the future.
- Ability to maintain preventive maintenance history.
- Ability to track product and equipment warranties.
- Ability to track security and access at the facilities.
- Ability to track manager's use of Set-Aside Vendors.
- Ability to track manager's use of Minority and Women Owned Vendors.
- Ability to track state inventory at the managed facilities.
- Ability to track tenants and departmental contacts at the facility.
- Ability to track employees and staffing requirements at the facility.
- Ability to customize reporting and statistical data.
- Ability to plan facility use and maintain master event calendar.

Sample MicroMain Report



Work Orders by Status

WONumber	Service	Property	Asset	Status	Requested	W/O	BuildingID	Building	DepartmentID	Department	Type
2753	Lighting	College of Law	Deans Suite	Completed	2/23/2015	6832	2/23/2015	10:38:53 AM	1	Maintenance	Demand
2754	E-CTR,CAL	College of Law	1C8 Corridor Student Lounge	Completed	2/23/2015	9089	2/23/2015	10:43:32 AM	3	Facilities	Demand
2755	General repair	College of Law	FAMU Sign and light 2	Completed	2/25/2015	2257	2/25/2015	10:01:28 AM	29	Maintenance	Demand
2756	Maintenance	College of Law	FAMU Sign and light 3	Completed	2/25/2015	8385	2/25/2015	10:25:05 AM	1	Maintenance	Demand
2757	Lighting	College of Law	FAMU Sign and light	Completed	2/25/2015	8385	2/25/2015	10:27:39 AM	30	Outside West	Demand
2758	Maintenance	College of Law	FAMU sign and light 4	Completed	2/25/2015	3595	2/25/2015	10:31:37 AM	30	Outside West	Demand
2759	Maintenance	College of Law	FAMU Sign and light 3	Completed	2/25/2015	4811	2/25/2015	10:33:47 AM	29	Outside East	Demand
2760	General repair	College of Law	33CA Faculty Office	Completed	2/25/2015	2684	2/25/2015	10:35:44 AM	21	Building A	Demand
2761	HVAC	College of Law	378 Classroom	Completed	2/25/2015	0834	2/25/2015	10:40:22 AM	13	Facilities	Demand
2762	General repair	College of Law	Moot Court Room	Completed	2/26/2015	5445	2/26/2015	6:22:51 AM	12	Building B	Demand
2763	General repair	College of Law	Artium	Completed	2/26/2015	1925	2/26/2015	5:25:00 AM	12	Building B	Demand
2764	Event Set Up	College of Law	Moot Court Room	Completed	2/26/2015	70	2/26/2015	6:28:03 AM	12	Building B	Demand
2765	Event Set Up	College of Law	Moot Court Room	Completed	2/26/2015	4003	2/26/2015	5:31:40 AM	12	Building B	Demand
2766	Event Set Up	College of Law	253 Event Room	Completed	2/26/2015	1027	2/26/2015	5:34:57 AM	12	Building B	Demand
2767	Maintenance	College of Law	FAMU Sign and light 2	Completed	2/26/2015	7408	2/26/2015	5:37:42 AM	29	Outside East	Demand
2768	Maintenance	College of Law	FAMU Sign and light	Completed	2/26/2015	9003	2/26/2015	5:40:36 AM	30	Outside West	Demand
2769	General repair	College of Law	FAMU Sign and light 3	Completed	2/26/2015	2466	2/26/2015	5:46:43 AM	20	Outside East	Demand
2770	General repair	College of Law	FAMU Sign and light 4	Completed	2/26/2015	7235	2/26/2015	5:48:48 AM	30	Outside West	Demand
2771	Event Set Up	College of Law	Moot Court Room	Completed	2/26/2015	5133	2/26/2015	5:55:02 AM	12	Building B	Demand
2772	General repair	College of Law	Student Lounge	Completed	2/26/2015	6400	2/26/2015	6:44:15 AM	21	Building A	Demand
2773	Event Set Up	College of Law	263 Event Room	Completed	2/27/2015	8002	2/27/2015	4:50:22 AM	12	Building B	Demand
2774	Event Set Up	College of Law	240 Classroom	Completed	2/27/2015	4795	2/27/2015	4:52:20 AM	12	Building B	Demand
2775	Lighting	College of Law	Moot Court Room	Completed	2/27/2015	4120	2/27/2015	7:31:31 AM	12	Building B	Demand
2776	General repair	College of Law	263 Event Room	Completed	2/27/2015	5671	2/27/2015	7:36:34 AM	12	Building B	Demand
2777	Plumbing	College of Law	Mens Room 350	Completed	2/27/2015	5105	2/27/2015	7:36:53 AM	21	Building A	Demand
2778	General repair	College of Law	Atium	Completed	2/27/2015	3438	2/27/2015	9:51:17 AM	12	Building B	Demand
2779	General repair	College of Law	Atium	Completed	2/27/2015	3956	2/27/2015	10:44:42 AM	12	Building B	Demand
2780	Plumbing	College of Law	Ladies Room 235	Completed	2/27/2015	7508	2/27/2015	10:46:36 AM	21	Building A	Demand
2781	Maintenance	College of Law	Ladies room 127	Completed	2/27/2015	7231	2/27/2015	10:49:20 AM	21	Building A	Demand
2782	Inspection of Building Lighting Interor and Exterior	College of Law	Buildings Lighting	Completed	3/2/2015	2784	3/2/2015	9:10:01 AM	26	A, B, C, Buildings	Preventive
2783	Inspection of Building Lighting Interor and Exterior	College of Law	Building Lighting	Completed	3/2/2015	2785	3/2/2015	9:10:02 AM	26	A, B, C, Buildings	Preventive
2784	Inspection of DVR2000E Generator	College of Law	Generator DV2000E	Completed	3/2/2015	2786	3/2/2015	9:10:02 AM	13	Building C	Preventive
2785	Inspection of DVR2000E Generator	College of Law	Generator DV2000E	Completed	3/2/2015	2787	3/2/2015	9:10:02 AM	13	Building C	Preventive
2786	Inspection of DVR2000E Generator	College of Law	Generator DV2000E	Completed	3/2/2015	2788	3/2/2015	9:10:02 AM	13	Building C	Preventive
2787	Inspection of DVR2000E Generator	College of Law	Generator DV2000E	Completed	3/2/2015	2789	3/2/2015	9:10:02 AM	13	Building C	Preventive
2788	Inspection of DVR2000E Generator	College of Law	Generator DV2000E	Completed	3/2/2015	2790	3/2/2015	9:10:02 AM	13	Building C	Preventive
2789	Monthly Elevator Fire Service Recall Testing	College of Law	Elevator number 1	Completed	3/2/2015	2791	3/2/2015	9:10:02 AM	12	Building B	Preventive
2790	Monthly Elevator Fire Service Recall Testing	College of Law	Elevator number 2	Completed	3/2/2015	2792	3/2/2015	9:10:02 AM	12	Building B	Preventive
2791	Monthly Elevator Fire Service Recall Testing	College of Law	Elevator number 3	Completed	3/2/2015	2793	3/2/2015	9:10:02 AM	21	Building A	Preventive
2792	Visual Inspection of Chill Water Pumps	College of Law	Chilled Water Pumps 1	Completed	3/2/2015	2795	3/2/2015	9:10:02 AM	13	Building C	Preventive
2793	Visual Inspection of Chill Water Pumps	College of Law	Chilled Water Pumps 2	Completed	3/2/2015	2796	3/2/2015	9:10:02 AM	13	Building C	Preventive
2804	Inspection of 43 Fire Extinguishers	College of Law	Fire Extinguishers	Completed	3/2/2015	2804	3/2/2015	9:10:02 AM	26	A, B, C, Buildings	Preventive
2805	Cannery Sprinkler inspection	College of Law	Sprinklers for Fire Protection	Completed	3/2/2015	2805	3/2/2015	9:10:02 AM	26	A, B, C, Buildings	Preventive
2806	General repair	College of Law	Mens Room 134	Completed	3/2/2015	88	3/2/2015	7:51:50 AM	21	Building A	Demand
2807	General repair	College of Law	Ladies room 127	Completed	3/2/2015	3992	3/2/2015	7:58:20 AM	21	Building A	Demand
2808	General repair	College of Law	Mens Room 128	Completed	3/2/2015	4826	3/2/2015	7:59:02 AM	21	Building A	Demand
2809	Maintenance	College of Law	Ladies Room 349	Completed	3/2/2015	7289	3/2/2015	8:01:21 AM	21	Building A	Demand
2810	General repair	College of Law	Mens Room 350	Completed	3/2/2015	9987	3/2/2015	8:02:51 AM	21	Building A	Demand
2811	General repair	College of Law	Ladies Room 235	Completed	3/2/2015	6436	3/2/2015	8:04:43 AM	21	Building A	Demand
2812	General repair	College of Law	Mens Room 236	Completed	3/2/2015	8899	3/2/2015	8:06:37 AM	21	Building A	Demand
2813	Plumbing	College of Law	Room 130 Shipping/Receiving	Completed	3/3/2015	4613	3/3/2015	5:12:40 AM	21	Building A	Demand

2814	Maintenance	College of Law	Moot Court Room	Completed	3/5/2015 8:43:35	3/5/2015 7:58:02 AM	12 Building B	1	Maintenance	Demand
2815	Maintenance	College of Law	Tables	Completed	3/5/2015 2:18:35	3/5/2015 6:01:08 AM	27 School Park	1	Maintenance	Demand
2816	Speckle and Painting	College of Law	552G Faculty Office	Completed	3/12/2015 8:48:31	3/12/2015 5:00:18 AM	211 Building A	3	Facilities	Demand
2817	Furniture moving	College of Law	415 Faculty Office	Completed	3/12/2015 3:02:31	3/12/2015 5:03:08 AM	211 Building A	3	Facilities	Demand
2818	Furniture moving	College of Law	332G Faculty Office	Completed	3/13/2015 6:47:31	3/13/2015 5:43:46 AM	211 Building A	3	Facilities	Demand
2819	Maintenance	College of Law	Entry gate	Completed	3/26/2015 9:04:32	3/26/2015 5:38:27 AM	South Parking Lot / 22 Washington Street	1	Maintenance	Demand
2820	HVAC	College of Law	324 Faculty Office Director	Completed	3/26/2015 12:76:32	3/26/2015 5:53:33 AM	211 Building A	3	Facilities	Demand
2821	HVAC	College of Law	415 Faculty Office	Completed	3/26/2015 5:08:13	3/26/2015 5:20:45 AM	211 Building A	3	Facilities	Demand
2822	General repair	College of Law	415 Faculty Office	Completed	3/26/2015 5:08:20	3/26/2015 5:23:10 AM	211 Building A	3	Facilities	Demand
2823	Lighting	College of Law	Building Lighting	Completed	3/26/2015 4:30:32	3/26/2015 5:25:41 AM	26 A, B, C, Buildings	1	Maintenance	Demand
2824	General repair	College of Law	334	Completed	3/26/2015 7:17:16	3/26/2015 5:30:55 AM	211 Building A	1	Maintenance	Demand
2825	ELECTRICAL	College of Law	Third Floor Faculty Offices	Completed	3/26/2015 4:52:39	3/26/2015 5:36:48 AM	211 Building A	1	Maintenance	Demand
2826	Plumbing	College of Law	Mens Room 236	Completed	3/26/2015 7:25:36	3/26/2015 6:37:53 AM	211 Building A	1	Maintenance	Demand
2827	HVAC	College of Law	107 Corridor Library	Completed	3/26/2015 7:58:13	3/26/2015 7:07:53 AM	211 Building A	1	Maintenance	Demand
2828	HVAC	College of Law	107 Corridor Library	Completed	3/26/2015 6:08:32	3/26/2015 7:11:37 AM	211 Building A	3	Facilities	Demand
2829	HVAC	College of Law	347 Computer Lab	Completed	3/26/2015 4:13:35	3/26/2015 7:19:42 AM	211 Building A	1	Maintenance	Demand
2830	HVAC	College of Law	347 Computer Lab	Completed	3/26/2015 6:31:03	3/26/2015 7:18:40 AM	211 Building A	1	Maintenance	Demand
2831	General repair	College of Law	Staff Lounge - Operations Suite	Completed	3/26/2015 5:22:03	3/26/2015 7:30:02 AM	13 Building C	1	Maintenance	Demand
2832	Maintenance	College of Law	Entry gate	Completed	3/26/2015 2:68:39	3/26/2015 9:48:46 AM	South Parking Lot / 22 Washington Street	1	Maintenance	Demand
2833	Speckle and Painting	College of Law	Staff Lounge - Operations Suite	Completed	3/26/2015 4:40:13	3/26/2015 9:51:11 AM	13 Building C	1	Maintenance	Demand
2834	Plumbing	College of Law	Mens Room 157	Completed	3/26/2015 2:69:39	3/26/2015 9:54:47 AM	13 Building C	1	Maintenance	Demand
2835	Spacke and Painting	College of Law	Registrar office	Completed	3/26/2015 6:08:08	3/26/2015 1:04:38 AM	13 Building C	1	Maintenance	Demand
2836	General repair	College of Law	Atrium	Completed	3/26/2015 6:38:08	3/26/2015 1:46:37 PM	12 Building B	1	Maintenance	Demand
2837	Plumbing	College of Law	Ladies room 127	Completed	3/27/2015 1:28:32	3/27/2015 5:18:44 AM	211 Building A	1	Maintenance	Demand
2838	General repair	College of Law	Atrium	Completed	3/27/2015 4:67:59	3/27/2015 5:39:54 AM	12 Building B	1	Maintenance	Demand
2839	Lighting	College of Law	Legal Clinic	Completed	3/27/2015 5:03:37	3/27/2015 5:51:22 AM	13 Building C	1	Maintenance	Demand
2840	HOUSEKEEPING	College of Law	Academic Success	Completed	3/27/2015 6:70:08	3/27/2015 5:56:20 AM	13 Building C	1	Maintenance	Demand
2841	Lighting	College of Law	Building Lighting	Completed	3/27/2015 7:71:16	3/27/2015 6:00:47 AM	26 A, B, C, Buildings	1	Maintenance	Demand
2842	Lighting	College of Law	All Classrooms	Completed	3/27/2015 6:03:38	3/27/2015 6:04:37 AM	26 A, B, C, Buildings	1	Maintenance	Demand
2843	Lighting	College of Law	All Classrooms	Completed	3/27/2015 6:32:26	3/27/2015 6:08:34 AM	26 A, B, C, Buildings	3	Facilities	Demand
2844	Lighting	College of Law	All Classrooms	Completed	3/27/2015 3:01:13	3/27/2015 6:11:21 AM	26 A, B, C, Buildings	3	Facilities	Demand
2845	Lighting	College of Law	Staff Lounge - Operations Suite	Completed	3/27/2015 2:50:23	3/27/2015 8:14:17 AM	13 Building C	1	Maintenance	Demand
2846	Lighting	College of Law	Legal Clinic	Completed	3/27/2015 5:91:03	3/27/2015 8:16:23 AM	13 Building C	1	Maintenance	Demand
2847	Plumbing	College of Law	Ladies Room 369	Completed	3/27/2015 4:00:17	3/27/2015 8:23:32 AM	13 Building C	1	Maintenance	Demand
2848	Plumbing	College of Law	Ladies room 127	Completed	3/30/2015 8:89:23	3/30/2015 5:52:58 AM	211 Building A	1	Maintenance	Demand
2849	Furniture moving	College of Law	Registrar office	Completed	3/30/2015 4:19:19	3/30/2015 5:56:37 AM	13 Building C	1	Maintenance	Demand
2850	Furniture moving	College of Law	Registrar office	Completed	3/30/2015 2:53:23	3/30/2015 5:59:23 AM	13 Building C	1	Maintenance	Demand
2851	Lighting	College of Law	Room 132	Completed	3/30/2015 2:81:13	3/30/2015 5:07:33 AM	211 Building A	1	Maintenance	Demand
2852	General repair	College of Law	Registrar office	Completed	3/30/2015 5:30:43	3/30/2015 5:11:19 AM	13 Building C	1	Maintenance	Demand
2853	Lighting	College of Law	Room 131	Completed	3/30/2015 5:14:59	3/30/2015 1:12:59 AM	211 Building A	1	Maintenance	Demand
2854	Furniture moving	College of Law	418 Library Staff Office	Completed	3/30/2015 6:24:13	3/30/2015 1:15:09 AM	211 Building A	1	Maintenance	Demand
2855	Furniture moving	College of Law	Staff Lounge - Operations Suite	Completed	3/31/2015 5:73:38	3/31/2015 4:48:43 AM	13 Building C	1	Maintenance	Demand
2856	Lighting	College of Law	332E Faculty Office	Completed	3/31/2015 4:54:53	3/31/2015 4:52:07 AM	211 Building A	3	Facilities	Demand
2857	Lighting	College of Law	329 Faculty Staff Lounge	Completed	3/31/2015 8:33:00	3/31/2015 5:40:39 AM	211 Building A	1	Maintenance	Demand
2858	Plumbing	College of Law	Ladies Room 369	Completed	3/31/2015 7:00:35	3/31/2015 5:43:10 AM	13 Building C	1	Maintenance	Demand
2859	General repair	College of Law	Registrar office	Completed	3/31/2015 3:21:35	3/31/2015 6:57:00 AM	13 Building C	1	Maintenance	Demand
2860	HVAC	College of Law	379 Classroom	Completed	4/1/2015 10:68:47	4/1/2015 5:09:35 AM	13 Building C	1	Maintenance	Demand
2861	Filter change, 4/1/2015	College of Law	BUILT UP AIR HANDLER CALL 1	Completed	4/1/2015 2:86:14	4/1/2015 11:35:08 AM	211 Building A	1	Maintenance	Preventive
2862	Filter change, 5/1/2015	College of Law	BUILT UP AIR HANDLER CALL 1	Completed	4/1/2015 2:88:47	4/1/2015 11:35:08 AM	211 Building A	1	Maintenance	Preventive
2863	Filter change, 4/1/2015	College of Law	BUILT UP AIR HANDLER CALL 2	Completed	4/1/2015 2:86:34	4/1/2015 11:35:08 AM	12 Building B	1	Maintenance	Preventive
2864	Filter change, 5/1/2015	College of Law	BUILT UP AIR HANDLER CALL 2	Completed	4/1/2015 2:86:44	4/1/2015 11:35:08 AM	12 Building B	1	Maintenance	Preventive
2865	Inspection of Building Lighting Interior and Exterior, 4/6/2015	College of Law	Building Lighting	Completed	4/1/2015 2:86:55	4/1/2015 11:35:08 AM	26 A, B, C, Buildings	1	Maintenance	Preventive

2806	Inspector of Building Lighting Interior and Exterior, 4/6/2015	College of Law	Building Lighting	Completed	4/7/2015 2865 4/1/2015 11:35:08 AM	25 A, B, C, Buildings	1 Maintenance	Preventive
2807	Inspection of DVR2000E Generator, 4/1/2015	College of Law	Generator DVR2000E	Completed	4/7/2015 2867 4/1/2015 11:35:08 AM	13 Building C	1 Maintenance	Preventive
2808	Inspection of DVR2000E Generator, 4/15/2015	College of Law	Generator DVR2000E	Completed	4/7/2015 2868 4/1/2015 11:35:08 AM	13 Building C	1 Maintenance	Preventive
2809	Inspection of DVR2000E Generator, 4/22/2015	College of Law	Generator DVR2000E	Completed	4/7/2015 2869 4/1/2015 11:35:08 AM	13 Building C	1 Maintenance	Preventive
2870	Inspection of DVR2000E Generator, 4/23/2015	College of Law	Generator DVR2000E	Completed	4/7/2015 2870 4/1/2015 11:35:08 AM	13 Building C	1 Maintenance	Preventive
2871	Inspector of DVR2000E Generator, 4/8/2015	College of Law	Generator DVR2000E	Completed	4/7/2015 2871 4/1/2015 11:35:08 AM	13 Building C	1 Maintenance	Preventive
2872	Monthly Elevator Fire Service Recall Testing, 4/6/2015	College of Law	Elevator number 1	Completed	4/7/2015 2872 4/1/2015 11:35:08 AM	12 Building B	3 Facilities	Preventive
2873	Monthly Elevator Fire Service Recall Testing, 4/6/2015	College of Law	Elevator number 2	Completed	4/7/2015 2873 4/1/2015 11:35:08 AM	12 Building B	3 Facilities	Preventive
2874	Monthly Elevator Fire Service Recall Testing, 4/6/2015	College of Law	Elevator number 3	Completed	4/7/2015 2874 4/1/2015 11:35:08 AM	21 Building A	3 Facilities	Preventive
2875	Quarterly AHU Maintenance, 4/6/2015	College of Law	BUILT UP AIR HANDLER AC-1	Completed	4/7/2015 2875 4/1/2015 11:35:08 AM	21 Building A	1 Maintenance	Preventive
2876	Quarterly AHU Maintenance, 4/6/2015	College of Law	BUILT UP AIR HANDLER AC-2	Completed	4/7/2015 2876 4/1/2015 11:35:08 AM	21 Building A	1 Maintenance	Preventive
2877	Quarterly AHU Maintenance, 4/6/2015	College of Law	BUILT UP AIR HANDLER AC-3	Completed	4/7/2015 2877 4/1/2015 11:35:08 AM	13 Building C	1 Maintenance	Preventive
2878	Quarterly AHU Maintenance, 4/6/2015	College of Law	BUILT UP AIR HANDLER AC-4	Completed	4/7/2015 2878 4/1/2015 11:35:08 AM	21 Building A	1 Maintenance	Preventive
2879	Quarterly AHU Maintenance, 4/6/2015	College of Law	BUILT UP AIR HANDLER AC-5	Completed	4/7/2015 2879 4/1/2015 11:35:08 AM	13 Building C	1 Maintenance	Preventive
2880	Quarterly AHU Maintenance, 4/6/2015	College of Law	BUILT UP AIR HANDLER AC-6	Completed	4/7/2015 2880 4/1/2015 11:35:08 AM	13 Building C	1 Maintenance	Preventive
2881	Quarterly AHU Maintenance, 4/6/2015	College of Law	BUILT UP AIR HANDLER AC-7	Completed	4/7/2015 2881 4/1/2015 11:35:08 AM	21 Building A	1 Maintenance	Preventive
2882	Quarterly AHU Maintenance, 4/6/2015	College of Law	BUILT UP AIR HANDLER AC-8	Completed	4/7/2015 2882 4/1/2015 11:35:08 AM	13 Building C	1 Maintenance	Preventive
2883	Quarterly AHU Maintenance, 4/6/2015	College of Law	BUILT UP AIR HANDLER AC-9	Completed	4/7/2015 2883 4/1/2015 11:35:08 AM	21 Building A	1 Maintenance	Preventive
2884	Quarterly AHU Maintenance, 4/6/2015	College of Law	BUILT UP AIR HANDLER OAU 1	Completed	4/7/2015 2884 4/1/2015 11:35:08 AM	21 Building A	1 Maintenance	Preventive
2885	Quarterly AHU Maintenance, 4/6/2015	College of Law	BUILT UP AIR HANDLER OAU 2	Completed	4/7/2015 2885 4/1/2015 11:35:08 AM	12 Building B	1 Maintenance	Preventive
2886	Visual Inspection of Chilled Water Pumps, 4/13/2015	College of Law	Chilled Water Pumps 1	Completed	4/7/2015 2886 4/1/2015 11:35:08 AM	13 Building C	1 Maintenance	Preventive
2887	Visual Inspection of Chilled Water Pumps, 4/13/2015	College of Law	Chilled Water Pumps 2	Completed	4/7/2015 2887 4/1/2015 11:35:08 AM	13 Building C	1 Maintenance	Preventive
2888	Inspection of 43 Fire Extinguishers, 4/8/2015	College of Law	Fire Extinguishers	Completed	4/7/2015 2888 4/1/2015 11:35:08 AM	26 A, B, C, Buildings	3 Facilities	Preventive
2889	General repair	College of Law	West Court Room	Completed	4/7/2015 1028 4/1/2015 8:37:35 AM	12 Building B	1 Maintenance	Demand
2890	Plumbing	College of Law	Mens Room 306	Completed	4/7/2015 8946 4/1/2015 10:23:17 AM	13 Building C	1 Maintenance	Demand
2891	General repair	College of Law	372 Engineering office	Completed	4/7/2015 882 4/1/2015 11:50:56 AM	13 Building C	1 Maintenance	Demand
2892	Event: Set Up	College of Law	262 Classroom	Completed	4/7/2015 5321 4/1/2015 11:33:05 AM	13 Building C	3 Facilities	Demand
2893	Event: Set Up	College of Law	259 Classroom	Completed	4/7/2015 1759 4/1/2015 11:57:39 AM	13 Building C	3 Facilities	Demand
2894	General repair	College of Law	All Classrooms	Completed	4/2/2015 5773 4/2/2015 5:43:35 AM	26 A, B, C, Buildings	3 Facilities	Demand
2895	Lighting	College of Law	Deans Suite	Completed	4/8/2015 6518 4/6/2015 4:21:17 AM	12 Building B	1 Maintenance	Demand
2896	Event: Set Up	College of Law	240 Classroom	Completed	4/5/2015 6359 4/6/2015 4:24:59 AM	12 Building B	3 Facilities	Demand
2897	Lighting	College of Law	Building Lighing	Completed	4/8/2015 9085 4/6/2015 4:28:49 AM	26 A, B, C, Buildings	1 Maintenance	Demand
2898	Lighting	College of Law	Building Lighting	Completed	4/8/2015 4544 4/6/2015 4:31:25 AM	26 A, B, C, Buildings	1 Maintenance	Demand
2899	General repair	College of Law	Mens Room 245	Completed	4/8/2015 997 4/6/2015 11:40:03 AM	13 Building C	1 Maintenance	Demand
2900	General repair	College of Law	Staff Lounge - Operations Suite	Completed	4/7/2015 7122 4/7/2015 5:37:45 AM	13 Building C	1 Maintenance	Demand
2901	General repair	College of Law	South West Ramp Entrance Door	Completed	4/7/2015 9989 4/7/2015 5:40:00 AM	12 Building B	1 Maintenance	Demand
2902	General repair	College of Law	Student services	Completed	4/8/2015 4086 4/8/2015 8:02:46 AM	21 Building A	1 Maintenance	Demand
2903	General repair	College of Law	Balcony	Completed	4/8/2015 6955 4/8/2015 8:09:42 AM	12 Building B	1 Maintenance	Demand
2904	General repair	College of Law	Deans Suite	Completed	4/8/2015 9575 4/8/2015 8:13:11 AM	12 Building B	1 Maintenance	Demand

