Connie Sanders worked as a temp for Facility Services at UNCG for nearly two years before accepting her position as a full-time Housekeeper in January 2018. Before coming to UNCG, Connie worked at Oak Hollow Enrichment Center in High Point for nearly five years as a teacher and bus driver.

Matthew Kirkman was hired as the new Sports Turf Shop Supervisor in January 2018. Matt was previously employed by The Budd Group as the Assistant Landscape Manager at High Point University where he was responsible for the daily operation of the landscape department including the University sports fields. Prior to his employment with The Budd Group, he worked in the Grounds department at Elon University for nine years including three years as a Lead Groundskeeper. Matt has an Associate’s degree in Ornamentals and Landscape Technology from North Carolina State University, a North Carolina Pesticide Applicator license, and is a Professional Grounds Management Society (PGMS) Certified Grounds Technician.

Sheffield Lawrence was hired as a Floor Tech in Facility Services in January 2018. He earned his experience in housekeeping and floor care through his employment with the VA Medical Center, the US Postal Service, Graybrier Nursing & Rehabilitation Center, and the City of High Point. In addition to his experience in housekeeping, Sheffield also has a year of experience working as a building mechanic.

Anthony Miller returned to UNCG to work as a full-time Floor Tech with Facility Services in February 2018. He has several years of experience working as a janitorial lead and floor technician through his previous employers, which include All One Services and Greenhaven Health and Rehabilitation. We’re pleased to welcome him back to UNCG!

Rodney Newman brings over five years of experience as a maintenance technician with him to his new position as an HVAC Mechanic in Utilities. His work with his previous employers has given him the knowledge to successfully maintain, troubleshoot, and repair a variety of HVAC systems. Rodney has a current Universal CFC Certification and is working towards earning his bachelors degree in Forensic Accounting from Guilford College. Rodney started work at UNCG in February 2018.
Jimmy Thompson joined Facilities Operations’ Utilities as an Electrician at the end of February 2018. He has 32 years of industrial electrical experience, with skills in the installation, maintenance, and repair of a variety of electrical systems. Jimmy earned his Electrical Installation in Maintenance Diploma from Guilford Technical Community College and maintains a NC Electrical Contractors License in code compliance.

Andrew Thomas started work in UNCG’s Buildings and Trades as a Zone Mechanic in February 2018. Andrew has over ten years of experience working in trades gained through employment with Air Group, LLC; Glynn Fire Protection; and E.F. Winslow Plumbing, Heating and HVAC. His experience with prior employers has given him the opportunity to work with HVAC systems, plumbing, electrical systems, and in residential and commercial construction.

Anthony Gillies came to work in Facility Services as a Housekeeper in February 2018. Prior to his new appointment, Anthony worked as an Environmental Service Supervisor at Wesley Long Hospital in Greensboro. He brings with him over three years of housekeeping and supervisory experience.

Lenny Caudill joined Facilities Design and Construction as the Assistant Director of Design in January 2018. Prior to coming to UNCG, he served the Architect of the Capitol for seven years as Assistant Facility Manager for US Supreme Court Buildings and Grounds. Lenny is a licensed architect and is an IFMA certified facility manager. He holds a Master of Architecture degree from the University of South Florida School of Architecture and Community Design. He is a husband and father that enjoys restoring muscle cars and studying genealogy. Both of his children attend college in the UNC system and he proudly boasts that his paternal family has resided in North Carolina since the mid 1700’s.

Delana Reinard joined the Facilities Design and Construction team as a Design Project Manager in January 2018. She holds a bachelor’s degree in interior design from Western Carolina University, a master’s degree in architecture from the University of North Carolina at Charlotte, and is a registered architect in North Carolina. Prior to her arrival, she spent 17 years working for David E. Gall, Architect, P.A. on a variety of preservation and new construction projects.

Jim Flippin began work as an HVAC Mechanic for Utilities in February 2018. He gained over 20 years of experience in maintenance, troubleshooting, and repair of HVAC systems while working for Chrismon Heating and Cooling and Bill Ward Heating and Air. James maintains a Universal CFC Certification.
Kelsey Hewitt joined Facilities Operations as the new Payroll Supervisor/Administrative Assistant at the end of February 2018. Kelsey has been the Office Manager for a local doctor’s office for the past three years. She graduated from UNCG with a B.A. in Psychology, and has previous experience working for the university at the Campus Recreation Center.

