

## **QuickRef: FM Acronyms and Buzzwords**

**AD Admin** – Associate Director, Administration

**AD Fin** – Associate Director, Finance

**APA** – Atlantic Procurement Agreement

**A&R** – Alterations and Renovations

**AV** – Audio Visual

**AVP** – Assistant Vice President

**AVPFM** – Assistant Vice President, Facilities Management

**AWAITAPP (or AWA)** – Awaiting Approval

**AWAITDESAPP** – Awaiting Design Approval

**ACHIEVE** - Dal HR Performance Support Program

**Base Load Work** – Hours scheduled for regular repetitive activities.

**Blue Day** – For Security staff only. Vacation days (approx. 23 hours a year) that correct for extra time served on shifts.

**C&C** – Coaching and Counselling

**CMMS** – Computerized Maintenance Management System

**CCO** – Contemplated Change Order

**CO** – Change Order

**CS** – Custodial Supervisor

**Chargeable** – Hours used for productive work, that is, work that goes towards completing the duties assigned to a particular position and classification.

**CHEB** – Collaborative Health Education Building

**Client Services** – Hours that are attributed to minor/ non repetitive jobs, which include work for clients and work orders such as events setups, trucking moves, customer moves, safety work, key/FOB requests, corrective jobs, investigative, etc. Jobs that require more than one crew will be organized using a work order and children work orders.

**Client Projects** – All capital projects that are not Facilities Renewal projects as per the Annual Project Forecast Meeting.

**CPFC** – Board of Governors – Capital Projects + Facilities Committee

**D** – Director

**D Ops** – Director Operations

**D Plan** – Director Planning

**D Proj** – Director Projects

**DPMG** – Dalhousie Professional & Managerial Group

**DSU** – Dalhousie Student Union

**DUCCE** – Dalhousie University College of Continuing Education

**EOD** – Employee and Organizational Development

**ER** – Employment Requisition

**ESM** – Environmental Services Manger

**EMT** – Emergency Medical Technician

**ETTS** – Electronic Time Tracking System

**Event** – Involves no permanent construction

**Facilities Renewal** – All projects assigned to a Facilities Renewal Parent project by Planning Unit.

**FAMIS** – Facilities Administration Management Information System

**FF&E** – Furniture, Fixtures and Equipment

**FIM/FIMs** – Facility Improvement Measure

**FM** – Facilities Management

**FM-ized** – Coordinated and branded for Facilities Management

**FMP** – Facilities Management Policy

**FM Class D Estimate** – An initial project estimate based upon square footage costs or other general estimating methods used for preliminary planning purposes

**FS** – Financial Services

**FVB** – Swedish founded company. Consultants for the Truro Biomass project and the Halifax Thermal Plant Renewal. FVB stands for Fjärrvärmebyrån ab– translates to “District Heating Bureau”

**GIR** – General Investigation Report

**GF** – General Foreperson

**GTM** – Grounds, Trucking and Mail

**HR** – Human Resources. Comes in two flavors here: Dal HR (Dalhousie University Human Resources) and FM HR (Facilities Management Human Resources)

**HRES** – Human Resources and Equity Services

**IAI** – Initial Attendance Interview

**IDEA** – Innovation and Design in Engineering and Architecture

**ISI** – Interuniversity Services

**IECS** – Integrated Electronic Card System

**ITS** – Information Technology Services

**JOSHA** – Joint Occupational Safety & Health Association

**KPI** – Key Performance Indicator

**LS** – Logistics Supervisor

**LWOP** – Leave Without Pay

**Major Project** – A **Project** that requires major long-term planning at FM and involves committee decisions. These are based on where the money is coming from, and type of work. They usually involve new buildings, major renovations, additions to buildings, major landscaping and/or changes to utilities.

**MES** – Manager of Environmental Services

**MFD** – Multifunction Device

**Minor Project** – A **Project** that starts with a **Service Request**, and usually involves planning, design, alterations, utilities, renovations, **Small Jobs**, and/or Furniture, Fixtures and Equipment (**FF&E**).

**MP** – Manager of Projects

**MR** – Maintenance Renewal

**Non-Space** – Money in the budget for items not connected to a location (equipment, tools, etc).

**NSGEU** – Nova Scotia Government & General Employees Union

**NCE** – Network of Centers of Excellence

**OHS** – Occupational Health and Safety

**OWL** – On-line Web Learning

**Overhead** – Hours attributed to non-productive activities. Standing Work Orders with a No Charge billing type will be used to record Overhead Time.

**PA** – Purchase Agreement

**PAF** – President’s Administrative Forum

**PC** - Provost Committee

**P-CARD** – Procurement Card

**PDC** – Project Development Committee

**PE** – President’s Executive

**POCO** – Purchase Order Change Order

**PPE** – Personal Protection Equipment

**Project** – A request for construction, maintenance or renovation that will

1. Need design work,
2. Have an impact on long-term plans,
3. Will change a function, technical standard or way of using a space, and
4. Will cost more than \$5,000 (if the user is paying) or \$10,000 (if FM is paying).

**PL** – Project Leader

**Planned Overhead** – Hours engaged in by hourly paid employees attributed to non-productive activities that are anticipated and planned for ahead of time, e.g.: vacation, blue days, meetings, union business, training, general foreperson administration, etc.

**PM** – Preventive Maintenance

**PMF** – Project Management Form

**PO** – Purchase Order

**PREQ** – Purchase Requisition

**Preventive Maintenance** – Hours that are attributed to preventive maintenance work that is carried out on equipment at a pre-determined frequency.

**QA** – Questions and Answers

**R25** – Resource 25

**Recoverable** – Hours charged to any account other than the FM operating budget.

**RFA** – Reason For Absence

**Routine Operations** – Hours that are attributed to repetitive routine work or services that are charged to work orders generated using the FAMIS Preventive Maintenance module but which are not PM. These would include custodial routes, mail run, grounds maintenance, shop cleanup, security, etc...

**RO** – Registrars Office

**S/L** – Sick Leave

**Small Jobs** – Hours that are attributed to minor, multi-trade jobs that are managed using the Project function of the Maintenance Management module. Please note they are not Projects-with-a-capital-P.

**SOPs** – Standard Operating Procedures

**SR** – Service Request

**T/A** – Time Accumulated

**TDG** – Transportation of Dangerous Goods

**Term Employee** – an Employee hired on a full-time or part-time basis for project work, or other work for a temporary period of time whether specified or not.

**T+S** – Transportation + Security

**TSM** – Trades Services Manager

**Union** – The operating group for tradespeople (currently NSGEU).

**Vac** – Vacation

**Variable Overhead** – Hours engaged in by hourly paid employees attributed to non-productive activities that are not anticipated or planned, e.g.: sick time, work injury, bereavement leave, family illness, etc.

**VP** – Vice President

**WO** – Work Order

**WF** – Working Foreperson

**W/I** – Work Injury

**Zone** – One of five specific geographic sections of Dalhousie (loosely related to Sexton Campus, Carleton Campus, Studley Campus and Agricultural Campus)