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2805	General repair	College of Law	Staff Lounge - Operations Suite	Completed	4/5/2015 5:42:49:2015 7:01:19 AM	13 Building C	1 Maintenance	Demand
2806	General repair	College of Law	Mens Room 4-2	Completed	4/5/2015 5:32:49:2015 7:03:54 AM	211 Building A	1 Maintenance	Demand
2807	General repair	College of Law	Ladies Room 413	Completed	4/5/2015 5:31:49:2015 7:08:26 AM	211 Building A	1 Maintenance	Demand
2808	Lighting	College of Law	307E Faculty Office	Completed	4/5/2015 5:58:49:2015 7:24:40 AM	211 Building A	3 Facilities	Demand
2809	General repair	College of Law	265 Event Room	Completed	4/5/2015 5:55:49:2015 7:17:15 AM	12 Building B	3 Facilities	Demand
2810	Brick Installation	College of Law	Side walk with arched bricks	Completed	4/16/2015 5:42:49:2015 7:22:45 AM	27 School Patio	1 Maintenance	Demand
2811	Furniture moving	College of Law	Max Court Room	Completed	4/20/2015 3:23:49:2015 6:40:42 AM	12 Building B	1 Maintenance	Demand
2812	General repair	College of Law	418 Library Staff Office	Completed	4/20/2015 2:43:49:2015 7:03:37 AM	12 Building B	1 Maintenance	Demand
2813	Furniture moving	College of Law	418 Library Staff Office	Completed	4/21/2015 5:43:49:2015 6:18:23 AM	211 Building A	1 Maintenance	Demand
2814	General repair	College of Law	418 Ladies Rest Office	Completed	4/21/2015 6:52:49:2015 6:58:15 AM	211 Building A	1 Maintenance	Demand
2815	Plumbing	College of Law	Water Fountain A-349	Completed	4/22/2015 5:31:49:2015 5:58:38 AM	211 Building A	3 Facilities	Demand
2817	General repair	College of Law	Student Lounge	Completed	4/22/2015 9:35:49:2015 7:12:28 AM	211 Building A	1 Maintenance	Demand
2818	Plumbing	College of Law	Ladies Room 369	Completed	4/23/2015 4:53:49:2015 6:51:17 AM	13 Building C	1 Maintenance	Demand
2819	Furniture moving	College of Law	263 Event Room	Completed	4/24/2015 3:33:49:2015 5:27:54 AM	12 Building B	3 Facilities	Demand
2820	Plumbing	College of Law	Ladies Room 369	Completed	4/24/2015 14:49:2015 5:33:25 AM	13 Building C	1 Maintenance	Demand
2821	ELECTRICAL	College of Law	Deans Suite	Completed	4/24/2015 9:25:49:2015 8:38:59 AM	12 Building B	1 Maintenance	Demand
2822	HVAC	College of Law	BUILT UP AIR HANDLER AC-4	Completed	4/27/2015 3:05:49:2015 4:37:11 AM	211 Building A	1 Maintenance	Demand
2823	General repair	College of Law	Student Lounge	Completed	4/27/2015 2:59:49:2015 7:45:50 AM	211 Building A	1 Maintenance	Demand
2824	Furniture moving	College of Law	Legal Clinic	Completed	4/28/2015 10:44:49:2015 4:42:57 AM	13 Building C	1 Maintenance	Demand
2825	General repair	College of Law	Student Lounge	Completed	4/29/2015 6:23:49:2015 4:46:15 AM	211 Building A	1 Maintenance	Demand
2826	General repair	College of Law	Elevator number 3	Completed	4/29/2015 9:13:49:2015 7:35:49 AM	211 Building A	3 Facilities	Demand
2827	ELECTRICAL	College of Law	Elevator number 3	Completed	4/29/2015 7:55:49:2015 10:33:27 AM	211 Building A	3 Facilities	Demand
2828	ELECTRICAL	College of Law	372 Engineering office	Completed	4/30/2015 9:50:49:2015 11:28:48 AM	13 Building C	1 Maintenance	Demand
2829	Plumbing	College of Law	Ladies Room 389	Completed	4/30/2015 2:55:49:2015 5:38:37 AM	13 Building C	1 Maintenance	Demand
2830	Furniture moving	College of Law	Legal Clinic	Completed	5/1/2015 5:09:49:2015 5:25:21 AM	13 Building C	1 Maintenance	Demand
2831	General repair	College of Law	328 Faculty Office	Completed	5/1/2015 5:34:49:2015 5:28:57 AM	211 Building A	3 Facilities	Demand
2832	General repair	College of Law	Atrium	Completed	5/1/2015 19:29:49:2015 5:37:55 AM	12 Building B	1 Maintenance	Demand
2833	Inspector of Building Lighting Interior and Exterior, 5/4/2015	College of Law	Building Lighting	Completed	5/1/2015 2:53:49:2015 8:39:06 AM	25 A, B, C Buildings	1 Maintenance	Preventive
2834	Inspector of Building Lighting Interior and Exterior, 5/4/2015	College of Law	Building Lighting	Completed	5/1/2015 2:54:49:2015 8:39:06 AM	25 A, B, C Buildings	1 Maintenance	Preventive
2835	Inspector of DVR2000E Generator, 5/13/2015	College of Law	Generator DVR2000E	Completed	5/1/2015 2:53:49:2015 8:39:06 AM	13 Building C	1 Maintenance	Preventive
2836	Inspector of DVR2000E Generator, 5/20/2015	College of Law	Generator DVR2000E	Completed	5/1/2015 2:53:49:2015 8:39:06 AM	13 Building C	1 Maintenance	Preventive
2837	Inspector of DVR2000E Generator, 5/27/2015	College of Law	Generator DVR2000E	Completed	5/1/2015 2:53:49:2015 8:39:06 AM	13 Building C	1 Maintenance	Preventive
2838	Inspector of DVR2000E Generator, 5/5/2015	College of Law	Generator DVR2000E	Completed	5/1/2015 2:53:49:2015 8:39:06 AM	13 Building C	1 Maintenance	Preventive
2839	Monthly Elevator Fire Service Recall Testing, 5/4/2015	College of Law	Elevator number 1	Completed	5/1/2015 2:53:49:2015 8:39:06 AM	12 Building B	3 Facilities	Preventive
2840	Monthly Elevator Fire Service Recall Testing, 5/4/2015	College of Law	Elevator number 2	Completed	5/1/2015 2:54:49:2015 8:39:06 AM	12 Building B	3 Facilities	Preventive
2841	Monthly Elevator Fire Service Recall Testing, 5/4/2015	College of Law	Elevator number 3	Completed	5/1/2015 2:54:49:2015 8:39:06 AM	211 Building A	3 Facilities	Preventive
2842	Monthly filter change out, 5/4/2015	College of Law	BUILT UP AIR HANDLER AC-1	Completed	5/1/2015 2:54:49:2015 8:39:06 AM	211 Building A	1 Maintenance	Preventive
2843	Monthly filter change out, 5/4/2015	College of Law	BUILT UP AIR HANDLER AC-2	Completed	5/1/2015 2:54:49:2015 8:39:06 AM	211 Building A	1 Maintenance	Preventive
2844	Monthly filter change out, 5/4/2015	College of Law	BUILT UP AIR HANDLER AC-3	Completed	5/1/2015 2:54:49:2015 8:39:06 AM	13 Building C	1 Maintenance	Preventive
2845	Monthly filter change out, 5/4/2015	College of Law	BUILT UP AIR HANDLER AC-4	Completed	5/1/2015 2:54:49:2015 8:39:06 AM	211 Building A	1 Maintenance	Preventive
2846	Monthly filter change out, 5/4/2015	College of Law	BUILT UP AIR HANDLER AC-5	Completed	5/1/2015 2:54:49:2015 8:39:06 AM	13 Building C	1 Maintenance	Preventive
2847	Monthly filter change out, 5/4/2015	College of Law	BUILT UP AIR HANDLER AC-6	Completed	5/1/2015 2:54:49:2015 8:39:06 AM	13 Building C	1 Maintenance	Preventive
2848	Monthly filter change out, 5/4/2015	College of Law	BUILT UP AIR HANDLER AC-7	Completed	5/1/2015 2:54:49:2015 8:39:06 AM	211 Building A	1 Maintenance	Preventive
2849	Monthly filter change out, 5/4/2015	College of Law	BUILT UP AIR HANDLER AC-8	Completed	5/1/2015 2:54:49:2015 8:39:06 AM	13 Building C	1 Maintenance	Preventive

2950	Monthly filter change out. 5/4/2015	College of Law	BUILT UP AIR HANDLER AC-8	Completed	5/1/2015 2950 5/1/2015 8:39:06 AM	21 * Building A	1	Maintenance	Preventive
2951	Visual inspection of Chill Water Pumps, 5/1/2015	College of Law	Chilled Water Pump 1	Completed	5/1/2015 2951 5/1/2015 8:39:07 AM	13 Building C	1	Maintenance	Preventive
2952	Visual inspection of Chill Water Pumps, 5/1/2015	College of Law	Chilled Water Pump 2	Completed	5/1/2015 2952 5/1/2015 8:39:07 AM	13 Building C	1	Maintenance	Preventive
2953	Water Fountain Filter Cartridge change, 5/4/2015	College of Law	Water Fountain C-153	Completed	5/1/2015 2953 5/1/2015 8:39:07 AM	13 Building C	3	Facilities	Preventive
2954	Water Fountain Filter Cartridge change, 5/4/2015	College of Law	Water Fountain A-134	Completed	5/1/2015 2954 5/1/2015 8:39:07 AM	21 * Building A	3	Facilities	Preventive
2955	Water Fountain Filter Cartridge change, 5/4/2015	College of Law	Water Fountain A-235	Completed	5/1/2015 2955 5/1/2015 8:39:07 AM	21 * Building A	3	Facilities	Preventive
2956	Water Fountain Filter Cartridge change, 5/4/2015	College of Law	Water Fountain A-349	Completed	5/1/2015 2956 5/1/2015 8:39:07 AM	21 * Building A	3	Facilities	Preventive
2957	Water Fountain Filter Cartridge change, 5/4/2015	College of Law	Water Fountain A-412	Completed	5/1/2015 2957 5/1/2015 8:39:07 AM	21 * Building A	3	Facilities	Preventive
2958	Water Fountain Filter Cartridge change, 5/4/2015	College of Law	Water fountain C-246	Completed	5/1/2015 2958 5/1/2015 8:39:07 AM	13 Building C	3	Facilities	Preventive
2959	Water Fountain Filter Cartridge change, 5/4/2015	College of Law	Water Fountain C-369	Completed	5/1/2015 2959 5/1/2015 8:39:07 AM	13 Building C	3	Facilities	Preventive
2960	Inspection of 43 Fire Extinguishers, 5/4/2015	College of Law	Fire Extinguishers	Completed	5/1/2015 2960 5/1/2015 8:39:07 AM	26 A, B, C, Buildings	3	Facilities	Preventive
2961	Brick installation	College of Law	Side walk with arched bricks	Completed	5/4/2015 2961 5/4/2015 7:02:00 AM	27 School Patio	1	Maintenance	Demand
2962	Pressure Washing	College of Law	Entry sidewalk and steps	Completed	5/4/2015 2962 5/4/2015 7:08:50 AM	30 Outside West	30	Maintenance	Demand
2963	Pressure Washing	College of Law	Entry sidewalk and steps	Completed	5/4/2015 2963 5/4/2015 7:13:18 AM	30 Outside West	30	Maintenance	Demand
2964	Plumbing	College of Law	Mens Room 350	Completed	5/8/2015 2964 5/8/2015 6:34:54 AM	21 * Building A	1	Maintenance	Demand
2965	Plumbing	College of Law	Ladies Room 156	Completed	5/14/2015 2965 5/14/2015 11:52:17 AM	13 Building C	1	Maintenance	Demand
2966	General repair	College of Law	Admission office	Completed	5/14/2015 2966 5/14/2015 11:55:27 AM	21 * Building A	1	Maintenance	Demand
2967	Lighting	College of Law	Elevator number 1	Completed	5/15/2015 2967 5/15/2015 5:48:40 AM	12 Building B	3	Facilities	Demand
2968	Lighting	College of Law	Elwater number 2	Completed	5/15/2015 2968 5/15/2015 5:54:26 AM	12 Building B	3	Facilities	Demand
2969	Event Set Up	College of Law	At-urn	Completed	5/15/2015 2969 5/15/2015 5:57:43 AM	12 Building B	1	Maintenance	Demand
2970	Event Set Up	College of Law	At-urn	Completed	5/15/2015 2970 5/15/2015 6:09:37 AM	21 * Building A	3	Facilities	Demand
2971	Furniture moving	College of Law	424 Faculty Lounge	Completed	5/15/2015 2971 5/15/2015 6:13:13 AM	12 Building B	1	Maintenance	Demand
2972	Furniture moving	College of Law	424 Faculty Lounge	Completed	5/15/2015 2972 5/15/2015 6:17:21 AM	21 * Building A	3	Facilities	Demand
2973	Furniture moving	College of Law	107 Corridor Library	Completed	5/15/2015 2973 5/15/2015 7:13:18 AM	21 * Building A	3	Facilities	Demand
2974	Lighting	College of Law	Ladies Room 158	Completed	5/15/2015 2974 5/15/2015 7:18:21 AM	13 Building C	1	Maintenance	Demand
2975	Plumbing	College of Law	BUILT UP AIR HANDLER AC-6	Completed	5/15/2015 2975 5/15/2015 7:24:56 AM	13 Building C	1	Maintenance	Demand
2976	General repair	College of Law	At-urn	Completed	5/15/2015 2976 5/15/2015 7:27:51 AM	12 Building B	1	Maintenance	Demand
2977	Furniture moving	College of Law	At-urn	Completed	5/15/2015 2977 5/15/2015 7:32:49 AM	12 Building B	1	Maintenance	Demand
2978	Event Set Up	College of Law	North West Ramp Entrance	Completed	5/15/2015 2978 5/15/2015 7:36:23 AM	12 Building B	1	Maintenance	Demand
2979	General repair	College of Law	Door	Completed	5/15/2015 2979 5/15/2015 7:41:25 AM	27 School Patio	1	Maintenance	Demand
2980	Brick installation	College of Law	Side walk with arched bricks	Completed	5/15/2015 2980 5/15/2015 7:43:57 AM	21 * Building A	3	Facilities	Demand
2981	Lighting	College of Law	426 Library Stacks 4th floor	Completed	5/15/2015 2981 5/15/2015 7:48:48 AM	21 * Building A	3	Facilities	Demand
2982	Lighting	College of Law	424 Faculty Lounge	Completed	5/18/2015 2982 5/18/2015 6:09:43 AM	26 A, B, C, Buildings	1	Maintenance	Demand
2983	Lighting	College of Law	Building Lighting	Completed	5/18/2015 2983 5/18/2015 6:09:43 AM	26 A, B, C, Buildings	1	Maintenance	Demand
2984	Lighting	College of Law	Staff Lounge - Operations Suite	Completed	5/18/2015 2984 5/18/2015 7:01:44 AM	13 Building C	1	Maintenance	Demand
2985	General repair	College of Law	Staff Lounge - Operations Suite	Completed	5/18/2015 2985 5/18/2015 7:04:41 AM	13 Building C	1	Maintenance	Demand
2986	General repair	College of Law	288 Classroom	Completed	5/18/2015 2986 5/18/2015 7:05:56 AM	13 Building C	3	Facilities	Demand
2987	Lighting	College of Law	Mens Room 358	Completed	5/20/2015 2987 5/20/2015 5:18:46 AM	13 Building C	1	Maintenance	Demand
2988	General repair	College of Law	Admission office	Completed	5/20/2015 2988 5/20/2015 5:21:21 AM	21 * Building A	1	Maintenance	Demand
2989	Lighting	College of Law	370 Classroom	Completed	5/20/2015 2989 5/20/2015 5:24:20 AM	13 Building C	3	Facilities	Demand
2990	Lighting	College of Law	365 Classroom	Completed	5/20/2015 2990 5/20/2015 5:33:03 AM	13 Building C	1	Maintenance	Demand
2991	Lighting	College of Law	365 Classroom	Completed	5/20/2015 2991 5/20/2015 5:36:02 AM	13 Building C	1	Maintenance	Demand
2992	Lighting	College of Law	382 Classroom	Completed	5/20/2015 2992 5/20/2015 5:38:13 AM	13 Building C	1	Maintenance	Demand
2993	Lighting	College of Law	388 Classroom	Completed	5/20/2015 2993 5/20/2015 5:40:35 AM	13 Building C	1	Maintenance	Demand
2994	General repair	College of Law	107B Corridor Library	Completed	5/20/2015 2994 5/20/2015 5:40:35 AM	21 * Building A	1	Maintenance	Demand
2995	General repair	College of Law	Academy Success	Completed	5/20/2015 2995 5/20/2015 5:58:41 AM	13 Building C	1	Maintenance	Demand
2996	ELECTRICAL	College of Law	Fire Panel/Simplex 4100 System	Completed	5/20/2015 2996 5/20/2015 6:01:28 AM	13 Building C	3	Facilities	Demand

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2967	General repair	College of Law	108G Corridor Student Organization area	Completed	5/20/2015 3:25 5/20/2015 10:52:06 AM	21 1 Building A	1 Maintenance	Demand
2968	General repair	College of Law	282 Classroom	Completed	5/20/2015 5:42 5/20/2015 11:07:36 AM	13 Building C	1 Maintenance	Demand
2969	HVAC	College of Law	428 Library Stacks 4th floor	Completed	5/20/2015 1:25 5/20/2015 11:19:25 AM	21 1 Building A	3 Facilities	Demand
3000	Lighting	College of Law	287 Library Stacks 2nd floor	Completed	5/21/2015 5:07 5/21/2015 6:42:35 AM	21 1 Building A	3 Facilities	Demand
3001	Furniture moving	College of Law	Balcony	Completed	5/21/2015 5:36 5/21/2015 6:32:50 AM	12 Building B	1 Maintenance	Demand
3002	Plumbing	College of Law	Men's Room 35C	Completed	5/22/2015 8:55 5/22/2015 6:35:08 AM	21 1 Building A	1 Maintenance	Demand
3003	Plumbing	College of Law	Ladies Room 349	Completed	5/22/2015 9:46 5/22/2015 6:37:49 AM	21 1 Building A	1 Maintenance	Demand
3004	HVAC	College of Law	BUILT UP AIR HANDLER AC-1	Completed	5/26/2015 8:14 5/26/2015 7:35:42 AM	21 1 Building A	1 Maintenance	Demand
3005	Lighting	College of Law	107 Corridor Library	Completed	5/26/2015 8:50 5/26/2015 10:59:49 AM	21 1 Building A	3 Facilities	Demand
3006	Plumbing	College of Law	Ladies Room 349	Completed	5/27/2015 2:32 5/27/2015 4:55:29 AM	21 1 Building A	1 Maintenance	Demand
3007	General repair	College of Law	107 Corridor Library	Completed	5/27/2015 2:34 5/27/2015 10:44:28 AM	21 1 Building A	3 Facilities	Demand
3008	Maintenance	College of Law	BUILT UP AIR HANDLER AC-1	Completed	5/27/2015 8:16 5/27/2015 10:47:27 AM	21 1 Building A	8 HVAC	Demand
3009	Lighting	College of Law	Room 130 Shipping/Receiving	Completed	5/27/2015 13:71 5/27/2015 10:53:10 AM	21 1 Building A	3 Facilities	Demand
3010	Lighting	College of Law	Deans Suite	Completed	5/27/2015 10:33 5/27/2015 10:36:33 AM	12 Building B	1 Maintenance	Demand
3011	Pressure Washing	College of Law	Entry sidewalk and steps	Completed	5/27/2015 4:07 5/27/2015 11:51:21 AM	30 Outside West	1 Maintenance	Demand
3012	Lighting	College of Law	428 Library Stacks 4th floor	Completed	5/28/2015 8:54 5/28/2015 4:58:50 AM	21 1 Building A	3 Facilities	Demand
3013	Plumbing	College of Law	Men's Room 236	Completed	5/28/2015 2:17 5/28/2015 9:26:30 AM	21 1 Building A	1 Maintenance	Demand
3014	Plumbing	College of Law	Men's Room 236	Completed	5/29/2015 5:53 5/29/2015 10:20:34 AM	21 1 Building A	1 Maintenance	Demand
3015	Filter change, 6/1/2015	College of Law	BUILT UP AIR HANDLER OAU	Completed	6/1/2015 3:05 6/1/2015 8:11:22 AM	21 1 Building A	1 Maintenance	Preventive
3016	Filter change, 6/1/2015	College of Law	BUILT UP AIR HANDLER OAU	Completed	6/1/2015 3:05 6/1/2015 8:11:22 AM	12 Building B	1 Maintenance	Preventive
3017	Inspection of Building Lighting Interior and Exterior, 6/1/2015	College of Law	Building Lighting	Completed	6/1/2015 3:07 6/1/2015 8:11:22 AM	26 A, B, C, Buildings	1 Maintenance	Preventive
3018	Inspection of Building Lighting Interior and Exterior, 6/1/2015	College of Law	Building Lighting	Completed	5/1/2015 3:08 6/1/2015 8:11:22 AM	26 A, B, C, Buildings	1 Maintenance	Preventive
3019	Inspection of DVR2000E Generator, 6/10/2015	College of Law	Generator DVR2000E	Completed	6/1/2015 3:09 6/1/2015 8:11:22 AM	18 Building C	1 Maintenance	Preventive
3020	Inspection of DVR2000E Generator, 6/17/2015	College of Law	Generator DVR2000E	Completed	6/1/2015 3:09 6/1/2015 8:11:22 AM	18 Building C	1 Maintenance	Preventive
3021	Inspection of DVR2000E Generator, 6/24/2015	College of Law	Generator DVR2000E	Completed	6/1/2015 3:09 6/1/2015 8:11:22 AM	18 Building C	1 Maintenance	Preventive
3022	Inspection of DVR2000E Generator, 6/30/2015	College of Law	Generator DVR2000E	Completed	6/1/2015 3:09 6/1/2015 8:11:22 AM	18 Building C	1 Maintenance	Preventive
3023	Monthly Elevator Fire Service Recall Testing, 6/1/2015	College of Law	Elevator number 1	Completed	6/1/2015 3:02 6/1/2015 8:11:22 AM	12 Building B	3 Facilities	Preventive
3024	Monthly Elevator Fire Service Recall Testing, 6/1/2015	College of Law	Elevator number 2	Completed	6/1/2015 3:02 6/1/2015 8:11:22 AM	12 Building B	3 Facilities	Preventive
3025	Monthly Elevator Fire Service Recall Testing, 6/1/2015	College of Law	Elevator number 3	Completed	6/1/2015 3:02 6/1/2015 8:11:22 AM	21 1 Building A	3 Facilities	Preventive
3026	Semi-Annual AHU Maintenance, 5/8/2015	College of Law	BUILT UP AIR HANDLER AC-1	Completed	6/1/2015 3:02 6/1/2015 8:11:22 AM	21 1 Building A	1 Maintenance	Preventive
3029	Semi-Annual AHU Maintenance, 5/8/2015	College of Law	BUILT UP AIR HANDLER AC-2	Completed	6/1/2015 3:02 6/1/2015 8:11:22 AM	21 1 Building A	1 Maintenance	Preventive
3030	Semi-Annual AHU Maintenance, 5/8/2015	College of Law	BUILT UP AIR HANDLER AC-3	Completed	6/1/2015 3:02 6/1/2015 8:11:22 AM	13 Building C	1 Maintenance	Preventive
3031	Semi-Annual AHU Maintenance, 5/8/2015	College of Law	BUILT UP AIR HANDLER AC-4	Completed	6/1/2015 3:03 6/1/2015 8:11:22 AM	21 1 Building A	1 Maintenance	Preventive
3032	Semi-Annual AHU Maintenance, 5/8/2015	College of Law	BUILT UP AIR HANDLER AC-5	Completed	6/1/2015 3:03 6/1/2015 8:11:22 AM	13 Building C	1 Maintenance	Preventive
3033	Semi-Annual AHU Maintenance, 5/8/2015	College of Law	BUILT UP AIR HANDLER AC-6	Completed	6/1/2015 3:03 6/1/2015 8:11:22 AM	13 Building C	1 Maintenance	Preventive
3034	Semi-Annual AHU Maintenance, 5/8/2015	College of Law	BUILT UP AIR HANDLER AC-7	Completed	6/1/2015 3:03 6/1/2015 8:11:22 AM	21 1 Building A	1 Maintenance	Preventive
3035	Semi-Annual AHU Maintenance, 5/8/2015	College of Law	BUILT UP AIR HANDLER AC-8	Completed	6/1/2015 3:03 6/1/2015 8:11:22 AM	13 Building C	1 Maintenance	Preventive
3036	Semi-Annual AHU Maintenance, 5/8/2015	College of Law	BUILT UP AIR HANDLER AC-9	Completed	6/1/2015 3:03 6/1/2015 8:11:22 AM	21 1 Building A	1 Maintenance	Preventive
3037	Semi-Annual AHU Maintenance, 5/8/2015	College of Law	BUILT UP AIR HANDLER OAU	Completed	6/1/2015 3:03 6/1/2015 8:11:22 AM	21 1 Building A	1 Maintenance	Preventive