Maria Banner entered Facility Services as a Housekeeper in February 2018. She has 20 years of experience in housekeeping, over five of which were worked at Winston-Salem State University.
Facilities:
Great job on cleaning the parking lots and areas around campus. Our office was relocated to 840 Neal Street on Tuesday, January 16, and our parking lot and walkway were great. Kudos to all those that had to work during the adverse weather.

Michael Logan, Purchasing

David Mains, Reggie Wisher, and Rick Haferbecker were professional. When David and Reggie first came to meet with me, they noticed that the other half of the room did not have caulking when it was painted in the summer of 2017. They caulked what was needed, and now the room looks great. We’re extremely satisfied with the service received.

Maryann Burditt, Facilities Design and Construction

Craig Rumley is always professional, friendly, and helpful. The work is done timely and exactly the way we want it. He provides excellent service.

Lee Odom, Office of the Provost

I want to send a quick note to share my sincere appreciation for some of your Utilities staff. We have recently had a few urgent needs out at Piney Lake that the staff have responded to in a timely manner, and they helped to quickly resolve the issues. Mark Wilson, Mike Elberson, and Brad Weatherly have been a big help to us and always carry themselves with professionalism.

Thanks to you all!

Mike Ackerman, Department of Recreation & Wellness

Sam Waters continues to give excellent service, thinks through each project with the end user to ensure that the goals for each project are met, communicates at every step along the way, and always exceeds expectations. Clone Sam!

Megan Evans, Student Health Services

I would like to give a shout out to the Facility Services personnel in the EUC who, on an average, wet Wednesday, remember to put out wet floor signs at the entrances to the buildings. Who knows how many countless falls this prevents over the course of a year as our students and patrons step into the heavily used entrances?

Todd Beck, Environmental Health & Safety

Both J.R. Woods and Darrell Trogden were very professional, knowledgeable, and helpful. J.R. programmed the thermostat so that the problem doesn’t continue. He also explained to me what he had done so that I could communicate this later to my colleagues in the suite.

Margaret Patton, Lloyd International Honors College

This whole week I have been out with the flu, and on top of that, we’ve had snow and ice blocking access to our dumpster front end hauler. Through all of this, Vince Whitt has come in early and gone out of his way to keep trash and recycling disposal means across campus functioning. Vince made service to our most important customers, the students, his top priority by changing out all dormitory high-rise chute systems and maximizing capacity of residence hall dumpsters via skillful backhoe operation. His efforts allowed for smooth operation and sanitary conditions over the weekend despite all dumpsters missing multiple pick-ups on account of the snow/ice.

Most notably, all of these efforts that he took on independently are something that is observed on a regular basis with this dutiful employee. I want to make sure all of us at Facilities Operations know that employees like Vince are what make our organization succeed in delivering exceptional customer service and encouraging other employees to perform at their best.

Ben Kunka, Office of Waste Reduction & Recycling

Thank you
Retirements & Job Changes

Congratulations to our retirees, Cynthia Culberson (Utilities), Don Williamson (Buildings & Trades), and Michael Goodman (Utilities), on their recent retirements! All three employees retired at the end of February 2018. Cynthia retired after 30 years with the department, Don following 25 years, and Michael retired after working with the department for a little over three years (19 total with the state).

We have also seen a couple of job transitions in the last couple months in Facility Services. Kenny O’Carroll was promoted in February from Housekeeper to Floor Technician, and Jeremy Murray resumed working as a General Utility Technician.

Call for Volunteers!

To ensure that we’re getting information from every department in Facilities in the newsletter, the Newsletter Committee needs volunteers to serve as a representative for each area. We’re currently looking for volunteers from Grounds and Utilities. Please contact Elizabeth Jordan (ejordan@uncg.edu) or Amanda Teer (alteer@uncg.edu) if interested. Thank you!
A slip, trip or fall can lead to injuries, even death. According to the U.S. Department of Labor, slips, trips and falls make up the majority of workplace accidents, which account for:

- 15% of all accidental deaths per year, the second-leading cause behind motor vehicles
- About 25% of all reported injury claims per fiscal year
- More than 95 million lost work days per year — about 65% of all work days lost

In general, slips and trips occur due to a loss of traction between the shoe and the walking surface or an inadvertent contact with a fixed or moveable object which may lead to a fall. There are a variety of situations that may cause slips, trips and falls:

