

RONALD C. MORSE

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FACILITIES MANAGER | WORKPLACE, OPERATIONS & RELOCATIONS

Facilities, property, and workplace operations leader with 15+ years of experience supporting corporate offices, executive-owned properties, and multi-site portfolios. Proven leader of office relocations, site mobilization & decommissioning, preventive maintenance programs, vendor ecosystems, and life-safety coordination. Recognized for building structured, audit-ready facilities operations that ensure regulatory compliance and seamless transitions during high-impact moves.

CORE COMPETENCIES:

- Facilities Operations, Maintenance & Compliance
- Office Openings, Relocations & Decommissioning
- Preventive Maintenance & Asset Lifecycle Planning
- Mechanical, Electrical & Life-Safety Systems (M&E)
- Vendor, Landlord & Contractor Management
- Cross-Functional Collaboration (IT/AV, Real Estate, Workplace)
- Capital Projects, Build-Outs & Renovations
- Documentation, SOPs & Knowledge Transfer

PROFESSIONAL EXPERIENCE:

Relation Insurance Services & Stamford Insurance Group

- Stamford, CT

Facilities, & Operations Manager / Operations Analyst

2000 - 2025

Facilities & Workplace Operations

- Served as primary facilities point of contact across 20+ corporate office locations and six executive-owned residential/commercial properties, supporting daily operations, safety, and business continuity.
- Developed and maintained preventive maintenance schedules for HVAC, plumbing, electrical distribution, access control, and life-safety systems.
- Conducted routine inspections to proactively identify risks, address deficiencies, and preserve professional workplace standards.
- Built and maintained centralized digital facilities documentation including inspections, manuals, warranties, service contracts, and compliance records.
- Partnered with IT to ensure secure access, continuity, and data integrity for facilities records.

Office Relocations, Site Mobilization & Decommissioning

- Led full HQ relocation and build-out of a 5,000+ sq. ft. Stamford office, coordinating space planning, furniture, IT/AV, security, utilities, and multi-vendor execution with zero downtime.
- Managed site readiness, vendor mobilization, inspections, punch lists, and commissioning activities during multiple office transitions.
- Directed office decommissioning activities, ensuring lease compliance, asset recovery, utility closures, and landlord coordination.
- Produced site handover documentation packages including floor plans, vendor contacts, inventories, and system notes.

Asset, Warranty & Service Tracking

- Designed and maintained a relational asset management database to bring order to a constantly changing, multi-site equipment environment—tracking moves, purchases, retirements, and asset life status to support facilities planning, audits, and municipal compliance.
- Built and maintained digital asset inventories covering major building systems, furniture, IT/AV, and security equipment.
- Tracked equipment lifecycles, warranties, service intervals, and replacement planning using MS-Access, structured spreadsheets and vendor portals.
- Standardized vendor work order intake, escalation, and service documentation workflows to improve response time and accountability.

Vendor, Landlord & Stakeholder Management

- Cultivated trusted relationships with landlords, general contractors, mechanical trades, custodial/security firms, and municipal inspectors.
- Managed proposals, bid reviews, scopes of work, budget comparisons, and contract approvals.
- Served as facilities liaison between Real Estate, IT/AV, Workplace teams, and executive leadership during relocations and capital projects.

Emergency & Crisis Response

- Served as primary incident lead for HVAC outages, water intrusions, electrical failures, access control issues, and storm damage.
- Stabilized incidents quickly and directed appropriate remediation to minimize business disruption.

COMMUNITY LEADERSHIP

President, Brighton Court Condo Association:

- Leads full-scope property governance, capital planning, vendor oversight, insurance coordination, resident communications, and long-term building maintenance strategy for a 37-unit community.

Partner, Rippowam Labs Makerspace

- Co-managed facility operations, equipment safety, and technical training environments.

TOOLS AND TECHNICAL PROFICIENCY HIGHLIGHTS:

Digital Asset Logs & Maintenance Calendars • Vendor Portals & Work Order Tracking
Microsoft Excel (Advanced) • Microsoft Access (Built Relational Asset Tracking) • Microsoft 365
SharePoint • Document Control • CAD Space Layouts • LucidChart • IT/AV Infrastructure

EDUCATION:

State University of New York

- Purchase, NY

Conservatory of Theatre Arts, Design/Technology

SELECTED TESTIMONIAL:

“Ronald wore many hats with expertise, enthusiasm, and dependability. His contributions spanned project management, logistics, customer service, data organization, and beyond, transforming ideas into fully executed projects. His ability to handle both high-level strategy and detailed execution is rare and valuable.”

— Brian E. Rogers, CEO, Stamford Insurance Group