3038	Semi-Annual AHJ Maintenance, 5/6/2015	College of Law	BUILT UP A/R HANDLER OAU-2	Completed	8/1/2015 3:38 8/1/2015 8:11:22 AM	12 Building B	1 Maintenance	Preventive
3039	Visual inspection of Chill Water Pumps, 6/10/2015	College of Law	Chilled Water Pump 1	Completed	8/1/2015 3:39 8/1/2015 8:11:22 AM	13 Building C	1 Maintenance	Preventive
3040	Visual inspection of Chill Water Pumps, 6/10/2015	College of Law	Chilled Water Pump 2	Completed	8/1/2015 3:40 8/1/2015 8:11:22 AM	13 Building C	1 Maintenance	Preventive
3041	Annual Elevator Inspection, 5/4/2015	College of Law	Elevators 1723	Completed	8/1/2015 3:41 8/1/2015 8:11:22 AM	26 A, B, C, Buildings	7 Elevator Contractor	Preventive
3042	Inspection of 43 Fire Extinguishers, 6/1/2015	College of Law	Fire Extinguishers	Completed	8/1/2015 3:42 8/1/2015 8:11:22 AM	26 A, B, C, Buildings	3 Facilities	Preventive
3043	Quarterly Sprinkler inspection, 6/24/2015	College of Law	Sprinklers for Fire Protection	Completed	8/1/2015 3:43 8/1/2015 8:11:22 AM	26 A, B, C, Buildings	3 Facilities	Preventive
3044	Janing	College of Law	Third Floor Faculty Offices	Completed	8/1/2015 1:347 8/1/2015 9:36:48 AM	21 Building A	1 Maintenance	Demand
3045	General repair	College of Law	Rec-stair office	Completed	8/1/2015 1:348 8/1/2015 11:33:47 AM	21 Building A	1 Maintenance	Demand
3046	Plumbing	College of Law	Mens Room 388	Completed	8/3/2015 8:512 8/3/2015 5:49:35 AM	13 Building C	1 Maintenance	Demand
3047	General repair	College of Law	Water Fountain A-349	Completed	8/4/2015 2:813 8/4/2015 8:23:22 AM	21 Building A	3 Facilities	Demand
3048	Event Set Up	College of Law	240 Classroom	Completed	8/4/2015 4:955 8/4/2015 5:28:22 AM	12 Building B	3 Facilities	Demand
3049	General repair	College of Law	Deans Suite	Completed	8/4/2015 6:379 8/4/2015 8:09:47 AM	12 Building B	1 Maintenance	Demand
3050	General repair	College of Law	240 Classroom	Completed	8/4/2015 6:394 8/4/2015 8:11:48 AM	12 Building B	1 Maintenance	Demand
3051	ELECTRICAL	College of Law	240 Classroom	Completed	8/15/2015 3:404 8/15/2015 1:13:25 AM	26 A, B, C, Buildings	3 Facilities	Demand
3052	Pressure Washing	College of Law	Curb in front of building	Completed	8/15/2015 6:228 8/15/2015 7:28:53 AM	26 A, B, C, Buildings	1 Maintenance	Demand
3053	Lighting	College of Law	Three Floor Faculty Offices	Completed	8/15/2015 7:912 8/15/2015 7:55:07 AM	21 Building A	2 Custodial	Demand
3054	Lighting	College of Law	Building Lighting	Completed	8/15/2015 8:820 8/15/2015 8:33:29 AM	26 A, B, C, Buildings	1 Maintenance	Demand
3055	Pressure Washing	College of Law	Curb in front of building	Completed	8/15/2015 1:737 8/15/2015 3:28:15 AM	26 A, B, C, Buildings	1 Maintenance	Demand
3056	Lighting	College of Law	237 Library Stacks 2nd floor	Completed	8/15/2015 5:339 8/15/2015 8:15:47 AM	21 Building A	1 Maintenance	Demand
3057	Lighting	College of Law	237 Library Stacks 2nd floor	Completed	8/16/2015 8:785 8/16/2015 8:13:57 AM	21 Building A	3 Facilities	Demand
3058	Maintenance	College of Law	All Classrooms	Completed	8/15/2015 5:907 8/15/2015 8:19:01 AM	26 A, B, C, Buildings	25 A, B, C, Buildings	Demand
3059	Pressure Washing	College of Law	Curb in front of building	Completed	8/15/2015 6:381 8/15/2015 8:21:28 AM	26 A, B, C, Buildings	1 Maintenance	Demand
3060	Pressure Washing	College of Law	Curb in front of building	Completed	8/15/2015 9:047 8/15/2015 9:23:23 AM	26 A, B, C, Buildings	1 Maintenance	Demand
3061	Pressure Washing	College of Law	Entry sidewalk and steps	Completed	8/15/2015 10:15 8/15/2015 8:25:30 AM	30 Quisque west	1 Maintenance	Demand
3062	Pressure Washing	College of Law	Entry sidewalk and steps	Completed	8/15/2015 10:34 8/15/2015 8:29:12 AM	30 Quisque west	1 Maintenance	Demand
3063	General repair	College of Law	307 Corridor Library	Completed	8/16/2015 6:059 8/16/2015 4:05:16 AM	21 Building A	3 Facilities	Demand
3064	Plumbing	College of Law	Ladies Room 158	Completed	8/16/2015 8:188 8/16/2015 6:07:48 AM	13 Building C	1 Maintenance	Demand
3065	General repair	College of Law	337G Faculty Office	Completed	8/16/2015 3:949 8/16/2015 6:42:12 AM	21 Building A	3 Facilities	Demand
3066	Spackle and Painting	College of Law	335 Faculty Office	Completed	8/16/2015 15:31 8/16/2015 4:05:09 AM	21 Building A	3 Facilities	Demand
3067	Lighting	College of Law	Ladies Room 158	Completed	8/16/2015 14:51 8/16/2015 9:35:50 AM	13 Building C	1 Maintenance	Demand
3068	Plumbing	College of Law	Deans Suite	Completed	8/19/2015 6:998 8/19/2015 4:04:59 AM	12 Building B	1 Maintenance	Demand
3070	ELECTRICAL	College of Law	337G Faculty Office	Completed	8/19/2015 8:342 8/19/2015 5:40:54 AM	21 Building A	3 Facilities	Demand
3071	General repair	College of Law	478 Library Staff Office	Completed	8/22/2015 3:119 8/22/2015 11:49:44 AM	21 Building A	3 Facilities	Demand
3072	Plumbing	College of Law	Mens Room 388	Completed	8/23/2015 4:986 8/23/2015 4:06:58 AM	13 Building C	1 Maintenance	Demand
3073	General repair	College of Law	424 Faculty Lounge	Completed	8/23/2015 3:795 8/23/2015 7:24:09 AM	21 Building A	3 Facilities	Demand
3074	ELECTRICAL	College of Law	Deans Suite	Completed	8/23/2015 7:912 8/23/2015 1:56:43 AM	12 Building B	1 Maintenance	Demand
3075	Spackle and Painting	College of Law	Deans Suite	Completed	8/24/2015 4:950 8/24/2015 11:59:50 AM	12 Building B	1 Maintenance	Demand
3078	Inspection of Building Lighting Interior and Exterior, 7/8/2015	College of Law	Building Lighting	Completed	8/29/2015 3:078 8/29/2015 7:40:29 AM	26 A, B, C, Buildings	1 Maintenance	Preventive
3079	Inspection of Building Lighting Interior and Exterior, 7/8/2015	College of Law	Building Lighting	Completed	8/29/2015 3:079 8/29/2015 7:40:29 AM	26 A, B, C, Buildings	1 Maintenance	Preventive
3080	Inspection of DVR2000E Generator, 7/1/2015	College of Law	Generator DVR2000E	Completed	8/29/2015 3:030 8/29/2015 7:40:29 AM	13 Building C	1 Maintenance	Preventive
3081	Inspection of DVR2000E Generator, 7/15/2015	College of Law	Generator DVR2000E	Completed	8/29/2015 3:031 8/29/2015 7:40:29 AM	13 Building C	1 Maintenance	Preventive
3082	Inspection of DVR2000E Generator, 7/22/2015	College of Law	Generator DVR2000E	Completed	8/29/2015 3:032 8/29/2015 7:40:29 AM	13 Building C	1 Maintenance	Preventive
3083	Inspection of DVR2000E Generator, 7/29/2015	College of Law	Generator DVR2000E	Completed	8/29/2015 3:033 8/29/2015 7:40:29 AM	13 Building C	1 Maintenance	Preventive
3084	Inspection of DVR2000E Generator, 7/8/2015	College of Law	Generator DVR2000E	Completed	8/29/2015 3:034 8/29/2015 7:40:29 AM	13 Building C	1 Maintenance	Preventive
3085	Monthly Elevator Fire Service Recall Testing, 7/5/2015	College of Law	Elevator number 1	Completed	8/29/2015 3:035 8/29/2015 7:40:29 AM	12 Building B	3 Facilities	Preventive
3086	Monthly Elevator Fire Service Recall Testing, 7/5/2015	College of Law	Elevator number 2	Completed	8/29/2015 3:036 8/29/2015 7:40:29 AM	12 Building B	3 Facilities	Preventive
3087	Monthly Elevator Fire Service Recall Testing, 7/5/2015	College of Law	Elevator number 3	Completed	8/29/2015 3:037 8/29/2015 7:40:29 AM	21 Building A	3 Facilities	Preventive
3089	Visual inspection of Chill Water Pumps, 7/1/2015	College of Law	Chilled Water Pump 1	Completed	8/29/2015 3:039 8/29/2015 7:40:29 AM	13 Building C	1 Maintenance	Preventive

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3100	Visual inspection of Chill Water Pumps.	College of Law	Chilled Water Pump 2	Completed	6/29/2015 3:00	6/29/2015 7:40:29 AM	13 Building C	1 Maintenance	Preventive
3101	Water Fountain Filter Cartridge change.	College of Law	Water Fountain C-158	Completed	6/29/2015 3:01	6/29/2015 7:40:29 AM	13 Building C	3 Facilities	Preventive
3102	Water Fountain Filter Cartridge change.	College of Law	Water Fountain A-134	Completed	6/29/2015 3:02	6/29/2015 7:40:30 AM	21 Building A	3 Facilities	Preventive
3103	Water Fountain Filter Cartridge change.	College of Law	Water Fountain A-235	Completed	6/29/2015 3:03	6/29/2015 7:40:30 AM	21 Building A	3 Facilities	Preventive
3105	Water Fountain Filter Cartridge change.	College of Law	Water Fountain A-12	Completed	6/29/2015 3:05	6/29/2015 7:40:30 AM	21 Building A	3 Facilities	Preventive
3105	Water Fountain Filter Cartridge change.	College of Law	Water Fountain C-245	Completed	6/29/2015 3:06	6/29/2015 7:40:30 AM	13 Building C	3 Facilities	Preventive
3107	Water Fountain Filter Cartridge change.	College of Law	Water Fountain C-388	Completed	6/29/2015 3:07	6/29/2015 7:40:30 AM	13 Building C	3 Facilities	Preventive
3108	Inspection of 43 Fire Extinguishers.	College of Law	Fire Extinguishers	Completed	6/29/2015 3:08	6/29/2015 7:40:30 AM	26 A, B, C, Buildings	3 Facilities	Preventive
3109	HVAC	College of Law	Staff Lounge - Operations Suite	Completed	6/29/2015 6:38	6/29/2015 6:12:05 AM	13 Building C	1 Maintenance	Demand
3110	Furniture moving	College of Law	Legal Clinic	Completed	6/29/2015 4:08	6/29/2015 8:40:09 AM	13 Building C	1 Maintenance	Demand
3111	General repair	College of Law	Deans Suite	Completed	6/29/2015 6:53	6/29/2015 11:58:45 AM	21 Building B	1 Maintenance	Demand
3112	Furniture moving	College of Law	347 Computer Lab	Completed	6/29/2015 6:58	6/29/2015 12:02:14 PM	21 Building A	3 Facilities	Demand
3113	General repair	College of Law	Deans Suite	Completed	6/30/2015 5:22	6/30/2015 4:28:16 AM	21 Building B	1 Maintenance	Demand
3114	General repair	College of Law	Registrar office	Completed	6/30/2015 3:13	6/30/2015 4:35:37 AM	21 Building C	1 Maintenance	Demand
3115	General repair	College of Law	418 Library Staff Office	Completed	6/30/2015 3:57	6/30/2015 4:40:48 AM	21 Building A	3 Facilities	Demand
3116	Seackle and Painting	College of Law	Deans Suite	Completed	6/30/2015 9:07	6/30/2015 7:45:44 AM	21 Building B	1 Maintenance	Demand
3117	Lighting	College of Law	418 Library Staff Office	Completed	6/30/2015 1:43	6/30/2015 11:45:14 AM	21 Building A	3 Facilities	Demand
3118	Lighting	College of Law	Third Floor Faculty Offices	Completed	7/8/2015 8:55	7/8/2015 4:54:15 AM	21 Building A	2 Custodial	Demand
3119	ELECTRICAL	College of Law	347 Computer Lab	Completed	7/9/2015 7:54	7/9/2015 8:33:14 AM	21 Building A	3 Facilities	Demand
3120	General repair	College of Law	A1 Classrooms	Completed	7/10/2015 6:26	7/10/2015 5:35:00 AM	26 A, B, C, Buildings	1 Maintenance	Demand
3121	Maintenance	College of Law	Athium	Completed	7/14/2015 3:24	7/14/2015 4:01:32 AM	12 Building B	1 Maintenance	Demand
3122	Lighting	College of Law	Mens Room 187	Completed	7/14/2015 9:27	7/14/2015 5:15:02 AM	13 Building C	1 Maintenance	Demand
3123	Filter change.	College of Law	BUILT UP AIR HANDLER QAU	Open	7/17/2015 3:23	7/17/2015 8:04:25 AM	21 Building A	1 Maintenance	Preventive
3124	Filter change.	College of Law	BUILT UP AIR HANDLER QAU	Open	7/17/2015 3:24	7/17/2015 8:04:25 AM	12 Building B	1 Maintenance	Preventive
3125	Inspection of 43 Fire Extinguishers.	College of Law	Fire Extinguishers	Completed	7/17/2015 3:25	7/17/2015 8:04:25 AM	26 A, B, C, Buildings	3 Facilities	Preventive
3170	Inspection of Building Lighting Exterior.	College of Law	Exterior lighting	Open	7/17/2015 3:17	7/17/2015 8:04:26 AM	26 A, B, C, Buildings	1 Maintenance	Preventive
3176	Inspection of Building Lighting Interior.	College of Law	Building Lighting	Open	7/17/2015 3:17	7/17/2015 8:04:26 AM	26 A, B, C, Buildings	1 Maintenance	Preventive
3177	Inspection of DVR2000E Generator.	College of Law	Generator DVR2000E	Completed	7/17/2015 3:17	7/17/2015 8:04:26 AM	13 Building C	1 Maintenance	Preventive
3178	Inspection of DVR2000E Generator.	College of Law	Generator DVR2000E	Completed	7/17/2015 3:17	7/17/2015 8:04:26 AM	13 Building C	1 Maintenance	Preventive
3179	Inspection of DVR2000E Generator.	College of Law	Generator DVR2000E	Open	7/17/2015 3:17	7/17/2015 8:04:26 AM	13 Building C	1 Maintenance	Preventive
3180	Inspection of DVR2000E Generator.	College of Law	Generator DVR2000E	Completed	7/17/2015 3:18	7/17/2015 8:04:26 AM	13 Building C	1 Maintenance	Preventive
3181	Monthly Elevator Fire Service Recall Testing.	College of Law	Elevator number 1	Completed	7/17/2015 3:18	7/17/2015 8:04:26 AM	12 Building B	3 Facilities	Preventive
3182	Monthly Elevator Fire Service Recall Testing.	College of Law	Elevator number 2	Completed	7/17/2015 3:18	7/17/2015 8:04:26 AM	12 Building B	3 Facilities	Preventive
3183	Monthly Elevator Fire Service Recall Testing.	College of Law	Elevator number 3	Completed	7/17/2015 3:18	7/17/2015 8:04:26 AM	21 Building A	3 Facilities	Preventive
3184	Monthly filter change out.	College of Law	BUILT UP AIR HANDLER AC-1	Completed	7/17/2015 3:18	7/17/2015 8:04:26 AM	21 Building A	1 Maintenance	Preventive
3185	Monthly filter change out.	College of Law	BUILT UP AIR HANDLER AC-2	Completed	7/17/2015 3:18	7/17/2015 8:04:26 AM	21 Building A	1 Maintenance	Preventive
3186	Monthly filter change out.	College of Law	BUILT UP AIR HANDLER AC-3	Completed	7/17/2015 3:18	7/17/2015 8:04:26 AM	13 Building C	1 Maintenance	Preventive
3187	Monthly filter change out.	College of Law	BUILT UP AIR HANDLER AC-4	Completed	7/17/2015 3:18	7/17/2015 8:04:26 AM	21 Building A	1 Maintenance	Preventive