- Wet or greasy floors
- Sloped walking surfaces
- Shoes with wet, muddy, greasy or oily soles
- Dry floors with wood dust or powder
- Clutter
- Uneven walking surfaces
- Electrical cords or cables
- Polished or freshly waxed floors
- Open desk or file cabinet drawers
- Loose flooring, carpeting or mats
- Damaged ladder steps
- Sloped walking surfaces
- Ramps without skid-resistant surfaces
- Missing or uneven floor tiles/bricks
- Metal surfaces — dock plates, construction plates
- Damaged or irregular steps
- Weather hazards — rain, sleet, ice, snow, hail, frost
- Wet leaves or pine needles

**Fall Prevention Tips**

- Make sure that your work area is clean and free of debris
- Clean up all spills immediately or place “wet floor” warning signs out for others
- Secure electrical and phone cords out of traffic areas
- Remove small throw rugs or use non-skid mats to keep them from slipping
- Keep frequently used items in easily reachable areas
- Wear shoes with good support and slip-resistant soles
- Arrange furniture to provide open walking pathways
- Keep drawers and cabinet doors closed at all times
- Remove tripping hazards (paper, boxes, books) from stairs and walkways
- Ensure adequate lighting both indoors and outdoors
- Remove debris from exterior walkways
- Periodically check the condition of walkways and steps, and report or repair damages immediately
- Never stand on a chair, table or other surface on wheels
- Report loose or missing handrails

**Sources:** National Safety Council & OSHA
<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 Facilities Luncheon, Moran Commons, 11:45 AM</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Hazard Communication Training, Campus Supply, 9:00 &amp; 10:00 AM</td>
<td>5</td>
<td>6</td>
<td>7 Employee Recognition Program, Virginia Dare Room-Alumni House, 9:00 AM</td>
<td>16 Submissions for UNCG International Sustainability Shorts Competition due</td>
</tr>
<tr>
<td>11 Daylight Savings Time begins</td>
<td>12</td>
<td>13 Nominations for Betty Hardin Award due today</td>
<td>13</td>
<td>14</td>
<td>15 Operations Safety Committee Meeting, Campus Supply, 10:00 AM</td>
<td>17</td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td>20 Bloodborne Pathogens Training, Campus Supply, 9:00 &amp; 10:00 AM</td>
<td>20</td>
<td>21 Electrical Safety &amp; Lockout/Tagout Training, Campus Supply, 9:00 &amp; 10:00 AM</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30 University Closed Spring Holiday</td>
<td>31 SHRA Annual Performance Appraisal Cycle Ends</td>
</tr>
<tr>
<td>31</td>
<td>SHRA Annual Performance Appraisal Cycle Ends</td>
<td>30</td>
<td>29</td>
<td>28</td>
<td>27</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>25</td>
<td></td>
</tr>
</tbody>
</table>

**Meetings/Events**

**Announcements/Notifications**

**Holidays/University Closed**

**Training**
<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Facilities Luncheon, Moran Commons, 11:45 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Full Body Staff Senate meeting, Alumni House, 10:00 AM</td>
<td>4th Annual Employee Field Day, Foust Park, 11:00 AM - 1:00 PM (registration preferred, but not required)</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Machine &amp; Power Tool Safety Training, Campus Supply, 9:00 &amp; 10:00 AM</td>
<td>Operations Safety Committee Meeting, Campus Supply, 10:00 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Administrative Professional’s Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Probationary and SHRA Employee Annual Appraisals due</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Does your department or committee have an event coming up in May or June 2018? Send the information to Elizabeth Jordan to have it added to the newsletter calendar.**
Tree Campus USA

UNC Greensboro was again honored with the 2017 Tree Campus USA® recognition by the Arbor Day Foundation for its commitment to promoting healthy trees on campus. This year marks UNCG’s ninth consecutive year of receiving this distinction.

In order for a college or university campus to be recognized by the Tree Campus USA program, they must: effectively manage their campus trees; develop connectivity with the community beyond campus borders to foster healthy, urban forests; and strive to engage their student population utilizing service learning opportunities centered on campus, and community, forestry efforts.

For more information about the Tree Campus USA program, visit their website at https://www.arborday.org/programs/treecampususa/index.cfm.

Zones Around Campus

Zone Maintenance - East has been busy with various projects around campus in the last couple of months, both individually and as a group. Work ranges from new and recurring projects to assisting departments in the evacuation of McIver.

Permanently mounted desks and chair assemblies were removed in the Bryan building to make way for the installation of new carpet.

Zone employees work outside normal business hours to complete projects that can only be done in the absence of students. Such projects include the LED lighting retrofits in the Faculty Center, Music Building, the Nursing Annex Building, and Sullivan Science.

Scaffolding has to be set up and dismantled when working on re-lamping projects in the EUC.