3188	Monthly filter change out. 8/3/2015	College of Law	BUILT UP AIR HANDLER AC-5	Completed	7/17/2015 3:188 7/17/2015 8:04:26 AM	13 Building C	1 Maintenance	Preventive
3189	Monthly filter change out. 8/3/2015	College of Law	BUILT UP AIR HANDLER AC-6	Completed	7/17/2015 3189 7/17/2015 8:04:26 AM	13 Building C	1 Maintenance	Preventive
3190	Monthly filter change out. 8/3/2015	College of Law	BUILT UP AIR HANDLER AC-7	Completed	7/17/2015 3190 7/17/2015 8:04:26 AM	21 1 Building A	1 Maintenance	Preventive
3191	Monthly filter change out. 8/3/2015	College of Law	BUILT UP AIR HANDLER AC-8	Completed	7/17/2015 3191 7/17/2015 8:04:26 AM	13 Building C	1 Maintenance	Preventive
3192	Monthly filter change out. 8/3/2015 Visual Inspection of Chill Water Pumps.	College of Law	BUILT UP AIR HANDLER AC-9	Completed	7/17/2015 3192 7/17/2015 8:04:26 AM	21 1 Building A	1 Maintenance	Preventive
3215	Visual Inspection of Chill Water Pumps.	College of Law	Chilled water Pump 1	Completed	7/17/2015 3215 7/17/2015 8:04:26 AM	13 Building C	1 Maintenance	Preventive
3216	Visual Inspection of Chill Water Pumps.	College of Law	Chilled Water Pump 2	Completed	7/17/2015 3216 7/17/2015 8:04:26 AM	13 Building C	1 Maintenance	Preventive
3217	Spackle and Painting	College of Law	3327 Faculty Office	Completed	7/17/2015 3130 7/17/2015 5:30:18 AM	21 1 Building A	3 Facilities	Demand
3219	Maintenance	College of Law	Legal Clinic	Completed	7/27/2015 9266 7/27/2015 6:22:02 AM	13 Building C	1 Maintenance	Demand
3220	Furniture moving	College of Law	337 F Faculty Office	Completed	7/27/2015 7542 7/27/2015 6:49:51 AM	21 1 Building A	3 Facilities	Demand
3221	Furniture moving	College of Law	347 Computer Lab	Completed	7/27/2015 585 7/27/2015 6:54:31 AM	21 1 Building A	3 Facilities	Demand
3222	Spackle and Painting	College of Law	337 F Faculty Office	Completed	7/27/2015 535 7/27/2015 6:57:15 AM	21 1 Building A	3 Facilities	Demand
3223	ELECTRICAL	College of Law	108 Corridor Student Lounge	Completed	7/27/2015 5349 7/27/2015 10:05:45 AM	21 1 Building A	1 Maintenance	Demand
3224	ELECTRICAL	College of Law	Staff Lounge - Operations Suite	Completed	7/27/2015 7285 7/27/2015 10:11:13 AM	13 Building C	1 Maintenance	Demand
3225	General repair	College of Law	Student services	Completed	7/27/2015 5115 7/27/2015 10:13:41 AM	21 1 Building A	1 Maintenance	Demand
3226	Furniture moving	College of Law	347 Computer Lab	Completed	7/27/2015 8671 7/27/2015 10:17:46 AM	21 1 Building A	1 Maintenance	Demand
3227	General repair	College of Law	Deans Suite	Completed	7/28/2015 717 7/28/2015 7:5:09 AM	12 Building B	1 Maintenance	Demand
3228	General repair	College of Law	Room 133	Completed	7/29/2015 6071 7/29/2015 5:09:51 AM	21 1 Building A	1 Maintenance	Demand
3229	Spackle and Painting	College of Law	108 Corridor Student Lounge	Completed	7/29/2015 6128 7/29/2015 5:13:01 AM	21 1 Building A	1 Maintenance	Demand
3230	Furniture moving	College of Law	347 Computer Lab	Completed	7/30/2015 7019 7/30/2015 4:11:33 AM	21 1 Building A	1 Maintenance	Demand
3231	Spackle and Painting	College of Law	347 Computer Lab	Completed	7/31/2015 1893 7/31/2015 5:53:30 AM	21 1 Building A	1 Maintenance	Demand
3232	Spackle and Painting	College of Law	347 Computer Lab	Completed	7/31/2015 6361 7/31/2015 5:57:57 AM	21 1 Building A	3 Facilities	Demand
3233	Plumbing	College of Law	Ladies Room 235	Completed	7/31/2015 6369 7/31/2015 6:01:29 AM	21 1 Building A	1 Maintenance	Demand
3234	Lighting	College of Law	Room 133	Completed	7/31/2015 9177 7/31/2015 6:04:16 AM	21 1 Building A	1 Maintenance	Demand
3235	Furniture moving	College of Law	337 F Faculty Office	Completed	7/31/2015 9160 7/31/2015 6:06:54 AM	21 1 Building A	1 Maintenance	Demand
3236	Maintenance	College of Law	347 Computer Lab	Completed	8/3/2015 7374 8/3/2015 5:45:35 AM	21 1 Building A	3 Facilities	Demand
3237	Event Set Up	College of Law	Atrium	Completed	8/3/2015 8958 8/3/2015 5:51:19 AM	12 Building B	1 Maintenance	Demand
3238	Event Set Up	College of Law	Atrium	Completed	8/3/2015 1307 8/3/2015 7:01:27 AM	12 Building B	1 Maintenance	Demand
3239	ELECTRICAL	College of Law	347 Computer Lab	Completed	8/4/2015 2492 8/4/2015 5:37:29 AM	21 1 Building A	1 Maintenance	Demand
3240	ELECTRICAL	College of Law	107 Corridor Library	Completed	8/5/2015 3066 8/5/2015 5:10:35 AM	21 1 Building A	1 Maintenance	Demand
3241	Event Set Up	College of Law	240 Classroom	Completed	8/5/2015 2494 8/5/2015 5:24:16 AM	12 Building B	1 Maintenance	Demand
3242	HVAC	College of Law	Deans Suite	Completed	8/5/2015 9301 8/5/2015 10:30:06 AM	12 Building B	1 Maintenance	Demand
3243	Plumbing	College of Law	Mens Room 157	Completed	8/5/2015 1353 8/5/2015 10:34:39 AM	13 Building C	1 Maintenance	Demand
3244	General repair	College of Law	Mens Room 412	Completed	8/5/2015 5922 8/5/2015 10:37:19 AM	21 1 Building A	1 Maintenance	Demand
3245	General repair	College of Law	Ladies Room 413	Completed	8/5/2015 77 8/5/2015 10:39:11 AM	21 1 Building A	1 Maintenance	Demand
3246	General repair	College of Law	Mens Room 369	Completed	8/5/2015 1389 8/5/2015 10:42:36 AM	13 Building C	1 Maintenance	Demand
3247	General repair	College of Law	Ladies Room 369	Completed	8/5/2015 5934 8/5/2015 10:44:35 AM	13 Building C	1 Maintenance	Demand
3248	General repair	College of Law	Mens Room 349	Completed	8/5/2015 1584 8/5/2015 10:45:57 AM	21 1 Building A	1 Maintenance	Demand
3249	General repair	College of Law	Mens Room 390	Completed	8/5/2015 8309 8/5/2015 10:47:59 AM	21 1 Building A	1 Maintenance	Demand
3250	General repair	College of Law	Mens Room 245	Completed	8/5/2015 8613 8/5/2015 10:50:09 AM	13 Building C	1 Maintenance	Demand
3251	General repair	College of Law	Ladies Room 246	Completed	8/5/2015 3944 8/5/2015 10:52:09 AM	13 Building C	1 Maintenance	Demand
3252	General repair	College of Law	Mens Room 233	Completed	8/5/2015 9416 8/5/2015 10:53:33 AM	21 1 Building A	1 Maintenance	Demand
3253	General repair	College of Law	Ladies Room 235	Completed	8/5/2015 8792 8/5/2015 10:55:26 AM	21 1 Building A	1 Maintenance	Demand
3254	General repair	College of Law	347 Computer Lab	Completed	8/6/2015 4736 8/6/2015 10:47:12 AM	21 1 Building A	1 Maintenance	Demand
3255	Plumbing	College of Law	Ladies Room 369	Completed	8/6/2015 5900 8/6/2015 10:51:23 AM	13 Building C	1 Maintenance	Demand
3256	Furniture moving	College of Law	107 Corridor Library	Completed	8/6/2015 5900 8/6/2015 10:55:54 AM	21 1 Building A	1 Maintenance	Demand
3257	General repair	College of Law	Legal Clinic	Completed	8/7/2015 1149 8/7/2015 6:51:57 AM	13 Building C	1 Maintenance	Demand
3258	Plumbing	College of Law	Water Fountain A-34-0	Completed	8/7/2015 4301 8/10/2015 11:03:20 AM	21 1 Building A	1 Maintenance	Demand
3259	General repair	College of Law	Deans Suite	Completed	8/7/2015 9951 8/10/2015 11:29:33 AM	12 Building B	1 Maintenance	Demand
3260	Furniture moving	College of Law	335G Faculty Office	Completed	8/7/2015 8454 8/10/2015 11:48:15 AM	21 1 Building A	1 Maintenance	Demand
3261	Furniture moving	College of Law	Room 133	Completed	8/7/2015 2362 8/11/2015 6:41:34 AM	21 1 Building A	3 Facilities	Demand
3262	Furniture moving	College of Law	335C Faculty Office	Completed	8/7/2015 4461 8/11/2015 6:45:09 AM	21 1 Building A	1 Maintenance	Demand
3263	Lighting	College of Law	Room 132	Completed	8/7/2015 1002 8/11/2015 7:33:49 AM	21 1 Building A	1 Maintenance	Demand
3264	General repair	College of Law	Third Floor Faculty Offices	Completed	8/7/2015 2736 8/11/2015 7:42:06 AM	21 1 Building A	1 Maintenance	Demand
3265	Furniture moving	College of Law	37C Classroom	Completed	8/7/2015 4929 8/12/2015 5:52:00 AM	13 Building C	1 Maintenance	Demand
3266	Spackle and Painting	College of Law	Academic Success	Completed	8/7/2015 5110 8/12/2015 5:58:48 AM	13 Building C	1 Maintenance	Demand

3267	Furniture moving	College of Law	Academic Success	Completed	8/12/2015 6:01:50 AM	13 Building C	1 Maintenance	Demand
3268	ELECTRICAL	College of Law	107 Corridor Library	Completed	8/12/2015 6:03:56 AM	211 Building A	8 HVAC	Demand
3269	ELECTRICAL	College of Law	237 Library Stacks 2nd floor	Completed	8/12/2015 6:05:55 AM	211 Building A	1 Maintenance	Demand
3270	General repair	College of Law	Legal Clinic	Completed	8/12/2015 7:01:50 AM	13 Building C	1 Maintenance	Demand
3271	General repair	College of Law	337 F Faculty Office	Completed	8/12/2015 8:32:56 AM	211 Building A	1 Maintenance	Demand
3272	General repair	College of Law	342C Faculty Office	Completed	8/12/2015 8:33:40 AM	211 Building A	1 Maintenance	Demand
3273	Lighting	College of Law	335 Faculty Office	Completed	8/12/2015 8:37:52 AM	211 Building A	1 Maintenance	Demand
3274	General repair	College of Law	332E Faculty Office	Completed	8/12/2015 8:38:42 AM	211 Building A	1 Maintenance	Demand
3275	General repair	College of Law	337G Faculty Office	Completed	8/12/2015 8:41:35 AM	211 Building A	1 Maintenance	Demand
3276	General repair	College of Law	335C Faculty Office	Completed	8/12/2015 8:43:55 AM	211 Building A	1 Maintenance	Demand
3277	General repair	College of Law	Legal Clinic	Completed	8/12/2015 8:28:58 AM	13 Building C	1 Maintenance	Demand
3278	Furniture moving	College of Law	Academic Success	Completed	8/13/2015 2:45:11 AM	13 Building C	1 Maintenance	Demand
3279	Furniture moving	College of Law	Academic Success	Completed	8/17/2015 5:20:08 AM	13 Building C	1 Maintenance	Demand
3280	General repair	College of Law	Academic Success	Completed	8/17/2015 7:06:18 AM	13 Building C	1 Maintenance	Demand
3281	Lighting	College of Law	Registrar office	Completed	8/17/2015 8:21:39 AM	13 Building C	1 Maintenance	Demand
3282	Pumbing	College of Law	Mens Room 368	Completed	8/17/2015 8:26:51 AM	13 Building C	1 Maintenance	Demand
3283	Furniture moving	College of Law	Atrium	Completed	8/17/2015 8:43:46 AM	12 Building B	1 Maintenance	Demand
3284	General repair	College of Law	Mens Room 245	Completed	8/18/2015 1:00:00 AM	13 Building C	1 Maintenance	Demand
3285	ELECTRICAL	College of Law	North East Entrance Door	Completed	8/18/2015 2:59:30 AM	13 Building C	1 Maintenance	Demand
3286	Furniture moving	College of Law	Academic Success	Completed	8/19/2015 7:57:23 AM	13 Building C	1 Maintenance	Demand
3287	General repair	College of Law	Academic Success	Completed	8/19/2015 8:59:17 AM	13 Building C	1 Maintenance	Demand
3288	Lighting	College of Law	137 Corridor Library	Open	8/19/2015 9:56:01 AM	211 Building A	1 Maintenance	Demand
3289	General repair	College of Law	Student services	Completed	8/19/2015 10:02:14 AM	211 Building A	1 Maintenance	Demand
3290	Pumbing	College of Law	Mens Room 368	Completed	8/19/2015 10:05:20 AM	13 Building C	1 Maintenance	Demand
3291	Furniture moving	College of Law	Registrar office	Completed	8/20/2015 7:23:26 AM	13 Building C	1 Maintenance	Demand
3292	Lighting	College of Law	Third Floor Faculty Offices	Completed	8/20/2015 7:25:56 AM	211 Building A	1 Maintenance	Demand

**Owens Realty Services Proposal for
Florida A&M University – College of Law
RFP# 0003-2016 – Facilities Management & Maintenance**

Tab 3 – Staffing Plan & Policies

1. Explain facility management and maintenance staffing plans for the campus

Owens Realty Services is proposing the following staffing for the FAMU College of Law:

Facility Management & Maintenance:

- (1) FT Project Manager (40 hours per week) - Loyld Glenn to be replaced by Leonard McCray upon Mr. Glenn's retirement – with FAMU approval
- (1) FT Chief Building Engineer (40 hours per week) - Leonard McCray
- (1) PT Maintenance Technician (Weekend coverage - 20 hours per week) - Robert Donnelly

Janitorial Staffing:

- (1) Area Manager – DiMarie Soto Rodriguez
- (1) FT Day Porter – Thomas Weathers

- (1) FT Evening Site Supervisor – Staci Lertora
- (1) PT Evening Floor Technician – Modesto Rivera
- Evening General Cleaners – Neenah Barefield, Antonio Cuesta, Madis Lewis and Rafael Rodriguez

2. Provide organizational charts recommended for this project.

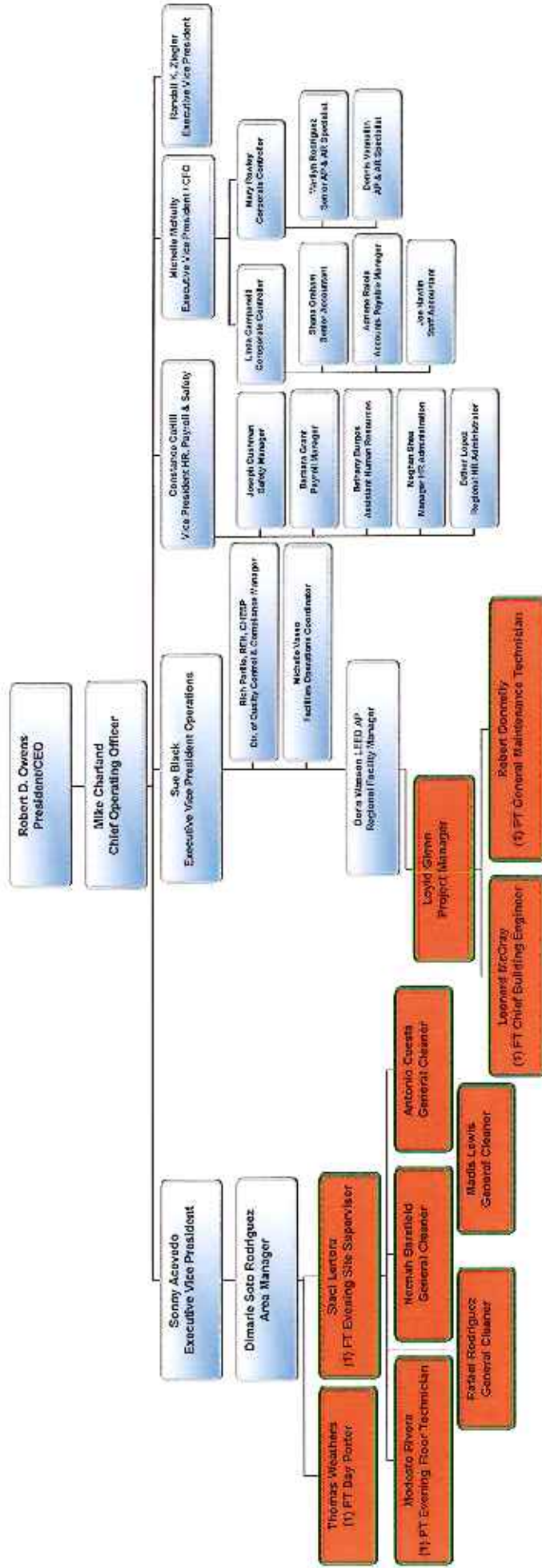
An organizational chart of Owens Realty Services management structure and resumes for the team are included on the following pages.

3. Provide resumes for key corporate and site employees, including Project Manager.

The Owens Realty Services Executive Team:

Robert D. Owens	President/CEO
Michael L. Charland	Senior Vice President/Chief Operating Officer
Randall K. Ziegler	Executive Vice President
Suzanne Black	Executive Vice President Facility Services Operations
Sonny Acevedo	Executive Vice President
Dimarie Soto Rodriguez	Area Manager – Janitorial Services
Constance Cahill	Vice President HR, Payroll & Safety
Esther Lopez	Regional HR Administrator
Joseph Cushman	Safety Manager

Owens Realty Services Proposal for
 Florida A&M University – College of Law
 RFP# 0003-2016 – Facilities Management & Maintenance
Operations Team



FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY



Owens Realty Services

Robert D. Owens
President/CEO

Robert D. Owens is the President/CEO of Owens Realty Services. Owens has over 33 years of professional experience in commercial real estate marketing, management and construction.

He founded the company in 1990 and currently employs over 1,000 full time employees with offices in Florida, Connecticut and New York. With unique marketing and industry foresight, Owens has

created an organization that combines all of the vital expertise for state of the art facility development and operations.

Owens Realty Services offers large public and private facility owners with a single resource that they can rely on for all of their facility and real estate needs. Comprehensive real estate services include master planning, site selection, site acquisition, facility design, design review, construction estimating, and construction management as well as facility management and maintenance.

Owens has carefully built his staff of best-in-the-industry professionals, who utilize innovative technology and best practices that continually result in total client satisfaction. The company's success can not be attributed to one specific relationship or event; its remarkable success is the result of Owens' overwhelming commitment and dedication to be the absolute best and most innovative firm in the industry.

Associations

- Winter Park Memorial Hospital Family Foundation - Secretary, Board of Directors
- New Image Youth Center - Board Member
- U.S. Green Building Council
- Downtown Orlando Partnership
- Building Owners & Managers Association (BOMA)
- International Facility Management Association (IFMA)
- Cleaning Management Institute (CMI)
- Council of Educational Facility Planners International (CEFPI)
- Community Association Manager
- Member of the University of New Haven - Sports Facility Management/Masters Degree Program - Business School Advisory Board - Member & Guest Lecturer
- CT Yankee Greyhound Racing, Inc. - 1983-2005 - Member of Board of Directors
- CT Yankee Motor Inn, Inc. 1983 - 1989 - Member of Board of Directors

Community Enrichment

The Owens Scholarship for Scholastic Achievement

Since 2002, given in recognition of outstanding scholastic achievement and performance of community service.

Founder

Owens Realty Services Orlando Mentoring Executive Forum -est. 2010

Major Founding Sponsor

Winning Ways - Rising Stars Annual Basketball Clinic Orlando, Florida -est. 2010

Education

University of Vermont
B.S. Political Science

Experience:

Investment & Corporate:

- The Strand on the Intracoastal, FL
- Seavest Inc.
- Iremont Realty Capital
- Brownstone Tampa Partners
- SunTrust Bank
- 70 Audubon Street, CT
- University Towers, CT
- 300 Bloomfield Avenue, CT
- Marlin Business Center, CT
- 5 Paquot Park Medical Center, CT
- Church Street Station, Orlando, FL

Orlando Venues, Orlando, FL

- Amway Arena - Florida Citrus Bowl
- Orlando Performing Arts Center
- Harry P. Lou Gardens
- Mennello Museum of American Art

Pasco County FL

Countywide Municipal Portfolio

City of Orlando, Florida

- Orlando City Hall Complex

City of Winter Park, Florida

- Citywide Municipal Buildings

State of New York

Office of General Services

- 625 Broadway, Albany, NY
- 50 Wolf Road, Albany, NY
- 44 Holland Avenue, Albany, NY
- 40 N. Pearl Street, Albany, NY

State of Connecticut - Dept. of Transportation

23 - Statewide Service Areas

CT Dept. of Administrative Services

- 18-18-20 & 30 Trinity Street, Hartford, CT
- Woodland & Sherman St., Hartford, CT

CT Dept. Emergency Services & Public Protection

Dept. of Emergency Services & Public Protection
Headquarters
Troop G - State Police Barracks
Troop K - State Police Barracks

City of New Haven - New Haven

New Haven Police Dept. Headquarters

Hospitals & Healthcare

Northeast Florida State Hospital
Florida Hospital

Education:

- Albertus Magnus College
- Capital Region Education Council
- The Learning Corridor
- Achievement First, Inc.
- Florida Atlantic University
- Florida A&M University
- University of South Florida
- UCF Bright House Networks Stadium



www.owens-services.com

Property & Facility Management | Commercial & Investment Brokerage | Real Estate Investment
Engineering, Trades & Maintenance Staffing | Housekeeping & Environmental Services



Owens Realty Services

Michael L. Charland
Chief Operating Officer/
Sr. Vice President

Michael Charland is the Chief Operating Officer and Senior Vice President of Owens Realty Services. Responsible for assisting the President/CEO in the development and execution of business strategies for the company, he has over 30 years of dynamic experience in operations management, business strategies and global market expansion, and financial and risk management.

Mr. Charland began his career with the General Electric Company, with an emphasis on Financial Management and spent 18 years in progressive roles, both domestic and international including GE Aerospace, Power Systems, Auto Financial Services, Consumer Financial Services, Telecom Financial Services, Vendor Financial Services and Commercial Finance.

Prior to his appointment at Owens, Mr. Charland was an Executive Management Consultant for Designs for Health in Connecticut. Working with the CEO/Founder and the company President, he lead strategic planning, organizational planning, bank negotiations, competitive analysis, infrastructure growth and senior management coaching which resulted in a growth of revenue from \$32M to \$48M over a period of 4 years.

His expertise is strengthening organizations through strategic planning, financial modeling, financial controls, best practice implementation, business planning and reporting, and restructuring operations utilizing Six Sigma methodology. He has been recognized for his accomplishments in building and leading great teams. Mr. Charland holds a Series 27 Brokerage License and is a certified Six Sigma Black Belt. In addition he earned a comparative MBA through the GE Management Development Course, training with external professors and GE executives including Jack Welch, former GE CEO and legendary leadership expert.

Owens Realty Services has experienced positive growth throughout the economic downturn as a direct result of the company's commitment to excellence in service delivery and focus on operational cost saving strategies for our clients. Poised for growth in the next phase of the company's evolution, we are excited to welcome Michael Charland to the team to help us build responsibly, while upholding our reputation for excellence in the industry.

Education

North Adams State College, MA
B.S. Business Administration
Cum Laude, Concentration in Accounting & Finance

GE Financial Management Program
Internal MBA Program

GE Management Development Course
Executive training from external professors and GE Executives including Jack Welch, former CEO and legendary leadership expert

Professional Certifications, Licenses, Boards & Membership

Series 27 Brokerage License
Six Sigma Certified

Chairman, The Barnum Museum Board - 2006-2013
Chairman - Trumbull Pension Board - 2007-2014

Experience:

Designs for Health, Suffield, CT
2011-2015
Executive Management Consultant

Directed business plan creation, technology due diligence and license negotiations, site location RFP and negotiations, bank and private equity negotiations for \$30 million pea protein plant. Achieved revenue growth from \$39 to \$48 million. Executive advisor and consultant to CEO (Founder) and President on strategy, organizational planning, financing and organizational planning financing and organizing monthly Board meetings.

CEO of Medical Foods Division (2011-2013)
First product launch (Arthrobon) was most successful in company's 25 year history. Negotiated license agreement and JV with pharmaceutical company and managed joint clinical trial. Led process improvements, competitive analysis, annual strategic planning, JV negotiations, acquisition analysis, and financial planning and analysis.

ESP Technologies Corp., New York, NY
2007-2011
Chief Financial Officer

Partnered with CEO and Board in negotiations, strategy and due diligence resulting in the sale of the firm to a publicly traded company. Led Operations and Technology teams implementing many process improvements resulting in improved customer experience and delivery. Implemented cutting-edge financial controls, systems, reporting and analysis for this start-up technology company, and developed product pricing and business models for a new software product and completed strategic pricing review on existing products resulting in improved margins and more transparency for customers.

Capital Access Network/Advance.Com, Scarsdale, NY
2006-2007 - Chief Financial Officer

E*Trade Financial, New York, NY
2003-2006
VP, Lending Sales
VP, Financial Planning & Analysis

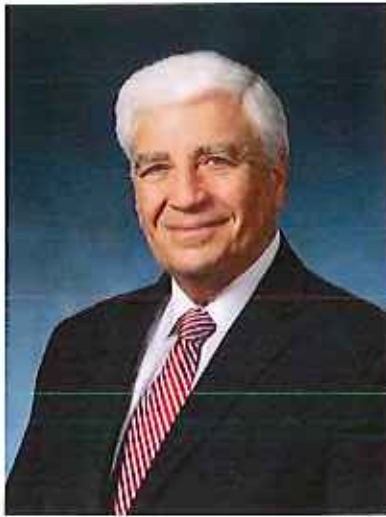
General Electric Co., Multiple Locations
1985-2003
VP, Global Operations Controller, GE Commercial Finance
VP, Global Controller, GE Capital Vendor Finance Services
VP, Finance, Telecom Financial Services

GE Capital Auto Financial Services, Singapore
CFO

GE Capital, Power Systems, Corporate, Aerospace, Plastics:
Growth Track Record, financial roles



www.owens-services.com



Owens Realty Services

Randall K. Ziegler Executive Vice President

As well as assisting Mr. Owens in the development of the Company on a planned basis, Mr. Ziegler is charged with the responsibility of handling the company's Florida expansion and ongoing corporate relationships.

To this end, he has headed a team responsible for acquiring and opening of the following accounts: Walt Disney World, City of Winter Park, Polk State College,

Florida A&M University College of Law, Pasco, and Lake County Facilities, the Orlando City Hall Complex, Florida Department of Transportation, and several State of Florida owned high rise facilities, in addition to numerous other accounts.

Mr. Ziegler believes corporate growth can only be attained when the needs of the customer (and their clients), not the needs of the company, are the driving focus of a given project, as well as the development of close interpersonal contact between the client and Principals.

"Service must be tailored to meet the needs of each individual customer, not addressed by a *One Size Fits All* program." The company's philosophy in management and operations is one of commitment to customer service excellence and focused quality control.

Recognizing that Owens Realty Services is in the service business, it is Mr. Ziegler's belief that the company's employees are our greatest asset. He is constantly looking for new technology to make their jobs easier and more efficient.

Motivation and employee buy-in are encouraged. Mr. Ziegler frequently visits with our employees at all levels during site visits looking for a reason to recognize individual accomplishments in front of other peer workers. Line workers in this field normally are accustomed to only being recognized for doing something wrong. Our employees have responded most positively when their efforts are recognized publicly. It also has a marked impact on the performance of their peers in the work team.

Awards & Distinctions

- Third Recipient of the Distinguished Allied - IAAM Lifetime Service Award
- Member Board of Governors - IAAM 1999 - Present - 3rd Term
- IAAM Institute of Leadership Council - 2003 - Present - 1st Term

Education

- B.S. Ohio State University, Columbus, OH
- Completed credits toward MBA at University of Southern California
- Cornell University - Senior Management Symposium

Prior Experience

- ARA Services, ARAMARK Division Vice President
- Centerplate - Vice President
- Conteen Corporation National Sales Director Hospital Host Division
- United States Air Force - 1966-1972 Chief of Special Service

Associations

- Goodwill Industries - Member of the Central Florida Board of Directors
- Member; U.S. Green Building Council
- Member; Building Service Contractors Assoc. International
- Member; Metro Orlando Economic Development Council
- Member; The Central Florida Partnership
- International Assoc. of Assembly Managers
- Member - University of New Haven Sports Facility Management Masters Degree Program - Business School Advisory Board Member & Guest Lecturer
- Director, IAAM Foundation - 1986-1994
- International Convention Center Managers Association (Charter Member and frequent Panel Participant)
- Stadium Managers Association (Charter Member and frequent guest speaker)
- World Venue Manager (Charter Member and Sponsor)
- Asia Pacific Exhibition & Convention Centre Association (Annual Speaker)
- Venue Managers Association - Australia, New Zealand & Asia



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Owens Realty Services

Suzanne O. Black

Executive Vice President,
Property Management Services
Member, Safety Committee

Ms. Black, Executive Vice President of Property Management Services for Owens Realty Services is responsible for over 17 million square feet of commercial facilities. The basis for her management philosophy is to maximize efficiencies by implementing the most proven advancements in property management methods and technology.

Ms. Black's 35 years of experience ranges from facility management planning, expense budgeting, investment analysis, building maintenance, housekeeping services, mechanical and electrical systems, computerized maintenance management systems, quality assurance programs and capital project management.

Ms. Black supervises a team of site based managers and engineers who oversee the management of the company's portfolio which includes the State of New York Office of General Services LEED® v2 Silver certified building at 625 Broadway in Albany. Ms. Black also supervises the operations and maintenance for the State of Connecticut Secretary of State's office complex, 1,500,000 sq. ft. of educational facilities for the Capitol Region Education Council's Educational portfolio, the state-of-the-art Learning Corridor Campus as well as large commercial facilities, state office facilities, class "A" investment properties and corporate assets.

Ms. Black has led her team in the fine achievement of (6) Building Owner & Manager's Association (BOMA) Office Building of the Year (TOBY) Awards. Winning the Capitol Region TOBY for 625 Broadway and 50 Wolf Road, both buildings went on to win the Mid Atlantic Region competition and were one of 5 finalists in the International BOMA Building of the Year Awards. Under her guidance, both buildings have earned Energy Star® Building Certification since 2010. Her team has also won the TOBY for the Orlando Chapter BOMA for the management and maintenance of the Orlando City Hall in Orlando, FL.

Prior to her employment at Owens Realty Services, Ms. Black was the Customer Service Manager for F. D. Grave and Son, Inc. in New Haven, and the Director of Pricing for Homequity, Inc., a relocation company located in Danbury, Connecticut.

Associations

- Connecticut Chapter Green Building Council (CTGBC) - Member
Member, Board of Directors - 2012-2013
- Building Owners and Managers Association (BOMA) - CT Chapter Member

Accreditations

- State of Florida Community Association Manager - License #L11032300899

Education

Boston College,
B.S. Marketing

Experience:

Investment & Corporate:

- The Strand on the Intracoastal, FL
- Seavest Inc.
- Tremont Realty Capital
- Brownstone Tampa Partners
- SunTrust Bank
- 70 Audubon Street, CT
- University Towers, CT
- 360 Bloomfield Avenue, CT
- Marin Business Center, CT
- 5 Pequot Park Medical Center, CT
- Church Street Station, Orlando, FL

Orlando Venues, Orlando, FL

- Amway Arena - Florida Citrus Bowl
- Orlando Performing Arts Center
- Harry P. Leu Gardens
- Monello Museum of American Art

Pasco County FL

Countywide Municipal Portfolio

City of Orlando, Florida

- Orlando City Hall Complex

City of Winter Park, Florida

- Citywide Municipal Buildings

State of New York

Office of General Services

- 625 Broadway, Albany, NY
- 50 Wolf Road, Albany, NY
- 44 Holland Avenue, Albany, NY
- 40 N. Pearl Street, Albany, NY

State of Connecticut - Dept. of Transportation

23 - Statewide Service Areas

CT Dept. of Administrative Services

- 18-18-20 & 30 Trinity Street, Hartford, CT
- Woodland & Sherman St., Hartford, CT

CT Dept. Emergency Services & Public Protection

Dept. of Emergency Services & Public Protection
Headquarters

- Troop G - State Police Barracks
- Troop K - State Police Barracks

City of New Haven - New Haven

New Haven Police Dept. Headquarters

Hospitals & Healthcare

Northeast Florida State Hospital
Florida Hospital

Education:

- Albertus Magnus College
- Capitol Region Education Council
- The Learning Corridor
- Achievement First, Inc.
- Florida Atlantic University
- Florida A&M University
- University of South Florida
- UCF Bright House Networks Stadium



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Owens Realty Services

Loyld Glenn

Property Manager
Florida A&M University
College of Law

Mr. Glenn has served as the Property Manager at the Florida A&M University College of Law for the past 8 years. He is a committed leader of the Owens Realty Services team and is respected by the FAMU College of Law administration.

Experience:

Property Manager:

Florida A&M University
College of Law, Orlando, FL

With over 30 years of experience in the Facility and Property Management field, Mr. Glenn's knowledge of building systems and structures is outstanding. He has the ability to immediately assess situations and is able to resolve issues in a diligent manner. He has developed a solid base of vendors that are used at the College of Law and holds them accountable in the performance of service according to scope, and at a very high level.

Mr. Glenn has performed effectively in all aspects of his position at the College of Law. His management of the Owens on-site team has been professional, with the expectation that they perform at a high level. Under his direction, the College of Law facility, which undergoes intense daily activity looks almost like the day that it opened. The staff has risen to the occasion under his leadership and we are proud of the condition of the building and grounds on a daily basis. Mr. Glenn and his team understand the importance of the "first impression" of the University for each visitor and potential student. They understand the importance of providing a clean and healthy environment so the students can learn effectively.

Prior to joining the College of Law team, Mr. Glenn was the Director of Facilities with State of New York University system.



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Owens Realty Services

Leonard McCray

Chief Building Engineer
Florida A&M University
College of Law

Experience:

Chief Building Engineer
Florida A&M College of Law
2013-2015

Prior Experience:

Senior Service Technician
CBRE - 2011-2013

Maintenance Technican
Sheraton Vistana Resort -
2009-2010

Lead Building Engineer
CBRE - 2005-2009

Mr. McCray has over 20 years of proven facility operations experience. He is the Chief Building Engineer at the Florida A&M University College of Law. He is involved with all aspects of facility maintenance, including preventative maintenance tasks, and responding to daily work orders. He is proficient on the current Energy Management System and recently attended and completed a Honeywell User Seminar to gain 100% knowledge of the system.

As the Chief Building Engineer, he performs maintenance work on all building systems and is dedicated to the proper functioning of all mechanical components in the building. With his three years at the building, he has developed professional relationships with administration, faculty and students and is a valuable member of our team.

Mr. McCray works closely with the assigned Day Porter to ensure that all work is performed when needed and to a high level of satisfaction for building occupants. He is also responsible for the oversight of Mr. Robert Donnelly, the part-time maintenance worker. Mr. McCray is a certified Trainer and provides methodology and safety training, including mandatory CORE 6 OSHA training for our employees.

Associations & Accreditations

Honeywell Energy Management Systems



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Owens Realty Services

Anibal (Sonny) Acevedo Executive Vice President

Mr. Acevedo is an accomplished manager with over 25 years of experience in janitorial and housekeeping services. He is responsible for a staff of over 35 managers and supervisors and approximately 675 employees.

Mr. Acevedo's highest priority is to provide total customer satisfaction with the goal of utilizing resources that will exceed customer expectation. His diligent attention to quality control, on-going training in OSHA Safety requirements, infection control, body mechanics, the use of Green Seal cleaning products and equipment and universal precaution monitoring results in significant benefits in healthy and clean environments for clients.

Mr. Acevedo's previous experience includes the management of janitorial services for a portfolio of over 5 million square feet including high traffic and high profile public facilities such as the Orange County Florida Courthouse (1 million sq. ft. complex), Orlando International Airport (1 million square feet), Orlando Central Services, and private clients such as CenturyLink, (1 million square feet of regional facilities), and Tower Place at The Summit, a Class A high rise office tower in Orlando, FL.

He has successfully created operational schedules, sourced supplies, provided for inventory control, the purchasing and maintenance of equipment, research of sustainable cleaning products, equipment and techniques, training and quality assurance.

Mr. Acevedo is a proactive manager whose problem solving skills have resulted in the attainment of financial objectives, successful project planning and safe working environments. His record shows an impressive recruitment, training and development background, with emphasis on positive employee morale and team building. These traits have resulted in a low rate of turnover making Mr. Acevedo ideally suited to handling Owens Realty Services' Florida Operations.

Certifications

- IFMA
- BOMA

Education

Caguas City College
Puerto Rico
Electronic Technicians Degree

IBM School
Training in Electronic, Sales, and
Customer Services

Eagle Scout - Boy Scouts of America

Investment & Corporate:

- The Strand on the Intracoastal, FL
- Seavest Inc.
- Tremont Realty Capital
- Brownstone Tampa Partners
- SunTrust Bank
- 70 Audubon Street, CT
- University Towers, CT
- 360 Bloomfield Avenue, CT
- Mallin Business Center, CT
- 5 Pequot Park Medical Center, CT
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City of New Haven - New Haven

New Haven Police Dept. Headquarters

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Florida Hospital



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Owens Realty Services

Dimarie Soto Rodriguez Area Manager

Dimarie Soto Rodriguez has over 14 years of customer service experience and over 6 years of experience in the custodial services industry with an emphasis on healthcare services.

She is the current Area Manager for over 300,000 sq. ft. of high profile Orlando and City of Winter Park accounts that include Florida Hospital Florida Radiology Imaging, Florida A&M University College of Law, Florida Department of Children and Families and the City of Winter Park. Her crews provide services for these high traffic, public facilities that include offices, administrative space, laboratories, classrooms, specialty areas such as the law library and mock courtrooms of FAMU College of Law, and specialized floor care. Cleaning services for these public facilities require diligent cleaning for health. The facilities must not only look clean, but must be cleaned to prevent the spread of infectious diseases.

Her previous experience with company included the management of the cleaning for the State of Florida Department of Management Services. She was responsible for the Orlando portion of the portfolio which included the Hurston Towers and comprehensive cleaning services for the Florida Department of Law Enforcement Laboratory (FDLE Lab). The FDLE facility is made up of chemistry labs, computer labs for computer evidence recovery, crime scene processing, DNA database, firearms, latent prints/AFIS, Microanalysis, Serology/DNA and toxicology labs. Each member of her team underwent a thorough drug screen and criminal background check through the FDLE. Each employee was required to have security clearance in order to provide service for the facility.

Ms. Soto Rodriguez has extensive training in customer service as a direct result of her supervisory experience of the company's account with Walt Disney World at Downtown Disney. With over 40 locations throughout the complex, Ms. Soto Rodriguez managed cleaning crews for all of the Downtown Disney operations including Cirque du Soleil, Cap'n Jack's Restaurant, the ESPN Grill, DisneyQuest and the DisneyQuest kitchens.

Ms. Soto Rodriguez has demonstrated excellence in customer services skills, training, motivation, industry skills and knowledge and the assumption of additional responsibilities successfully.

Education

Bayamon Community College, Bayamon, PR
Certified for Medical Billing & Coding

Texas Computer Technology, Austin, TX
Computer Repair

Bilingual in English and Spanish

Experience:

- Florida A&M University College of Law
- State of Florida DCF at Westside Plaza
- Florida Hospital
Florida Hospital -
Radiology Imaging (FRI)
- City of Winter Park, Florida
Winter Park City Hall
Public Safety Building;
Fire Department Facilities
Police Department Facilities
Winter Park Welcome Center
Winter Park Train Station

Previous Experience:

- State of Florida -
Department of Management Services
Florida Department of
Law Enforcement - (FDLE)
Hurston Towers
- Downtown Disney
Downtown Disney MarketPlace
Cirque du Soleil
DisneyQuest
DisneyQuest Kitchens
ESPN Grill



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Owens Realty Services

Constance T. Cahill

Vice President HR, Payroll & Safety
Chairman, Safety Committee

Ms. Cahill's professional experience spans over 30 years of management and Human Resources experience. As Vice President of HR, Payroll and Safety she is responsible for the planning, development, organization, direction and subsequent evaluation of the company's HR function and performance.

She works closely with the Executive Team to translate business plans into strategic and

operational HR plans that result in the cultivation of a motivated and experienced workforce. She develops long-term programs to attract new talent and to develop and retain existing employees that include, in addition to training and continuing education, the development of progressive and proactive compensation and benefit programs for the short and long-range health and welfare protection of the employees. Ms. Cahill provides direct supervision of the Payroll department and is the direct report for the company's Safety Division.

Her direction of the Safety Division includes a focus consistent and documented OSHA mandated safety training for all employees, as well as on-going bi-weekly safety training topics. The company's "Tool Box Talks" series is designed to introduce a short safety topic that can be covered quickly by Supervisors and Managers in an effort to promote safe work habits, on-going safety awareness with the goal of reducing workplace accidents.

Ms. Cahill is experienced in union and non-union settings. She is experienced in Worker's Compensation claims and has provided effective training in labor relations, anti-harassment, professional conduct, incident investigation, progressive discipline, Employment Law for Supervisors and Leadership Skills for Lead Employees, 401(k) and Financial Planning and Effective Employee Relations.

Ms. Cahill's extensive experience and diligence in delivering cost saving initiatives make her an excellent addition to the Owens Realty Services team.

Education

Wilfenberg University, Springfield, OH
B.M. Music

Professional Certifications

Certificate in Human Resources
Bentley College, Wallham, MA

Certified - Mediation Skills - 40 hours

Member, Society for Human Resources
Management (SHRM)

Experience:

New Breed Logistics
HR Manager (2007 - 2014)

Advised operations management on policies and procedures, terminations, staffing, employee relations. Ensured consistent application of discipline, prepared termination cases, represented company at unemployment hearings. Conducted investigations and worked with corporate counsel to determine appropriate course of action. Participated in EEO mediation and fact findings. Co-facilitated in monthly employee focus groups. Reviewed and revised company-wide HR procedures, conducted training and participated in evaluation and implementation of new HR programs and services. Partnered with Corporate Safety Team to investigate on-the-job accidents and to develop effective root cause and corrective actions. Managed local Worker's Compensation administration and trained management staff on effective labor relations, anti-harassment and professional conduct, incident investigation and progressive discipline.

UPS Supply Chain Solutions
HR Supervisor (1999 - 2007)

Strategic oversight of employee relations, training and development, staffing of employees in support of business goals for divisions across 6 states. Investigated and resolved employee complaints, managed disciplinary process and participated in Employee Dispute Resolution program. Developed and facilitated training including Employment Law for Supervisors and Leadership Skills for Lead Employees. Delivered corporate training on 401(k) and Financial Planning, and Effective Employee Relations.

Univ. of Rochester, School of Medicine
Department Administrator (1995 - 1997)

Human resources management and safety reporting for research department. Worked with Department Chair on staffing, discipline and employee relations. Administered grants in compliance with sponsor and university requirements.

Massachusetts Institute of Technology
HR Administrator (1985 - 1995)

Served on institute-wide committee to restructure hiring process; facilitated restructuring of union laboratory workers resulting in greater efficiencies while maintaining positive relations with bargaining unit and union representatives. Partnered with faculty on disciplinary issues, performance improvement plans and terminations.



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Owens Realty Services

Esther Lopez
Regional HR Administrator

Ms. Lopez is the Regional Human Resources Administrator for the Company's Florida operation and has over 16 years of experience in HR management, office management, workers compensation, administration, educational programs and labor relations.

She possesses a strong work ethic and highly effective interpersonal skills that have resulted in successful professional relationships with clients and employees.

With an inherent understanding of the cost efficiencies in retaining good workers, she has successfully developed, researched and monitored cost recruitment, retaining and education strategies as well as implementing bonus referral programs and educational awards.

Ms. Lopez is a proponent of the Company's "Catch Them Doing Something Right Program", which recognizes workers, in front of their peers with certificates of achievement or small gifts, when they have been "caught" doing something right. Too often only mistakes are recognized. This program rewards proactive and motivated workers, reinforces the behavior and sets an example of recognition amongst the team.

Ms. Lopez is also experienced in labor relation strategies, unemployment claims, legal case hearings and depositions and has monitored and coordinated workmans compensation procedures, costs and reporting.

Owens Realty Services has been fortunate to experience tremendous growth, and exceptional employee retention in the Florida marketplace. Ms. Lopez's experience is instrumental in ensuring that quality candidates are well trained and rewarded to ensure that our experienced crews continue to meet the volume demand and the high standards that our company has set.

Education

Inter American University
BS Human Resources

Inter-American University
AS Business Administration

Training

- HIPPA Privacy Laws
- Applications, Interviews & Background Checks
- State Law on Weapons in the Workplace
- E-Verify
- JL Act Compliance & Immigration Laws

Bilingual in English and Spanish

Memberships

Society of Human Resources (SHRM) - National Chapter

Experience:

Investment & Corporate:

- The Strand on the Intracoastal, FL
- Tremont Realty Capital
- Brownstone Tampa Partners
- SunTrust Bank
- Church Street Station, Orlando, FL

Orlando Venues, Orlando, FL

- Amway Arena - Florida Citrus Bowl
- Orlando Performing Arts Center
- Holly P. Leu Gardens
- Monello Museum of American Art

Pasco County FL

Countywide Municipal Portfolio

City of Orlando, Florida

- Orlando City Hall Complex

City of Winter Park, Florida

- Citywide Municipal Buildings

Hospitals & Healthcare

- Northeast Florida State Hospital
- Florida Hospital

Education:

- Florida Atlantic University
- Florida A&M University
- University of South Florida
- UCF Bright House Networks Stadium



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Owens Realty Services

Joseph Cushman

Safety Manager

Member, Safety Committee
and Safety Enforcement Officer

Mr. Cushman has over 28 years of professional experience in the Safety management field which includes chemical, biological and occupational guidelines.

Currently, Mr. Cushman manages safety programs for Owens Realty Services. He is responsible for conducting training sessions on OSHA required classes, enforcing State

and Federal regulations concerning Health and Safety, conducting safety inspections and audits to measure the effectiveness and implementation of facility OSHA requirements and supporting new business development by assessing the risk of prospective new business.

His previous experience includes a position of Regional Safety Manager where he managed all aspects of the company's safety program in the northeast region which covered over 8 states. Mr. Cushman was responsible for ensuring health, safety and environmental compliance with State and Federal regulations as well as conducting safety audits and inspections to identify safety issues. During this position Mr. Cushman had three accounts in the region that were top ten in the country based on the number of recordable incidents.

His certifications include 40 Hour Hazwoper and Hazmat training, permit required Confined space supervision, Attending, Entry and Rescue training, and 8 Hour Incident commander training.

Mr. Cushman's extensive safety management experience makes him an tremendous asset to the Owens Realty Services team.

Achievements

- Built safety program within 150 employee account
- Created training sessions and materials based on uniqueness of the contract
- Created databases for safety inspections, training materials and inventories
- 2011- Region with lowest OSHA incident rate in the country- 18%
- 2011-Top ten in the country

Education

Windham Regional Vocational
Technical School '83

Training

- 40 Hour HAZWOPER
- 40 Hour HAZMAT
- Permit required Confined Space Supervision, Attending, Entry & Rescue
- 8 Hour Incident Commander
- First Aid/CPR responder w/AED endorsement

Experience:

Investment & Corporate:

- The Strand on the Intracoastal, FL
- Seavest Inc.
- Tremont Realty Capital
- Brownstone Tampa Partners
- SunTrust Bank
- 70 Audubon Street, CT
- University Towers, CT
- 360 Bloomfield Avenue, CT
- Marlin Business Center, CT
- 5 Pequot Park Medical Center, CT
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- Florida A&M University
- University of South Florida
- UCF Bright House Networks Stadium



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**Owens Realty Services Proposal for
Florida A&M University – College of Law
RFP# 0003-2016 – Facilities Management & Maintenance**

Tab 4 – Operations Plans & Policies

1. Explain quality control procedures.



Owens Realty Services utilizes the VEKTR™ Quality Control Web and Mobile “Real Time” Performance Management Auditing and Inspection System. The VEKTR system is completely customizable – enabling our managers to adhere to required reporting procedures as well as unlimited template development for customized reporting – the system also allows for changes in cleaning scope, frequency or personnel. Reports generated through the VEKTR system include:

- Data Collection Templates include:
- Q/A Audits for Cleaning & Maintenance
- Safety Inspections
- Regulatory Compliance Audits
- Risk Management Audits
- Best Practices Audits
- Work Order Management
- Multiple Location Account Service Call Reporting
- Customized Reporting

The VEKTR system is user friendly, inspection scoring is entered into hand-held units and downloaded into directly to the clients VEKTR database. Owens Realty Services will provide the Contract Administrator, and any other designated personnel with a VEKTR password so that reports can be viewed at any time, including just minutes after an inspection has been completed. The VEKTR system has Permissions and Preferences at every level to allow just the right access and necessary information for each user. The system is secure and safe with data being housed in a World Class Server Farm.

The value of “Real Time” reporting cannot be under estimated. This technology allows us to quickly spot trends and correct non-compliance immediately before problems can develop. Employees also understand very quickly that sub-performance cannot fly under the radar and performance level rise as a direct result.

Procedure:

In order to achieve recognizable and accountable results, we established Quality Assurance/Quality Control initiatives for each of the facilities that we maintain. Prior to initial cleaning, our team conducts a visual inspection of each facility and solicits feedback from building occupants. This information then forms the baseline for our Quality Assurance (QA) program.

We will also work closely with the Dean Green and Kendall Jones to refine the Green Cleaning Management Plan that will provide for the frequency and level of cleaning expected at the facility.

Each day, the cleaning team checks the computer for a list of tasks to be completed from day-to-day routine cleaning to pre-scheduled preventive maintenance tasks. The Quality Assurance follow-up can then be done efficiently because the person conducting the QA will have access to the same list of day-to-day items and periodic tasks.

Utilizing the customized cleaning protocol for the facility, the QA inspector records the appropriate scoring into a hand-held unit utilized by the Owens Realty Services QA personnel, on-site Supervisory Staff and Day Porters. This same software is currently used for a daily checklist by the Supervisor, to certify that each task has been completed. As this is done in real time, and shared via the internet, any Executive Staff member can visit the site and know precisely what has been certified as completed. Supervisors understand that falsifying these reports can result in termination.

The resulting data can then be reviewed in a variety of reports that highlight problem areas, spot trends, as well as quantify improvements in service that will represent the foundation for process and technical improvement.

2. Explain security plans and procedures

Mr. Glenn prepared an Operations Manual for the College that addresses prevention and procedures for emergency situations and natural disasters including: fire prevention, evacuation procedures, lockdown procedures, bomb threat, severe weather including hurricanes and floods, power outage, suspicious packages, threatening phone calls and workplace violence.

In the event of a natural disaster, Owens Realty Services area resources include over 675 Area Managers, Supervisors and employees in Orange County with a strong concentration in the immediate Orlando area, including our headquarters building located at 1646 33rd Street. Our well trained staff of Managers, Supervisors and maintenance and janitorial personnel are experienced and prepared to provide immediate assistance if needs dictate.

3. Explain routine maintenance and preventive maintenance plan.

Specification Development & Selection

Immediately upon contract award, Mr. Glenn & Mr. McCray, along with the other technical staff of Owens Realty Services shall revisit the Operations Plan, including Preventative Maintenance procedures. This is consistently reviewed and updated as needs require throughout a contract term. Owens Realty Services shall review the Scope of Services for this new contract that includes: elevator repair and maintenance, grounds and landscaping, fire & life safety, pest control, HVAC maintenance, recycling, window washing, rubbish removal, generator maintenance, parking lot sweeping, pressure washing, recycling, rubbish removal, etc.

If selected, FAMU Law School will have no need to a transition. Our staff knows not only the building and the projects under way as well as those being planned, but they have formed an excellent team relationship with Dean Green and the entire FAMU staff. This relationship is not solely with our on-site staff but extends to all levels of both organization both on the FAMU Law School campus and with Kendall Jones' staff in Tallahassee. The transition will be seamless and as simple as showing up for work on the first day of the new contract, saving the University and FAMU staff the disruption of having a new vendor learn the building, procedures and staff.

As in the past, the building components that by virtue of code or complexity require subcontractor involvement will be competitively bid as the current contract expires. Owens Realty Services shall communicate to FAMU College of Law the recommended vendors for approval, and will require that the contractor submit all appropriate insurance and contractual requirements.

Work Order System

As previously discussed, Owens Realty Services utilizes the MicroMain™ Computerized Maintenance Management System, which has an integrated work order system. We will implement and utilize this system in accordance with FAMU College of Law requirements. See Tab 3 for more information on the MicroMain™ CMMS.

Planning & Supervision of all Capital & Tenant Improvements, Including Construction Management

Mr. Glenn and Mr. McCray both have construction experience and are fully capable of providing expert management of any capital and/or tenant improvements for the College. We will also be responsible for the coordination of all contractors and vendors working at the College of Law and will inform all professors, students and administration of all activities to be performed on site that may impact site services and/or the performance of their job functions and tasks.

Work to be performed will be arranged at a time that is least disruptive to the building occupants and will be communicated to the building occupants, via newsletter, postings, and/or e-mail. It will be the responsibility of the Project Manager, to ensure a safe working

environment for the building occupants at all times, and particularly during any construction, and/or capital improvement.

Tenant Relations & Service Requests

Service Requests are a high priority for our Project Managers. All Service Requests are logged into the MicroMain™ CMMS so that a history is established for each request. Service Requests are prioritized based upon urgency of the request.

All requests to correct any life or health safety issue are given the highest priority by the FAMU College of Law and our company. Emergency requests will be responded to within one hour or less. Non-emergency requests will be responded to within twenty-four hours or less.

Tenant Relations

Mr. Glenn will continue to solicit feedback from the FAMU College of Law Contract Administrator as well as from the building tenants who requested the work. Any unsatisfactory comments will be reviewed with the Contract Administrator, with the staff person doing the work, and a "Lessons Learned" session will be held. All suggestions will be considered that are determined to improve building operations and are in the best interest of the FAMU College of Law.

Inventory Management

The Project Manager along with his ORS staff will continue to adhere to the current inventory policy for FAMU College of Law. Owens Realty Services will not deviate from FAMU College of Law policies and procedures with respect to the inventory of furniture, fixtures and equipment. We currently utilize software for Inventory Management and would gladly share this resource with FAMU if requested.

Compliance with Federal, State, and municipal laws, ordinances, rules, regulations and orders relative to property environmental and health and safety matters.

Owens Realty Services will continue to comply with all Federal, State, and municipal laws, ordinances, rules and regulations, and orders relative to the FAMU College of Law facility. We will promptly notify FAMU of any violation of any such law, ordinance, rule, regulation or order which comes to our attention, and take action with FAMU's approval to promptly remedy such violation(s).

Owens Realty Services has a comprehensive Safety Program. Our Safety Manager, Joseph Cushman, will continue to assist the Project Manager with training for all employees.

The Project Manager will also support FAMU College of Law initiatives with respect to safety, and will endeavor to provide a safe and healthy environment for all administrators, professors, students and visitors.

Owens Realty Services is knowledgeable of all NFPA, OSHA, building codes, environmental, fire safety requirements of the property and will evaluate the site as required. We have an Employee Health and Safety Training Program in place. Our Managers and technicians are

brought in to our new, state-of-the-art training center at our HQ location in Orlando for this training. Our Safety Manager, Joe Cushman will conduct field training to include:

- Blood Borne Pathogens
- Confined Space Entry
- Lock-out/Tag-out Procedures
- Body Mechanics
- Personal Protective Equipment
- Safety and Hazardous Signage and Communications

All employee records and certification will be maintained in an organized manner in each employees personnel file. The Facility Manager shall provide Kendall Jones with copies of certifications, where appropriate for staff members in a timely manner.

The company also issues a bi-weekly "Tool Box Talks" training module that each Manager must review with our on-site staff. These "Tool Box Talks" cover a variety of topics as outlined above, and provides a means for our company to stress the importance of Safety in our work environments. This has been an effective tool and also provides for a time for the staff to come together and discuss the safety training in an open forum. Employees are encouraged to provide other insight regarding the safety training issue.



Building code, fire and public safety inspections and code compliance are handled during our routine inspections. Emergency Procedures Guidelines are updated as appropriate for the facility. Mr. Glenn has designated Leonard McCray as Safety Program Officer responsible for building code compliance, fire and safety inspections, and accident reporting. Owens Realty Services will continue to maintain the following:

- A. A safety data sheet (SDS) program for chemicals used on site.
- B. An employee safety training program.
- C. A disaster plan.

4. Explain building services/janitorial cleaning plan

- Daily, twenty-four (24) hour supervision of property including extraordinary and regularly scheduled maintenance and repairs.

The Facility Manager will continue to provide 24-hour property supervision. He will be on-site daily and will be on call twenty-four hours a day, seven days a week, via mobile telephone and display pager.

The project manager supervises all activities of the on-site staff and monitors all contracted services provided on the premises. He is responsible for all repair and maintenance activities at

the facility and will perform all activities in the best interests of the University and the College of Law.

Mr. Glenn intends to retire soon and he will be training the Chief Building Engineer to take over the Facility Manager role. We will seek the approval of this change in management and will look for FAMU and the College of Law's consensus. Owens Realty Services will defer to the University and the College of Law if another candidate is desired.

- Specification development, selection, supervision and quality control reporting of all contracted services (i.e. HVAC, plumbing, elevator, building security services, life safety, electrical, snow and ice removal, landscaping services, sidewalk cleaning, litter control, pest control, janitorial services, etc.)

Mr. Glenn & Mr. McCray with the other technical staff of Owens Realty Services develops and reviews building plans and specifications of the FAMU College of Law. This review includes the abstracting of all existing contracts for services at the facility. We will continue to review the existing contracts for applicability of services and costs. Upon determination of contracts, and applicable expiration dates, and termination clauses, Owens Realty Services shall recommend to the FAMU that certain services should be re-bid for best service/best price guarantee for the College of Law. Owens Realty Services develops the specifications for service and maintenance based upon manufacturer's recommendations and best practices.

Owens Realty Services solicits a minimum of three bids and selects the most qualified vendor at a competitive price. We shall make a recommendation about the appropriate vendor, which will then be approved by the University.

Once a service contractor is selected, Owens Realty Services shall be responsible for the management, supervision and quality control of the service contractor's performance.

- Specification development, selection, supervision and quality control reporting of physical plant contractors (mechanical and structural maintenance and repairs, window replacement, window cleaning, emergency needs, lighting, etc.)

Owens Realty Services shall follow the same procedures as outlined in our response above. All existing contracts for physical plant contractors will be reviewed and re-bid, as necessary. We shall revisit the developed bid specifications, based upon manufacturer's specifications and industry best practices and shall be competitively bid. We shall make a recommendation to the University as to the contractor. The University will have the ultimate authority for deciding on contractors.

Once a service contractor is selected, Owens Realty Services shall be responsible for the management, supervision and quality control of the service contractor's performance.

- Financial services including budget planning and monthly operating reports.

Mr. Glenn and the Owens Realty Services team will continue to work with the Facilities team to develop the operational budget which will be reviewed by the University. Based upon our historical numbers, the budget will be modified to adapt to the University's budget for the facility, and will be approved by the University. Owens Realty Services has a strong financial background for budgeting and will maintain strict adherence to the operating budget.

- **College of Law Departmental relations including service requests.**

Owens Realty Services shall continue to maintain excellent customer relations with Dean Green, the administrators, professors, students and Kendall Jones and all University staff. Owens Realty Services will continuously abide by all University ordinances, rules and regulations that pertain to this contract.

Service Requests: The Facility Manager shall continue to work with Dean Green and Kendall Jones to refine procedures for tenant service requests, based upon their needs. Revisions to Forms and written procedures will be included in the "Building Operations Summary" that will be distributed to all departments, tenants and their personnel.

Service requests will be prioritized based upon urgency of the request outlined on our "Service Priority List". The priority list will be approved by the Kendall Jones and Mr. Glenn. Service Request Reports will be included in the Owens Realty Services monthly report to the University.

- **A complete building operation procedures manual, for operational and tenant use.**

Mr. Glenn was intricately involved in the preparation of the existing "**Building Operations Manual**" for the Florida A&M University College of Law and is responsible for making modifications or updates as needed. The Building Operations Manual includes all emergency, security, quality control and code compliance procedures as well as an outline of all mechanical equipment in the facility and all preventative maintenance and warranty information.

- **Cleaning Methodology**

In 1999, Owens Realty Services started its own Housekeeping and Environmental Services division with the focus of "Cleaning for Health". This is a unique arrangement for a Facility Management Company, but was created due to our disappointment with the performance of contract janitorial companies.

Our company began cleaning for educational facilities after being awarded a contract to provide facility management services for a new, \$50M state-of-the-art high school. We originally subcontracted the cleaning portion of the contract, but quickly became disillusioned with the cleaning results of each subsequent company. Out of necessity, Owens Realty Services developed and implemented our successful "Cleaning for Health" program because we recognized that looking clean is not enough. **A clean and healthy environment is what we strive for in every facility that we manage.**

Since that time, we have built a successful reputation for meeting and exceeding the goals of our education clients who include:

- University of South Florida
- Albertus Magnus College, New Haven, CT
- Yale University, New Haven, CT
- Capitol Region Education Council, Hartford, CT
- University of Central Florida – Bright House Networks Stadium, Orlando, FL
- College of Central Florida
- Florida Polytechnic University

“Cleaning for Health”

Owens Realty Services has implemented our *Cleaning for Health* program for Florida A & M University School of Law and all of our clients, and we are constantly dedicated to improving a building’s environment through implementation of best practices, non-toxic cleaning products, low impact cleaning equipment, microfiber technology and sustainable cleaning methodology, combined with a proactive Quality Assurance Program that is dedicated to continuous improvement. This philosophy and methodology covers all aspects of maintenance, janitorial and grounds services.

A study by *The Ashkin Group*, a consulting firm specializing in greening the cleaning process, confirmed the following results with a more thorough cleaning process:

- Total illnesses declined 24%
- Number of doctor visits declined 34%
- Number of courses of antibiotics declined 24%
- **Passing math scores on standardized tests increased 49%**
- **Attendance increased 4.5%**

These statistics are impressive. Owens Realty Services understands the correlation and will continue to be committed to provide a clean, healthy environment for the College of Law. Our corporate philosophy is to provide diligent management, implementation of industry best practices and the engagement and empowerment of the team to provide a superior level of service resulting in cleaner, healthier environments. Our goal is to work as a partner with our clients to achieve their goals and objectives.

- We will continue protect your assets with a comprehensive, sustainable cleaning program;
- We will continue to improve the condition and cleanliness of your facilities;
- We will continue to effectively manage our employees through motivational and recognition programs.

Owens Realty Services currently maintains your first-class facility at an APPA Level 1 which exceeds the Universities minimum required cleaning level of APPA Level 2. (Please reference the attached APPA appearance level definitions which are included at the end of this section.)

Employing over 850 technical, professional, and service employees, our growth is due to our fine reputation in the industry and the exceptional references from our clients. We have not grown by acquisition, but purely based upon planned growth and the addition of new accounts into our portfolio. We have developed successful long term professional relationships by providing proactive, best-in-the-industry services with a focus on sustainable and responsible stewardship.

We understand the nuances of working with high traffic, high profile public facilities and the importance of maintaining a clean and health environment where first impressions are critical.

Chemical Management

Owen Realty Services utilizes a Chemical Management Systems to dispense any chemicals that need to be used on-site. By utilizing a Chemical Management System our clients benefit from:

- ▶ Accurate dispensing – the system dispenses and blends the correct amount of cleaning product with water for a consistent, effective and ready-to-use cleaning solution.
- ▶ Employee contract with concentrated chemicals is reduced.
- ▶ Worker productivity is increased through consistent chemical performance.
- ▶ Safety Data Sheets (SDS) and labels are provided for both concentrated chemicals and diluted products.
- ▶ Tamper resistant packaging eliminates risk of inaccurate chemical mixing.



The end result is that worker productivity is increased with easy chemical preparation and consistent chemical performance. Costs are reduced through accurate and automatic product dispensing.

Disinfectants:

Disinfectants are used in instances where there is high risk of infection potential. Disinfectants must achieve a certain level of effectiveness in killing or inactivating certain blood borne pathogens. Disinfectants are intentionally toxic to microorganisms and therefore none can be qualified as “environmentally preferable” by any major third party certification system. **Any disinfectant that Owens Realty Services utilizes is registered with the EPA.**

Restroom Cleaning Inspection

All restrooms are and will continue to be inspected for cleanliness, trash receptacles will be emptied and paper supplies will be re-stocked on a regular basis. A restroom schedule will be posted in each restroom and updated after each inspection.

Hard Surface Care - We utilize **micro fiber cleaning cloths and mops** which are color coded in order to adhere to global color coding standards high risk areas, specialty cleaning such as lab areas, kitchen and food service and general cleaning areas. The flat, microfiber mop will be utilized as appropriate for day time bathroom cleaning.



Because of its tight, compact design and the fact there is no need for a bulky and unsightly bucket this extremely maneuverable tool is ideal for disinfecting tight restroom floors in a hurry. The system will allow our team to efficiently clean while making it unnecessary to use large amounts of water, resulting in a shorter drying time.

All personnel are trained and **no one is to leave a spill unattended for any reason, until it is removed.** Detailed cleaning will be done nightly.

Our teams also carry **highly absorbent spill rags** which can be dropped over a spill to absorb the majority of a spill on the spot.

- Benefit: Excellent for high traffic areas
- Reduces the chance of a slip and fall incident
- Immediate solution to a spill

Spill Response

Our teams understand the importance of a quick and appropriate response to spills to reduce injury to occupants. Cleaners will promptly respond to each spill occurrence as they are reported and/or upon detection during regular ongoing rounds. We will also document our response and confirm that the spill has been removed.



5. Explain grounds and landscaping maintenance plan.

Owens Realty Services is proud of the maintenance of the grounds at FAMU College of Law. The ORS management staff understands the importance of the first impression of the school for applicants and their families. Attention to detail is very important. Our staff conducts daily inspections of the grounds for debris and monitors the performance of the landscaping subcontractor very closely.

Below is a sample Grounds and Landscaping Plan to illustrate the type and frequency of services to be performed at the College of Law:

- I. **MOWING**
The mowing of all turf areas of the property no less than once each seven days in the heavy growing season. April 1st to October 15th.
Mowing from October 15th through March 30th will be regulated on an as needed basis.
Mowing height will be no less than two inches, not more than three inches.
- II. **EDGING**
The edging of all walks and other paved areas four times per month, or as needed, during the period of October 15th through March 30th.
The edging of all plant bed areas two times per month, or as needed to maintain a crisp, clean appearance, free of grass invasion.
- III. **WEEDING**
The weeding of all plant bed areas as often as necessary to maintain order. Any dead or diseased plants shall be removed promptly from all beds, and the client notified. Spent blooms of the display type will be removed regularly when they become unsightly.
- IV. **PRUNING**
The selective pruning as needed to all woody ornamentals and all trees, up to 12 feet in height, to balance infiltrating light, to remove dead wood harboring insects and disease, and to promote maximum health and growth. All cuts shall be made in accordance with accepted standards established by the International Shade Tree Conference, or at the discretion of the Grounds Maintenance and Landscaping Contractor.
Sufficient warning devices shall be used when necessary, to provide safety to persons and vehicular traffic within any area undergoing pruning. Work will be scheduled to give the least possible interference to building occupants and visitors.
- V. **SHEARING**
The shearing of qualifying shrubs and hedges to maintain a crisp appearance, and to conform to the landscape design intended by the landscape architect and the client.
Except for desired hedges, all pruning, trimming, and thinning of plants will be done so that the natural shapes are retained. If the previous maintenance practice has been to shear, then a natural shape will be restored gradually.

Pruning and thinning work will usually be done in the dormant season, or as season needs. Another objective is to open up plants so that light penetrates and dieback is reduced.

VI. **CLIPPING/TRIMMING**

The hand-clipping or chemical control of grass areas inaccessible to our mowing equipment.

VII. **BLOWING**

The cleaning or blowing of all walks and other paved areas littered in the lawn maintenance process.

VIII. **TRASH REMOVAL**

All debris and/or litter (paper, trash, bottles, etc.) shall be removed from the turf areas and shrub beds.

IX. **DEBRIS REMOVAL**

The removal of maintenance-related debris shall be the responsibility of the Contractor:

- Turf Clippings
- Selective Pruning/Shearing Clippings
- Earth displaced by mowing equipment
- Edging debris
- Debris encumbering mowing areas

X. **INSECTS AND DISEASE**

All shrubs will be sprayed for pests and disease as needed. Treatment of turf four (4) times per year for pests and certain lawn diseases. Broadleaf weed control in St. Augustine Grasses. Contractor will provide documentation to Tower upon treatment.

XI. **FERTILIZATION**

Fertilization of all turf and shrubs three (3) times a year. Fertilization of trees one (1) time a year. Contractor will provide documentation to Tower upon treatment.

XII. **ANNUALS**

Contractor shall supply yearly planting of annual flowers, which includes four (4) change-outs per year.

XIII. **IRRIGATION INSPECTIONS**

Contractor shall complete a monthly irrigation inspection and supply Tower Realty with a copy of an inspection report. Reports will be received by Tower no later than the 15th of the month following the inspection month.

XIV. **ADDITIONAL SERVICES**

Vendor's program offers all of the aforementioned. However, it does not attempt to provide the following, which are available under a separate contract:

1. The replacement of turf, plant life, or irrigation components unless mutually agreed to be in the liability of the contractor.

2. The adjustment or maintenance of the irrigation system beyond the scope of minor adjustments as agreed upon by the contractor and the client.
3. Trees taller than twelve feet must be worked on by a tree surgeon with specialized equipment and a trained work force.

XV. LIABILITY

Contractor is not responsible for the condition of the landscape due to freeze, drought, irrigation deficiencies and/or storm damage.

Contractor assumes no liability for damages or consequential damage caused by conditions of liability beyond its control.

6. Explain event set-up support plan.

Owens Realty Services is experienced in the daily demands of the College of Law. Our management and maintenance crews are experienced in preparing set-ups for various events, including classroom set-ups, auditorium set-ups as well as more complicated set-ups that include high profile and high security events and protocols.

APPA MAINTENANCE LEVELS

APPA MAINTENANCE LEVEL

Level	1	2	3	4	5
Description	Showpiece Facility	Comprehensive Stewardship	Managed Care	Reactive Management	Crisis Response
Customer Service & Response Time	Able to respond to virtually any type of service, immediate response.	Response to most service needs, including non-maintenance activities, is typically in a week or less.	Services available only by reducing maintenance, with response times of one month or less.	Services available only by reducing maintenance, with response times of one year or less.	Services not available unless directed from top administration, none provided except emergencies
Customer Satisfaction	Proud of facilities, have a high level of trust for the facilities organization.	Satisfied with facilities related services, usually complimentary of facilities staff.	Accustomed to basic level of facilities care. Generally able to perform mission duties. Lack of pride in physical environment.	Generally critical of cost, responsiveness, and quality of facilities services.	Consistent customer ridicule, mistrust of facilities services.
Preventive Maintenance vs. Corrective Maintenance	100%	75-100%	50-75%	25-50%	<25%
Maintenance Mix	All recommended preventive maintenance (PM) is scheduled and performed on time. Emergencies (e.g. storms or power outages) are very infrequent and are handled efficiently.	A well-developed PM program; most required PM is done at a frequency slightly less than per defined schedule. Occasional emergencies caused by pump failures, cooling system failures etc.	Reactive maintenance predominates due to systems failing to perform, especially during harsh seasonal peaks. The high number of emergencies causes reports to upper administration.	Worn out systems require staff to be scheduled to react to systems that are performing poorly or not at all. PM work possible consists of simple tasks and is done inconsistently.	No PM performed due to more pressing problems. Reactive maintenance is a necessity due to worn out systems. Good emergency response because of skills gained in reacting to frequent system failures.
Aesthetics, Interior	Like-new finishes.	Clean/ crisp finishes.	Average finishes.	Dingy finishes.	Neglected finishes.
Aesthetics, Exterior	Windows, doors, trim, exterior walls are like new.	Watertight, good appearance of exterior cleaners.	Minor leaks and blemishes, average exterior appearance.	Somewhat drafty and leaky, rough-looking exterior, extra painting necessary.	Inoperable windows, leaky windows, unpainted, cracked panes, significant air and water penetration, poor appearance overall.
Aesthetics, Lighting	Bright and clean, attractive lighting.	Bright and clean, attractive lighting.	Small percentage of lights out, generally well lit and clean.	Numerous lights out, some missing diffusers, secondary areas dark.	Dark, lots of shadows, bulbs and diffusers missing, cavellie, damaged, hardware missing.
Service Efficiency	Maintenance activities appear highly organized and focused. Service and maintenance calls are responded to immediately.	Maintenance activities appear organized with direction. Service and maintenance calls are responded to in a timely manner.	Maintenance activities appear to be somewhat organized, but remain people-dependant. Service and maintenance calls are variable and sporadic, without apparent cause.	Maintenance activities appear somewhat chaotic and are people-dependant. Service and maintenance calls are typically not responded to in a timely manner.	Maintenance activities appear chaotic and without direction. Equipment and building components are routinely broken and inoperable. Service and maintenance calls are never responded to in a timely manner.
Building Systems' Reliability	Breakdown maintenance is rare and limited to vandalism and abuse repairs.	Breakdown maintenance is limited to system components short of mean time between failures (MTBF).	Building and systems components periodically or often fail.	Many systems are unreliable. Constant need for repair. Backlog of repair needs exceeds resources.	Many systems are non-functional. Repair instituted only for life safety issues.
Facility Maintenance Operating Budget as % of ORV	>40	35-40	30-35	25-30	<25
Campus Average FCI	<0.05	0.05-0.15	0.15-0.29	0.30-0.49	>0.50

Level 1: Showpiece Facility

Maintenance activities appear highly focused. Typically, equipment and building components are fully functional and in excellent operating condition. Service and maintenance calls are responded to immediately. All regulatory submittals and requirements are met at or before submission dates. Buildings and equipment are regularly upgraded, keeping them current with modern standards and usage.

Level 2: Comprehensive Stewardship

APPA MAINTENANCE LEVELS

Maintenance activities appear organized, with direction. Equipment and building components are usually functional and in operating condition. Service and maintenance calls are responded to in a timely manner. All regulatory submittals and requirements meet submission dates. Buildings and equipment are regularly upgraded, keeping them current with modern standards and usage.

Level 3: Managed Care

Maintenance activities appear to be somewhat organized, but remain people-dependent. Equipment and building components are mostly functional but suffer occasional break-downs. Service and maintenance call response times are variable and sporadic without apparent cause. Regulatory submittals and requirements typically meet submission dates, with some occasional short delays. Buildings and equipment are periodically upgraded to current standards and use, but not enough to control the effects of normal usage and deterioration.

Level 4: Reactive Management

Maintenance activities appear somewhat chaotic and are people-dependent. Equipment and building components are frequently broken and inoperative. Service and maintenance calls are typically not responded to in a timely manner. Regulatory submittals and requirements with the largest operational impact meet submission dates, but those that have less of an impact are typically late. Normal usage and deterioration continues unabated, making buildings and equipment inadequate to meet present use needs.

Level 5: Crisis Response

Maintenance activities appear chaotic and without direction. Equipment and building components are routinely broken and inoperative. Service and maintenance calls are never responded to in a timely manner. Regulatory submittals and requirements with the largest operational impact typically submitted late, with other requirements ignored unless cited. Normal usage and deterioration continues unabated, making buildings and equipment inadequate to meet present use needs.

APPA CUSTODIAL LEVELS

APPA CUSTODIAL LEVELS

Level	1	2	3	4	5
Description	Orderly Spotlessness	Ordinary Tidiness	Casual Inattention	Moderate Dinginess	Unkempt Neglect
Floors & Base Moldings	Shine and/or are bright and clean; colors are fresh	Shine and/or are bright and clean; no build-up in corners or along walls; up to two days worth of dust, dirt, stains, or streaks	Floors are swept or vacuumed clean, but upon close observation there can be stains. A build-up of dirt and/or floor finish in corners and along walls can be seen. There are dull spots and/or matted carpet in walking lanes. There are streaks or splashes on base moldings.	Floors are swept or vacuumed clean, but are dull, dingy, and stained. There is a noticeable build-up of dirt and/or floor finish in corners and along walls. There is a dull path and/or floor obviously matted carpet in the walking lanes. Base molding is dull and dingy with streaks or splashes.	Floors and carpets are dull, dingy, scuffed, and/or matted. There is a conspicuous buildup of old dirt and/or floor finish in the corners and along walls. Base molding is dirty, stained, and streaked. Gum, stains, dirt, dust balls, and trash are broadcast.
Vertical & Horizontal Surfaces	Freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints. Lights all work and fixtures are clean.	Surfaces are clean, but marks, dust, smudges, and fingerprints are noticeable upon close observation. Lights work and fixtures are clean.	All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges, and fingerprints. Lamps all work and fixtures are clean	All vertical and horizontal surfaces have conspicuous dust, dirt, marks, smudges, and fingerprints. Lamp fixtures are dirty and some lamps (up to 5%) are burned out.	Major accumulation of dust, dirt, smudges, and fingerprints, all of which will be difficult to remove. Lack of attention obvious.
Washroom & Shower Fixtures	Fixtures and tile gleam and are odor-free. Supplies are adequate.	Fixtures and tile gleam and are odor-free. Supplies are adequate.	Fixtures and tile have some dull spots and upon further observation have buildup of dirt. Slight odor is apparent. Supplies are adequate.	Fixtures and tile are dull, dingy and stained. Odor is obvious. Some supplies are inadequate (less than 5% missing).	Fixtures and tile are dull, dingy and stained. Odor is overwhelming. Supplies are inadequate (more than 5% missing).
Trash Containers & Pencil Sharpeners	Hold only daily waste, and are clean and odor-free.	Hold only daily waste, and are clean and odor-free.	Hold only daily waste, and are clean and odor-free.	Have old trash and shavings. They are stained and marked. Trash containers smell sour.	Light fixtures are dirty with dust balls and flies. Many lamps (more than 5%) are burned out.

Level 1 - Orderly Spotlessness

Level 1 establishes cleaning at the highest level. It was developed for the corporate suite, the donated building, or the historical focal point. This is show-quality cleaning for that prime facility.

- Floors and base moldings shine and/or are bright and clean; colors are fresh. There is no buildup in corners or along walls.
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints.
- Washroom and shower tile and fixtures gleam and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners are empty, clean, and odor-free.

Level 2 - Ordinary Tidiness

Level 2 is the base upon which this study is established. This is the level at which cleaning should be maintained. Lower levels for washrooms, changing/locker rooms, and similar type facilities are not acceptable.

- Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days' worth of dirt, dust, stains, or streaks.

APPA CUSTODIAL LEVELS

- All vertical and horizontal surfaces are clean, but marks, dust, smudges, and fingerprints are noticeable with close observation.
- Washroom and shower tile and fixtures gleam and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners are empty, clean, and odor-free.

Level 3 - Casual Inattention

This level reflects the first budget cut, or some other staffing-related problem. It is a lowering of normal expectations. While not totally acceptable, it has yet to reach an unacceptable level of cleanliness.

- Floors are swept clean, but upon close observation dust, dirt, and stains, as well as a buildup of dirt, dust, and/or floor finish in corners and along walls, can be seen.
- There are dull spots and/or matted carpet in walking lanes, and streaks and splashes on base molding.
- All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges, and fingerprints.
- Lamps all work and all fixtures are clean.
- Trash containers and pencil sharpeners are empty, clean, and odor-free.

Level 4 - Moderate Dinginess

Level 4 reflects the second budget cut, or some other significant staffing-related problem. Areas are becoming unacceptable. People are beginning to accept an environment lacking normal cleanliness. In fact, the facility begins to constantly look like it requires a good "spring cleaning."

- Floors are swept clean, but are dull. Colors are dingy, and there is an obvious buildup of dust, dirt, and/or floor finish in corners and along walls. Molding is dull and contains streaks and splashes.
- All vertical and horizontal surfaces have conspicuous dust, dirt, smudges, fingerprints, and marks that will be difficult to remove.
- Less than 5% of lamps are burned out, and fixtures are dingy.
- Trash containers and pencil sharpeners have old trash and shavings. They are stained and marked. Trash cans smell sour.

Level 5 - Unkempt Neglect

This is the final and lowest level. The trucking industry would call this "just-in-time cleaning." The facility is always dirty, with cleaning accomplished at an unacceptable level.

- Floors and carpets are dirty and have visible wear and/or pitting. Colors are faded and dingy, and there is a conspicuous buildup of dirt, dust, and/or floor finish in corners and along walls. Base molding is dirty, stained, and streaked. Gum, stains, dirt, dust balls, and trash are broadcast.
- All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges, and fingerprints, as well as damage. It is evident that no maintenance or cleaning is done on these surfaces.
- More than 5% of lamps are burned out, and fixtures are dirty with dust balls and flies.
- Trash containers and pencil sharpeners overflow. They are stained and marked. Trash containers smell sour.

APPA GROUNDS LEVELS

APPA GROUNDS STANDARDS

Level	1	2	3	4	5
Description	Orderly Spotlessness	Ordinary Tidiness	Casual Inattention	Moderate Dinginess	Unkempt Neglect
Floors & Base Moldings	Shine and/or are bright and clean; colors are fresh	Shine and/or are bright and clean; no build-up in corners or along walls; up to two days worth of dust, dirt, stains, or streaks	Floors are swept or vacuumed clean, but upon close observation there can be stains. A build-up of dirt and/or floor finish in corners and along walls can be seen. There are dull spots and/or matted carpet in walking lanes. There are streaks or splashes on base moldings.	Floors are swept or vacuumed clean, but are dull, dingy, and stained. There is a noticeable build-up of dirt and/or floor finish in corners and along walls. There is a dull path and/or floor obviously matted carpet in the walking lanes. Base molding is dull and dingy with streaks or splashes.	Floors and carpets are dull, dingy, scuffed, and/or matted. There is a conspicuous build-up of old dirt and/or floor finish in the corners and along walls. Base molding is dirty, stained, and streaked. Gum, stains, dirt, dust balls, and trash are broadcast.
Vertical & Horizontal Surfaces	Freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints. Lights all work and fixtures are clean	Surfaces are clean, but marks, dust, smudges, and fingerprints are noticeable upon close observation. Lights work and fixtures are clean.	All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges, and fingerprints. Lamps all work and fixtures are clean	All vertical and horizontal surfaces have conspicuous dust, dirt, marks, smudges, and fingerprints. Lamp fixtures are dirty and some lamps (up to 5%) are burned out.	Major accumulation of dust, dirt, smudges, and fingerprints, all of which will be difficult to remove. Lack of attention obvious.
Washroom & Shower Fixtures	Fixtures and tile gleam and are odor-free. Supplies are adequate.	Fixtures and tile gleam and are odor-free. Supplies are adequate.	Fixtures and tile have some dull spots and upon further observation have build-up of dirt. Slight odor is apparent. Supplies are adequate.	Fixtures and tile are dull, dingy and stained. Odor is obvious. Some supplies are inadequate (less than 5% missing).	Fixtures and tile are dull, dingy and stained. Odor is overwhelming. Supplies are inadequate (more than 5% missing).
Trash Containers & Pencil Sharpeners	Hold only daily waste, and are clean and odor-free.	Hold only daily waste, and are clean and odor-free.	Hold only daily waste, and are clean and odor-free.	Have old trash and shavings. They are stained and marked. Trash containers smell sour.	Light fixtures are dirty with dust balls and flies. Many lamps (more than 5%) are burned out.

LEVEL 1. State-of-the-art maintenance applied to a high-quality diverse landscape. Associated with high traffic urban areas, such as public squares, malls, government grounds, or college/university campuses.

TURF CARE. Grass height maintained according to species and variety of grass. Mowed at least once every five working days but may be as often as once every three working days. Aeration as required, but not less than four times per year. Reseeding or sodding as needed. Weed control to be practiced so that no more than 1 percent of the surface has weeds present.

FERTILIZER. Adequate fertilization applied to plant species according to their optimum requirements. Application rates and times should ensure an even supply of nutrients for the entire year. Nitrogen, phosphorus, and potassium percentages should follow local recommendations. Trees, shrubs, and flowers should be fertilized according to their individual requirements of nutrients for optimum growth. Unusually long or short growing seasons may modify the chart slightly.

IRRIGATION. Sprinkler irrigated-electric automatic commonly used. Some manual

APPA GROUNDS LEVELS

systems could be considered adequate under plentiful rainfall circumstances and with adequate staffing. Frequency of use follows rainfall, temperature, season length, and demands of plant material.

LITTER CONTROL. Minimum of once per day, seven days per week. Extremely high visitation may increase the frequency. Receptacles should be plentiful enough to hold all trash usually generated between servicing without overflowing.

PRUNING. Frequency dictated primarily by species and variety of trees and shrubs. Length of growing season and design concept also a controlling factor-i.e., clipped vs. natural-style hedges. Timing scheduled to coincide with low demand periods or to take advantage of special growing characteristics.

DISEASE AND INSECT CONTROL. At this maintenance level, the controlling objective is to avoid public awareness of any problems. It is anticipated at Level 1 that problems will either be prevented or observed at a very early stage and corrected immediately.

SNOW REMOVAL. Snow removal starts the same day that accumulations of .5 inch are present. At no time will now be permitted to cover transportation or parking surfaces longer than noon of the day after the snow stops. Application of snow-melting compound and/or gravel is appropriate to reduce the danger of injury due to falls.

SURFACES. Sweeping, cleaning, and washing of surfaces should be done so that at no time does an accumulation of sand, dirt, or leaves distract from the looks or safety of the area.

REPAIRS. Repairs to all elements of the design should be done immediately when problems are discovered, provided replacement parts and technicians are available to accomplish the job. When disruption to the public might be major and the repair is not critical, repairs may be postponed to a time period that is least disruptive.

INSPECTIONS. A staff member should conduct inspection daily.

FLORAL PLANTINGS. Normally, extensive or unusual floral plantings are part of the design. These may include ground-level beds, planters, or hanging baskets. Often, multiple plantings are scheduled, usually for at least two blooming cycles per year. Some designs may call for a more frequent rotation of bloom. Maximum care, including watering, fertilizing, disease control, disbudding, and weeding, is necessary. Weeding flowers and shrubs is done a minimum of once per week. The desired standard is essentially weeded free.

LEVEL 2 High-level maintenance. Associated with well-developed public areas, malls, government grounds, or college/university campuses. Recommended level for most organizations.

TURF CARE. Grass cut once every five working days. Aeration as required, but not less than two times per year. Reseeding or sodding when bare spots are present. Weed control practiced when weeds present a visible problem or when weeds represent 5 percent of the turf surface. Some pre-emergent products may be used at this level.

FERTILIZER. Adequate fertilizer level to ensure that all plant materials are healthy and growing vigorously. Amounts depend on species, length of growing season, soils, and rainfall. Rates should correspond to at least the lowest recommended rates. Distribution should ensure an even supply of nutrients for the entire year. Nitrogen, phosphorus, and potassium percentages should follow local recommendations. Trees, shrubs, and flowers

APPA GROUNDS LEVELS

should receive fertilizer levels to ensure optimum growth.

IRRIGATION. Sprinkler irrigated--electric automatic commonly used. Some manual systems could be considered adequate under plentiful rainfall circumstances and with adequate staffing. Frequency of use follows rainfall, temperature, season length, and demands of plant material.

LITTER CONTROL. Minimum of once per day, five days per week. Offsite movement of trash depends on size of containers and use by the public. High use may dictate daily or more frequent leaning.

PRUNING. Usually done at least once per season unless species planted dictate more frequent attention. Sculpted hedges or high-growth species may dictate a more frequent requirement than most trees and shrubs in natural-growth plantings.

DISEASE AND INSECT CONTROL. Usually done when disease or insects are inflicting noticeable damage, are reducing vigor of plant material, or could be considered a bother to the public.

Some preventive measures may be used, such as systemic chemical treatments. Cultural prevention of disease problems can reduce time spent in this category. Some minor problems may be tolerated at this level.

SNOW REMOVAL. Snow removed by noon the day following snowfall. Gravel or snowmelt may be used to reduce ice accumulation.

SURFACES. Should be cleaned, repaired, repainted, or replaced when their appearances have noticeably deteriorated.

REPAIRS. Should be done whenever safety, function, or appearance is in question.

INSPECTIONS. Inspection should be conducted by some staff member at least once a day when regular staff is scheduled.

FLORAL PLANTINGS. Normally, no more complex than two rotations of bloom per year. Care cycle is usually at least once per week, but watering may be more frequent. Health and vigor dictate cycle of fertilization and disease control. Beds essentially kept weed free.

LEVEL 3. Moderate-level maintenance. Associated with locations that have Moderate to low levels of development or visitation, or with operations that, because of budget restrictions, cannot afford a higher level of maintenance.

TURF CARE. Grass cut once every ten working days. Normally not aerated unless turf quality indicates a need or in anticipation of an application of fertilizer. Reseeding or resodding done only when major bare spots appear. Weed control measures normally used when 50 percent of small areas are weed infested or when 15 percent of the general turf is infested with weeds.

FERTILIZER. Applied only when turf vigor seems to be low. Low-level application done once per year. Rate suggested is one-half the level recommended.

IRRIGATION. Dependent on climate. Locations that receive more than 25 inches of rainfall a year usually rely on natural rainfall with the possible addition of portable irrigation during periods of drought. Dry climates that receive less than 25 inches of rainfall usually have some form of supplemental irrigation. When irrigation is automatic, a demand schedule is programmed. Where manual servicing is required, the norm would be two to three times per week.

APPA GROUNDS LEVELS

LITTER CONTROL. Minimum service of two to three times per week. High use may dictate higher levels during the warm season.

PRUNING. When required for health or reasonable appearance. With most tree and shrub species, pruning would be performed once every two to three years.

DISEASE AND INSECT CONTROL. Done only to address epidemics or serious complaints. Control measures may be put into effect when the health or survival of the plant material is threatened or when public comfort is an issue.

SNOW REMOVAL. Snow removal done based on local law requirements but generally accomplished by the day following snowfall. Some crosswalks or surfaces may not be cleared at all.

SURFACES. Cleaned on a complaint basis. Repaired or replaced as budget allows.

REPAIRS. Should be done whenever safety or function is in question.

INSPECTIONS. Inspections are conducted once per week.

FLORAL PLANTINGS. Only perennials or flowering trees or shrubs.

LEVEL 4. Moderately low-level maintenance. Associated with locations affected by budget restrictions that cannot afford a high level of maintenance.

TURF CARE. Low-frequency mowing scheduled based on species. Low growing grasses may not be mowed. High grasses may receive periodic mowing. Weed control limited to legal requirements for noxious weeds.

FERTILIZER. Not fertilized.

IRRIGATION. No irrigation.

LITTER CONTROL. Once per week or less. Complaints may increase level above one servicing.

PRUNING. No regular trimming. Safety or damage from weather may dictate actual work schedule.

DISEASE AND INSECT CONTROL. None except where the problem is epidemic and the epidemic condition threatens resources or the public.

SNOW REMOVAL. Snow removal done based on local law requirements but generally accomplished by the day following snowfall. Some crosswalks or surfaces may not be cleared at all.

SURFACES. Replaced or repaired when safety is a concern and when budget is available.

REPAIRS. Should be done whenever safety or function is in question.

INSPECTIONS. Inspections are conducted once per month.

FLORAL PLANTINGS. None. May have wildflowers, perennials, flowering trees, or shrubs in place.

LEVEL 5. Minimum-level maintenance. Associated with locations that have severe budget restrictions.

TURF CARE. Low-frequency mowing scheduled based on species. Low growing grasses may not be mowed. High grasses may receive periodic mowing. Weed control limited to legal requirements for noxious weeds.

FERTILIZER. Not fertilized.

APPA APPEARANCE LEVELS DEFINITIONS

Level 1 - Orderly Spotlessness

- Floors and base moldings shine and/or are bright and clean; colours are fresh. There is no buildup in corners or along walls
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints. Light all work and fixtures are clean.
- Washroom and shower fixtures and tile gleam and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

Level 2 - Ordinary Tidiness

- Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days worth of dust, dirt, stains, or streaks.
- All vertical and horizontal surfaces are clean, but marks, dust, smudges, and fingerprints are noticeable upon close observation. Light all work and fixtures are clean.
- Washroom and shower fixtures and tile gleam and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

Level 3 - Casual Inattention

- Floors are swept or vacuumed clean, but upon close observation there can be stains. A buildup of dirt and/or floor finish in corners and along walls can be seen.
- There are dull spots and/or matted carpet in walking lanes. There are streaks or splashes on base molding.
- All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges, and fingerprints. Lamps all work and fixtures are clean.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

Level 4 - Moderate Dinginess

- Floors are swept or vacuumed clean, but are dull, dingy, and stained. There is a noticeable buildup of dirt and/or floor finish in corners and along walls.
- There is a dull path and/or obviously matted carpet in walking lanes. Base molding is dull and dingy with streaks or splashes.
- All vertical and horizontal surfaces have conspicuous dust, dirt, smudges, fingerprints, and marks. Lamp fixtures are dirty and some lamp (up to 5 percent) are burned out.
- Trash containers and pencil sharpeners have old trash and shavings. They are stained and marked. Trash containers smell sour.

Level 5 - Unkempt Neglect

- Floors and carpets are dull, dirty, dingy, scuffed, and/or matted. There is a conspicuous buildup of old dirt and/or floor finish in corners and along walls. Base molding is dirty, stained, and streaked. Gum, stains, dirt, dust balls, and trash are broadcast.
- All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges, and fingerprint, all of which will be difficult to remove. Lack of attention is obvious.
- Light fixtures are dirty with dust balls and flies. Many lamps (more than 5 percent) are burned out.
- Trash containers and pencil sharpeners overflow. They are stained and marked. Trash containers smell sour.

Matrix M4

Office Carpet Floor

Activity

Frequency Adjusted Time (minutes per day)

routine

Task	Base Time	Level 1	Level 2	Level 3	Level 4	Level 5
Relamp	3.91	NR	NR	NR	NR	NR
		0.00	0.00	0.00	0.00	0.00
Spot clean carpets	10.59	D	W	M	Q	Q
		10.59	2.12	0.51	0.17	0.17
Empty waste containers	6.6	D	D	D	A/D	W
		6.60	6.60	6.60	3.30	1.32
Spot clean walls, partition, doors	5.94	A/D	W	M	Q	NR
		2.97	1.19	0.29	0.10	0.00
Clean Telephones	4.17	D	W	M	Q	NR
		4.17	0.83	0.20	0.07	0.00
Empty and clean ashtrays	2.88	NR	NR	NR	NR	NR
		0.00	0.00	0.00	0.00	0.00
Vacuum carpet and straighten furniture	21.07	D	A/D	W	W	W
		21.07	10.54	4.21	4.21	4.21
Dust furniture and flat surfaces	2.88	A/D	W	M	Q	NR
		1.44	0.58	0.14	0.05	0.00

Adjusted minutes subtotal (per day)	46.84	21.85	11.95	7.89	5.70
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project

Task	Base Time	Level 1	Level 2	Level 3	Level 4	Level 5
Dust Blinds	3.6	Q	Q	S/A	S/A	NR
		0.06	0.06	0.03	0.03	0.00
Dust Vents	1.93	M	M	Q	S/A	NR
		0.09	0.09	0.03	0.02	0.00
Perform Interim carpet care	43.25	Q	Q	Q	NR	NR
		0.69	0.69	0.69	0.00	0.00
Project-clean upholstered furniture	132.3	Q	Q	S/A	A	NR
		2.12	2.12	1.06	0.53	0.00
Clean Windows	12.06	Q	S/A	S/A	A	NR
		0.19	0.10	0.10	0.05	0.00
Project-clean light fixtures	113.5	S/A	S/A	A	NR	NR
		0.91	0.91	0.45	0.00	0.00
Perform restorative carpet care	98.73	A	A	A	A	NR
		0.39	0.39	0.39	0.39	0.00
Clean trash containers	13.35	M	M	Q	S/A	NR
		0.64	0.64	0.21	0.11	0.00

Adjusted minutes subtotal (per day)	5.10	5.00	2.97	1.12	0.00
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Total adjusted minutes (per day)	51.94	26.85	14.91	9.01	5.70
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Matrix M7

Research Laboratory

Activity

Frequency Adjusted Time (minutes per day)

routine

Task	Base Time	Level 1	Level 2	Level 3	Level 4	Level 5
Sweep, dust-mop floors	3.27	D	D	A/D	A/D	W
		3.27	3.27	1.64	1.64	0.65
Damp-mop floors	4.21	A/D	W	W	M	NR
		2.11	0.84	0.84	0.20	0.00
Relamp	3.91	NR	NR	NR	NR	NR
		0.00	0.00	0.00	0.00	0.00
Empty waste containers	1.56	D	D	D	A/D	NR
		1.56	1.56	1.56	0.78	0.00
Clean telephones	0.36	D	D	D	A/D	NR
		0.36	0.36	0.36	0.18	0.00
Spray-buff/burnish floors	5.25	D	W	M	Q	NR
		5.25	1.05	0.25	0.08	0.00
Clean lab sinks	4.44	D	D	D	A/D	W
		4.44	4.44	4.44	2.22	0.89
Adjusted minutes subtotal (per day)		16.99	11.52	9.09	5.10	1.54

project

Task	Base Time	Level 1	Level 2	Level 3	Level 4	Level 5
Spot-clean walls and doors	3.32	W	M	Q	S/A	NR
		0.66	0.16	0.05	0.03	0.00
Dust furniture and flat surfaces	1.8	W	M	Q	S/A	NR
		0.36	0.09	0.03	0.01	0.00
Clean trash containers	3.63	W	M	Q	S/A	NR
		0.73	0.17	0.06	0.03	0.00
Perform interim floor care	28.35	Q	Q	Q	S/A	NR
		0.45	0.45	0.45	0.23	0.00
Dust vents	0.69	W	M	Q	S/A	NR
		0.14	0.03	0.01	0.01	0.00
Project-clean furniture	7.57	Q	Q	S/A	A	NR
		0.12	0.12	0.06	0.03	0.00
Project-clean light fixtures	24.37	S/A	A	A	NR	NR
		0.19	0.10	0.10	0.00	0.00
Strip and refinish floors	44.96	A	A	A	NR	NR
		0.18	0.18	0.18	0.00	0.00
Adjusted minutes subtotal (per day)		2.84	1.31	0.94	0.33	0.00

Total adjusted minutes (per day)	19.82	12.83	10.03	5.43	1.54
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Matrix M10

Washroom

Activity

Frequency Adjusted Time (minutes per day)

routine

Task	Base Time	Level 1	Level 2	Level 3	Level 4	Level 5
Scrub floors	3.78	D	W	W	W	W
		3.78	0.76	0.76	0.76	0.76
Clean/disinfect toilets bowls	11.92	D	D	D	D	D
		11.92	11.92	11.92	11.92	11.92
Clean partitions and doors	7.64	D	W	W	W	W
		7.64	1.53	1.53	1.53	1.53
Clean wash bowls	10.47	D	D	D	D	D
		10.47	10.47	10.47	10.47	10.47
Clean mirrors	1.92	D	D	D	D	D
		1.92	1.92	1.92	1.92	1.92
Restock soap and toilet paper	9.21	D	D	D	D	D
		9.21	9.21	9.21	9.21	9.21
Relamp	3.91	NR	NR	NR	NR	NR
		0.00	0.00	0.00	0.00	0.00
Wet-mop floors	1.89	D	W	W	W	W
		1.89	0.38	0.38	0.38	0.38
Sweep/dust-mop floors	3.31	D	D	D	D	D
		3.31	3.31	3.31	3.31	3.31
Empty waste containers	1.32	D	D	D	D	D
		1.32	1.32	1.32	1.32	1.32
Spot-clean walls and doors	3.51	D	W	W	W	W
		3.51	0.70	0.70	0.70	0.70
Dust open, flat surfaces	0.31	D	W	W	W	W
		0.31	0.06	0.06	0.06	0.06
Clean/disinfect urinals	4.09	D	D	D	D	D
		4.09	4.09	4.09	4.09	4.09
Adjusted minutes subtotal (per day)		59.37	45.67	45.67	45.67	45.67

project

Task	Base Time	Level 1	Level 2	Level 3	Level 4	Level 5
Clean trash containers	1.85	W	M	M	M	M
		0.37	0.09	0.09	0.09	0.09
Dust vents	1.35	M	M	M	M	M
		0.06	0.06	0.06	0.06	0.06
Project clean light fixtures	28.17	Q	S/A	S/A	S/A	S/A
		0.45	0.23	0.23	0.23	0.23
Adjusted minutes subtotal (per day)		0.89	0.38	0.38	0.38	0.38
Total adjusted minutes (per day)		60.26	46.04	46.04	46.04	46.04

Matrix M14

Classroom Carpet

Activity

Frequency Adjusted Time (minutes per day)

routine

Task	Base Time	Level 1	Level 2	Level 3	Level 4	Level 5
Relamp	3.91	NR	NR	NR	NR	NR
		0.00	0.00	0.00	0.00	0.00
Clean chalkboards and trays	4.2	D	D	D	A/D	A/D
		4.20	4.20	4.20	2.10	2.10
Dust flat surfaces	5.5	D	W	W	M	NR
		5.50	1.10	1.10	0.26	0.00
Empty waste containers	0.7	D	D	D	A/D	A/D
		0.70	0.70	0.70	0.35	0.35
Empty pencil sharpeners	0.6	D	D	D	A/D	NR
		0.60	0.60	0.60	0.30	0.00
Vacuum carpet and straighten furniture	21.07	D	A/D	A/D	A/D	A/D
		21.07	10.54	10.54	10.54	10.54
Spot-clean carpets	10.59	D	W	M	Q	Q
		10.59	2.12	0.51	0.17	0.17
Spot clean walls and doors	3.9	D	W	M	S/A	NR
		3.90	0.78	0.19	0.03	0.00
Clean crasers	0.6	D	D	D	A/D	A/D
		0.60	0.60	0.60	0.30	0.30
Adjusted minutes subtotal (per day)		47.16	20.63	18.43	14.05	13.45

project

Task	Base Time	Level 1	Level 2	Level 3	Level 4	Level 5
Project clean furniture and seating	122	Q	A	A	NR	NR
		1.95	0.49	0.49	0.00	0.00
Clean trash containers	1.4	W	S/A	S/A	A	NR
		0.28	0.01	0.01	0.01	0.00
Dust vents	1.5	M	Q	S/A	S/A	A
		0.07	0.02	0.01	0.01	0.01
Perform interim carpet care	43.25	Q	Q	Q	NR	NR
		0.69	0.69	0.69	0.00	0.00
Perform restorative carpet care	98.73	A	A	A	A	NR
		0.39	0.39	0.39	0.39	0.00
Clean windows	15.1	A	A	A	NR	NR
		0.06	0.06	0.06	0.00	0.00
Project-clean light fixtures	195.4	A	A	A	NR	NR
		0.78	0.78	0.78	0.00	0.00
Dust blinds	6.3	M	A	A	NR	NR
		0.30	0.03	0.03	0.00	0.00
Adjusted minutes subtotal (per day)		4.54	2.48	2.47	0.41	0.01

Total adjusted minutes (per day)	51.70	23.11	20.90	14.46	13.46
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Owens Realty Services Proposal for
Florida A&M University – College of Law
RFP# 0003-2016 – Facilities Management & Maintenance

Tab 5 – Pricing & Required Submittals

- Request to Proposal Acknowledgement Form
- Price Sheet
- Notice of Conflict of Interest
- Amendments Issued by the University
- Evaluation Scoring Sheet
- Appendix II – Conditions & Requirements Supplemental Proposal Sheet
- Certificate of Non-Segregated Facilities
- Required Licenses
- Certificate of Insurance

Submit Proposals to: **FLORIDA A&M UNIVERSITY**
 Office of Procurement Services
 2380 Wahnish Way, Room 214
 Tallahassee, Florida 32307-3200
 Telephone Number: (850)599-3203



REQUEST FOR PROPOSAL
CONTRACTUAL SERVICES
Bidder Acknowledgement

Page 1 of Pages 51 PROPOSALS WILL BE OPENED AUGUST 24, 2015 @ 2.00 P.M. PROPOSAL NO.
RFP 0003-2016

MAILING DATE: JULY 30, 2015 PROPOSAL TITLE:
FAMU Facility Management and Maintenance for College of Law Orlando, FL


FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER: 06-1300465

VENDOR NAME
 Owens, Renz & Lee Co., Inc. - d/b/a Owens Realty Services
 VENDOR MAILING ADDRESS
 2 Summit Place
 CITY-STATE-ZIP Branford, CT 06405
 AREA CODE: TELEPHONE NUMBER: 203.623.4042
 203 TOLL-FREE NUMBER: 800.238.0867

REASON FOR NO PROPOSAL:

POSTING OF PROPOSAL TABULATIONS
 Proposal tabulations with recommended awards will be posted for review by interested parties at the location where proposals were opened and will remain posted for a period of 72 hours (excluding weekends and holidays). Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes and University Regulation 6.00(19)(c), shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same commodities/ services, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the proposer and that the proposer is in compliance with all requirements of the Request for Proposal, including but not limited to, certification requirements. In submitting a proposal, the proposer offers and agrees that if the proposal is accepted, the proposer will convey, sell, assign, or transfer to the FLORIDA A&M UNIVERSITY Board of Trustees all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by FLORIDA A&M UNIVERSITY. At the University's discretion, such assignment shall be made and become effective at the time the University tenders final payment to the proposer.


 AUTHORIZED SIGNATURE (MANUAL)

 Robert D. Owens, President/CEO
 AUTHORIZED SIGNATURE (TYPED) & TITLE

GENERAL CONDITIONS

SEALED PROPOSALS: All proposal sheets and this acknowledgement form must be executed and submitted in a sealed envelope. (DO NOT INCLUDE MORE THAN ONE PROPOSAL PER ENVELOPE.) The face of the envelope shall contain, in addition to the above address, the date and time of the proposal opening and the proposal number. Proposal prices not submitted on attached proposal price sheets when required shall be rejected. All proposals are subject to the conditions specified herein. Those that do not comply with these conditions are subject to rejection.

1. EXECUTION OF PROPOSAL: Proposal must contain an original manual signature of authorized representative in the space provided above. Proposal must be typed or printed in ink. Use of erasable ink is not permitted. All corrections to prices made by proposer must be initialed. The company name and F.E.I.D. or social security number shall appear on each pricing page of the proposal as required.
2. NO PROPOSAL SUBMITTED: If not submitting a proposal, respond by returning only this proposer acknowledgement form, marking it "NO PROPOSAL" and explain the reason in the space provided above. Failure to respond to a procurement solicitation without giving justifiable reasons for such failure, non-conformance to contract conditions, or other pertinent factors deemed reasonable and valid shall be cause for removal of the proposer's name from the proposal mailing list. NOTE: To qualify as a respondent, proposer must submit a "NO PROPOSAL", and it must be received no later than the stated proposal opening date and hour.
3. PROPOSAL OPENING: Shall be public, on the date, location and at the time specified on the acknowledgement form. It is the proposer's responsibility to assure that its proposal is delivered at the proper time and place of the proposal opening. Proposals, which for any reason are not so delivered, will not be considered. Offers by telegram, telephone or facsimile are not acceptable. Only the proposal receipt and other generic administrative information may be announced and recorded on the proposal opening date. The contents of the proposals will be kept confidential for 10 calendar days, or date of award, whichever is sooner. NOTE: Proposal tabulations will be furnished upon written request with an enclosed, self-addressed, stamped envelope. Proposal tabulations will not be provided by telephone.
4. PRICES, TERMS AND PAYMENT: Firm prices shall be proposed and include all services rendered to the purchaser.
8. ANY AND ALL SPECIAL CONDITIONS AND SPECIFICATIONS ATTACHED HERETO WHICH VARY FROM THE GENERAL CONDITIONS SHALL HAVE PRECEDENCE.
9. PAYMENTS: In the event University owes payment to the Vendor, the University shall mail the Vendor's payment within forty (40) days after receipt of an acceptable invoice and receipt, and after inspection and acceptance of the goods, services or both, as provided in accordance with the terms and conditions of the applicable purchase order/agreement. Failure to payments within 40 days shall result in the University paying interest pursuant to Section 55.03(1) Florida Statutes, on the unpaid balance from the expiration of such 40 day period until such time as the warrant is issued to the Vendor. The University has established a "Vendor Ombudsman". The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s). The University's ombudsman may be contacted at (850) 599-2878.
 - b) Partial payment in the full amount of the value of service received and accepted may be requested by the submission of a properly executed invoice, with supporting documents, if required. Only one partial payment will be made per month.
 - c) The Vendor agrees that bills and invoices for fees or other compensation for services or expenses shall cite the Purchase Order/Agreement Number and shall be submitted to the Controller in detail sufficient for a proper preaudit and postaudit. Each bill or invoice must clearly identify the services, portion of services and expenses for which compensation is sought. Payment will be tendered only for services, or the portion of services, completed prior to the submission of the bill or invoice, or for expenses incurred prior to such submission, or both.
 - d) The performance of the University of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds appropriated by the Legislature of the State of Florida, the obligation of funds by the prime funding agency, or otherwise lawfully expendable for the purposes of this agreement for the current and future periods. The

**Florida A&M University
Procurement Department**

Price Sheet

First Fiscal Year October 1, 2015 – September 30, 2016:	\$ <u>503,530.13</u>
Second Fiscal Year October 1, 2016 – September 30, 2017:	\$ <u>518,636.03</u>
Third Fiscal Year October 1, 2017 – September 30, 2018:	\$ <u>534,195.11</u>
* Fourth Fiscal Year October 1, 2018 – September 30, 2019:	\$ <u>550,220.97</u>
* Fifth Fiscal Year October 1, 2019 – September 30, 2020:	\$ <u>566,727.60</u>
TOTAL CONTRACT PRICE:	<u>\$ 2,673,309.84</u>

* The fourth and fifth fiscal years are optional

Note: The pricing submitted is to maintain existing APPA Custodial & Maintenance Level 1

APPENDIX I
NOTICE OF CONFLICT OF INTEREST

Company or Entity Name Owens, Renz & Lee Co., Inc. - d/b/a Owens Realty Services

For the purpose of participating in the Invitation to Bid process and complying with, the provisions of Chapter 112, *Florida Statutes*, and University Regulation 6.002, the undersigned corporate officer states as follows:

The persons listed below are corporate officers, directors or agents and are currently employees of the Florida A & M University or Users:

<u>N/A</u>	_____
_____	_____
_____	_____

The persons listed below are current University employees who own an interest of five percent (5%) or more in the company/entity named above:

<u>N/A</u>	_____
_____	_____
_____	_____

The above information is true and correct to the best of my knowledge. Signed on this 19th day of

August, 2015.



Signature

Robert D. Owens/President/CEO

Print Name and Title

AMENDMENTS ISSUED BY THE UNIVERSITY

Failure to acknowledge receipt and compliance with the amendments issued by the University will result in disqualification.

Amendment No. #1

Dated 8/12/2015

Initials RO

Owens, Renz & Lee Co., Inc. - d/b/a Owens Realty Services

COMPANY'S NAME

Robert D. Owens, President/CEO

TYPE THE NAME OF THE AUTHORIZED REPRESENTATIVE
TO BIND THE COMPANY INTO A CONTRACT/PURCHASE ORDER


SIGNATURE OF AUTHORIZED REPRESENTATIVE

06-1300465

FEID NO. /SOC. SEC. NO. (ENTER APPLICABLE NUMBER)

203.623.4042

203.643.1190

Phone number

Fax number

bowens@owens-services.com

Email address

EVALUATION SCORING SHEET

NAME OF PROPOSING

COMPANY Owens, Renz & Lee Co., Inc. - d/b/a Owens Realty Services

INSTRUCTIONS TO EVALUATION COMMITTEE MEMBER:

1. Evaluate each proposal on a separate form.
2. Work independently and do not discuss the Proposals or your evaluation with anyone.
3. When the forms are completed, sign, date and deliver them in a **sealed envelope** to the Procurement Representative's name from Section 2.1.

Evaluation Factors	Max Points	Points Awarded
1. Facilities Management and Maintenance Experience	35	
2. Preventive Maintenance Plan	5	
3. Staffing Plans and Policies	15	
4. Operations Plans and Policies	15	
5. Overall Pricing	30	
	100	
Comments, if any:		

EVALUATOR'S NAME _____

EVALUATOR'S SIGNATURE _____

DATE _____

**APPENDIX II
CONDITIONS AND REQUIREMENTS**

SUPPLEMENTAL PROPOSAL SHEET

The below items of this RFP must each be initialed, as YES for "understood and agreed upon" and NO for "not agreed to." Failure to complete and return this document with your proposal could result in rejection of your proposal. Proposers shall not check items as "understood and agreed upon" for submittal of proposal with the hope of negotiating a change of those conditions and requirements after award of a contract resulting from this RFP. Proposers disagreeing with any conditions and requirements shall act to resolve the difference prior to proposal opening. Failure to accept said conditions and requirements after contract award is grounds for rejection of that proposal and the university may seek to award the contract to the next favorable proposer.

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>PROPOSER INITIAL</u>
1.0	<u>X</u>	_____	<u>EMO</u>
1.1	<u>X</u>	_____	<u>EMO</u>
1.2	<u>X</u>	_____	<u>EMO</u>
2.0	<u>X</u>	_____	<u>EMO</u>
2.1	<u>X</u>	_____	<u>EMO</u>
2.2	<u>X</u>	_____	<u>EMO</u>
2.3	<u>X</u>	_____	<u>EMO</u>
2.4	<u>X</u>	_____	<u>EMO</u>
2.5	<u>X</u>	_____	<u>EMO</u>
2.6	<u>X</u>	_____	<u>EMO</u>
2.7	<u>X</u>	_____	<u>EMO</u>
2.8	<u>X</u>	_____	<u>EMO</u>

2.9	<u>X</u>	_____	<u>_____</u>
2.10	<u>X</u>	_____	<u>_____</u>
2.11	<u>X</u>	_____	<u>_____</u>
<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>PROPOSER INITIAL</u>
2.12	<u>X</u>	_____	<u>_____</u>
2.13	<u>X</u>	_____	<u>_____</u>
2.14	<u>X</u>	_____	<u>_____</u>
2.15	<u>X</u>	_____	<u>_____</u>
2.16	<u>X</u>	_____	<u>_____</u>
2.17	<u>X</u>	_____	<u>_____</u>
2.18	<u>X</u>	_____	<u>_____</u>
2.19	<u>X</u>	_____	<u>_____</u>
2.20	<u>X</u>	_____	<u>_____</u>
2.21	<u>X</u>	_____	<u>_____</u>
2.22	<u>X</u>	_____	<u>_____</u>
2.23	<u>X</u>	_____	<u>_____</u>
2.24	<u>X</u>	_____	<u>_____</u>
2.25	<u>X</u>	_____	<u>_____</u>
2.26	<u>X</u>	_____	<u>_____</u>
2.27	<u>X</u>	_____	<u>_____</u>
2.28	<u>X</u>	_____	<u>_____</u>
2.29	<u>X</u>	_____	<u>_____</u>

2.30

X

RLD

SECTION

YES

NO

PROPOSER INITIAL

2.31

X

RLD

2.32

X

RLD

2.33

X

RLD

2.34

X

RLD

2.35

X

RLD

2.36

X

RLD

2.37

X

RLD

2.38

X

RLD

2.39

X

RLD

2.40

X

RLD

2.41

X

RLD

3.0

X

RLD

3.1

X

RLD

3.2

X

RLD

PROPOSER COMPANY NAME Owens, Renz & Lee Co., Inc. - d/b/a Owens Realty Services

AUTHORIZED SIGNATURE _____

TITLE Robert D. Owens/President/CEO

DATE 8/21/2015

**APPENDIX III
CERTIFICATE OF NON-SEGREGATED FACILITIES**

We, Owens, Renz & Lee Co., Inc. - d/b/a Owens Realty Services certify to the Florida A&M University that we do not and will not maintain or provide for our employees any segregated facilities at any of our establishments, and that we do not and will not permit our employees to perform their services, under our control, where segregated facilities are maintained. We understand and agree that a breach of this certification is a violation of the Equal Opportunity clause required by Executive order 11246 of 24 September 1965.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash room, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color or national origin, because of habit, local custom or otherwise.

We, further, agree that (except where we have obtained identical certifications from proposed subcontractors for specific time periods) we will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause; that we will retain such certification in our files; and that we will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted certifications for specific time periods):

NOTE TO PROSPECTIVE SUBCONTRACTORS OR REQUIREMENTS FOR CERTIFICATIONS OF NON-SEGREGATED FACILITIES. A Certificate of Non-segregated Facilities, as required by the 9 May 1967 order on Elimination of Segregated Facilities, by the Secretary of Labor (32 Fed. Reg. 7439, 19 May 1967), must be submitted prior to the award of a sub-contract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity clause. The certification may be submitted either for each sub-contract or for all subcontracts during a period (i.e. quarterly, semiannually, or annually).

NOTE: Whoever knowingly and willfully makes any false, fictitious or fraudulent representation may be liable to criminal prosecution under 18 U.S.C. 1001.

APPENDIX IV
CERTIFICATE OF NON-SEGREGATED FACILITIES
SUBPART - CONTRACTOR'S AGREEMENTS

SEC. 202. Except in contracts exempted in accordance with Section 204 of this Order, all Government contracting agencies shall include in every Government contract hereafter entered into the following provisions:

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- (3) The contractor will send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965 and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies

invoiced as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The contractor will include the provision of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase orders the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

SEC. 402 Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era:

(1) The contractor agrees to comply with the affirmative action clause and regulation published by the US Department of Labor implementing Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended, and Executive Order 11701, which are incorporated in this certificate by reference.

PROPOSER COMPANY NAME Owens, Renz & Lee Co., Inc. - d/b/a Owens Realty Services

AUTHORIZED SIGNATURE 

TITLE Robert D. Owens/President/CEO

DATE 8/21/2015

State of Florida



Department of State

I certify the attached is a true and correct copy of the application by OWENS, RENZ & LEE CO., INC., a Connecticut corporation, authorized to transact business within the State of Florida on May 11, 2004 as shown by the records of this office.

The document number of this corporation is F04000002756.

Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capitol, this the
Nineteenth day of May, 2004



CR2EO22 (2-03)

Glenda E. Hood

Glenda E. Hood
Secretary of State

Office of the Secretary of the State of Connecticut

I, the Connecticut Secretary of the State, and keeper of the seal thereof,
DO HEREBY CERTIFY, that the certificate of incorporation of

OWENS, RENZ & LEE CO., INC.

a domestic STOCK corporation, was filed in this office on June 29, 1990, a certificate of dissolution
has not been filed, the corporation has filed all annual reports, and so far as indicated by the records of
this office such corporation is in existence.



Secretary of the State

Date Issued: February 11, 2015

DESCRIPTIONS (Continued from Page 1)

Contractors, Scheduled Person or Organization Form CG 20 10 (04/13); Additional Insured Lessor of Leased Equipment - Automatic Status when Required In Lease Agreement with you Form CG 20 34 (04/13); Additional Insured - Owners, Lessees or Contractors - Completed Operations Form CA 20 37 (04/13); "Notice of Cancellation to Third Parties" Form #LIM 99 01(05/11); and for Automobile "Auto Enhancement Endorsement Form AC 84 07 (07/13); Designated Insured - Name of Person or Organization CA 20 48 (10/13); "Notice of Cancellation to Third Parties" Form #LIM 99 01(05/11), Lessor- Additional Insured and Loss Payee Form CA 20 01 (10/13); Workers' Compensation Notice of Cancellation to Third Parties Form WM 90 18 (06/11)

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/09/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER BB&T-J. Rolfe Davis Insurance PO Box 4927 Orlando, FL 32802-4927 407 691-9600		CONTACT NAME: PHONE (A/C, No, Ex): 407 691-9600 E-MAIL ADDRESS: FAX (A/C, No): 888-635-4183															
INSURED Owens Renz & Lee Co Inc 2 Summit Place Branford, CT 06405		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Liberty Insurance Corporation</td> <td>42404</td> </tr> <tr> <td>INSURER B: Employers Insurance Company of</td> <td>21458</td> </tr> <tr> <td>INSURER C: Zenith Insurance Company</td> <td>13269</td> </tr> <tr> <td>INSURER D: Liberty Mutual Insurance Compan</td> <td>23043</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Liberty Insurance Corporation	42404	INSURER B: Employers Insurance Company of	21458	INSURER C: Zenith Insurance Company	13269	INSURER D: Liberty Mutual Insurance Compan	23043	INSURER E:		INSURER F:	
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INSURER E:																	
INSURER F:																	

COVERAGES CERTIFICATE NUMBER: 14-15 MSTBAIWOSCAN REVISION NUMBER:

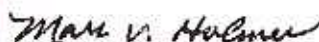
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATION MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

DISC LTR	TYPE OF INSURANCE	ADULT SUBR INSR	WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENT. AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-SECT <input checked="" type="checkbox"/> LOC	X		TB7Z11260817034	12/10/2014	12/10/2015	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPROP AGG \$
D	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS	X		AS7Z11260817024	12/10/2014	12/10/2015	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$10,000 <input checked="" type="checkbox"/> OCCUR CLAIMS-MADE	X		TH7Z11260817044	12/10/2014	12/10/2015	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	X	N/A	WG6Z11260817014	12/10/2014	12/10/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS E.L. EACH ACCIDENT \$500,000
C		X		M1157001	12/10/2014	12/10/2015	E.L. DISEASE - EA EMPLOYEE \$600,000 E.L. DISEASE - POLICY LIMIT \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Ro: RFP# 7443 Custodial Services Contract for Florida A&M University

Additional Insured Status is granted if required in writing with respect to General Liability per Commercial General Liability Enhancement for Janitorial Contractors Form LC 04 44 04 (04/12); Additional Insured Lessor of Leased Equipment Form CG 20 28 (04/13); Additional Insured Owners, Lessees or (See Attached Descriptions)

CERTIFICATE HOLDER Florida A&M University Office of Procurement Services 2380 Wahnish Way Suite 214 Tallahassee, FL 32307	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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DESCRIPTIONS (Continued from Page 1)

Contractors, Scheduled Person or Organization Form CG 20 10 (04/13); Additional Insured Lessor of Leased Equipment - Automatic Status when Required in Lease Agreement with you Form CG 20 34 (04/13); Additional Insured - Owners, Lessees or Contractors - Completed Operations Form CA 20 37 (04/13); "Notice of Cancellation to Third Parties" Form #LIM 99 01(05/11); and for Automobile "Auto Enhancement Endorsement Form AC 84 07 (07/13); Designated Insured - Name of Person or Organization CA 20 48 (10/13); "Notice of Cancellation to Third Parties" Form #LIM 99 01(05/11), Lessor- Additional Insured and Loss Payee Form CA 20 01 (10/13); Workers' Compensation Notice of Cancellation to Third Parties Form WM 90 18 (06/11)

**Owens Realty Services Proposal for
Florida A&M University – College of Law
RFP# 0003-2016 – Facilities Management & Maintenance**

Tab 6 – References

Owens Realty Services is qualified to perform the services requested in this RFP due to our current experience at the College of Law, as well as our experience with other College and Universities and K-12 educational facilities that meet and/or exceed the size and programmatic complexity of the Florida A&M University College of Law.

University of South Florida – Sarasota/Manatee Campus, Lakewood Ranch & Mote Marie Laboratory – 8350 N. Tamiami Trail, SMC B1228E, Sarasota, FL

Description: Since 2010 Owens Realty Services has provided full Facility Maintenance and Janitorial Services for the USF Sarasota/Manatee Campus, Lakewood Ranch Culinary Campus and Mote Marine Laboratory. Our contract was renewed in 2014 through 2016 with three (2) year renewal terms.

Contact: Geoff Copeland, Facility Operations Manager
Phone: 941.359.4530 - **Email:** gcopeland@sar.usf.edu

City of Orlando – Orlando City Hall - 400 South Orange Avenue, Orlando, FL 32801

Description: Since 2007, Owens Realty Services has provided comprehensive facility management, maintenance and janitorial services for the 250,000 square foot Orlando City Hall. Our contract was renewed in 2012 for a 6 year term with two (2) twenty-four month renewals.

Contact: Laurie Botts, Real Estate Division Manager
Phone: 407.246.2653 - **Email:** laurie.botts@cityoforlando.net

Capitol Region Education Council (CREC) - 111 Charter Oak Avenue, Hartford, CT 06106

Description: Since 1999 Owens Realty Services has been providing comprehensive management, maintenance and janitorial services for over 1.2M square feet of educational facilities in the Greater Hartford region including the Learning Corridor Campus at Trinity College Campus and the University of Hartford Magnet School at the University of Hartford Campus. Our contract with CREC was renewed in 2005, 2010 and just recently for a new 5-year term. The portfolio features a K-12 environment that is modeled upon college and university classrooms promoting higher education in the STEM fields as well as safety, law, theater and arts and education. Owens Realty Services will be opening two new schools with CREC this fall, bringing our portfolio to 28 schools and 1.8 million square feet.

Contact: Douglas Henley, Director of Facilities
Phone: 860.509.3659 - **Email:** dhenley@crec.org