Facility Services employees celebrated the 32nd International Housekeepers Week September 13th—19th. The celebration started on Monday with the reading of the city proclamation by Mayor Pro Tem Yvonne Johnson followed with a speech by Bonita Brown, Chief of Staff at UNCG. For second shift employees the city proclamation was read by Vickie DeBari, Administrative Assistant for Facilities Operations and retired SBI Agent Curtis Douglas spoke to employees afterwards. The celebration continued throughout the week with awards, an ice-cream social, lunch, a picnic, and ended with a pot-luck dinner on Friday for second shift. Special awards were presented throughout the week.

**BEST of the Year:** Michael Hall.

**Outstanding Customer Service**—Rhonda Goins, Liz Swinson, Willie Brown, Rebecca Jones, Debbie Joyce, Katie Sales, John Tinnin, Wanda Poole, Debora Tinnin, Robert Simpson, Diane Logan, Betty Patterson.

**Best Detail Cleaners:** Patricia Poteat, Ann Johnson, Yulita Rose, Ralph Farmer, Ray Riggins, Robbin Smith, Melanie Sawyer, Maria Lopez, Dora Frimpong, Rodney Lawrence, Valerie Johnson, and Linda Gant.


**Unsung Heros:** Tim Wilkins, Erick Gardner, and Willie Brown.

*Thank you to all Facility Services Employees!*
Open Enrollment for New Health Insurance . . . October 1—October 31, 2013

The State Health Plan and NC Flex will have many changes for next year so it’s very important to understand how these will affect your health coverage next year. UNCG is offering 25 information sessions in October to discuss these changes as well as some lab sessions to help you enroll. To attend a workshop, go to workshops.uncg.edu under Human Resources—Benefits. Human Resources is also holding three sessions for Facility Services employees in the Campus Supply Training Room Tuesday 10/15 10 am—11:00 am, Wednesday, 10/16 4:00 pm—5:00 pm, and Thursday, October 24th 10:00 am—11:00 pm. Vickie DeBari, Jeannie Lasley and Cynthia Louis will also be available to assist and answer your questions about the health plans or the enrollment process.

Important facts/changes you need to know:
1. You must choose a plan even if you want to keep the same plan you are enrolled in currently. Employees who do not will default to the 70/30 plan.
2. Employees can reduce the cost of their monthly premium with wellness credits. Credits are available for the 80/20 plan or the new Consumer Directed Health Plan. There is still no cost to the employee for the 70/30 plan so no wellness credits are offered with this plan.
3. Wellness credits up to $50.00 per month to lower the premium paid by employees are offered to those who 1) complete a wellness assessment at www.shpnc.org, 2) chose a primary care provider at uncg.hrintouch.com, and 3) attest that you are either not a smoker or that you are enrolled in a smoking cessation program at uncg.hrintouch.com. This must be completed by October 31, 2013, or you will not receive wellness credits for the entire year of 2014.
4. Other changes include modifications to the vision and critical illness program and life insurance program.

Flu Season is Just Around the Corner . . .

The flu is a contagious respiratory illness cause by a variety of flu viruses. Approximately 5—20% of American will get the flu each year, which typically starts in November and runs through April.

The flu is spread mainly by droplets made when people with the flu cough, sneeze, or talk. These droplets can land in the mouths or noses of people nearby. It is sometimes spread by touching a surface or object contaminated with the flu virus, then touching your mouth, eyes, or nose. You may be able to infect others one day before developing symptoms yourself and up to five to seven days after becoming sick.

The best prevention is a flu vaccination. Vaccinations will be available for UNCG employees in the Claxton Room October 9th and 10th from 9:00 am—4:00 pm and in the Campus Supply Training Room on October 21st from 9:00 am—4:00 pm. Flu shots may also be available from your physician or pharmacist. Other ways to protect yourself are:

♦ Avoid close contact with people who are sick
♦ Cover your nose and mouth with a tissue when sneezing and avoid touching your eyes, nose, or mouth with your hands.
♦ If you don’t have a tissue, sneeze or cough into your elbow.
♦ Properly wash your hands
  ⇒ Wet hands with clean, running water and apply soap
  ⇒ Rub hands together to make a lather and scrub well, including backs of hands, between fingers, and under nails, for at least 20 seconds (hum Happy Birthday from beginning to end twice)
  ⇒ Rinse well under running water
  ⇒ Dry hands using a clean towel or air dry them
♦ Hand sanitize after touching objects.

*If you need hand sanitizer, please see Arleen Westmoreland at the front desk.*
KUDOS . . .

Thanks to Tom White and the HVAC staff for replacing the fan and increasing supply to the ladies restroom on the first floor in Mossman Building.

Jorge,
On behalf of the female employees and visitors on the first floor, I would like to thank you for listening to the concerns about the environment in the ladies restroom and taking such quick action to remedy it. The environment is so much better than it has been in many years. I've heard many positive comments down here since the work was done about what a difference it has made.

We appreciate your efforts on our behalf. It’s refreshing!
Carolyn Coppedge
Assistant to Legal Counsel

PROJECTS . . .

Particularly in the current economy and with our commitment to be more sustainable, the purchase price of a vehicle is only a part of the decision when new vehicles are needed. Upkeep and overall cost to use and maintain our vehicles must be factored in as well. With the price of fuel being a large factor in the overall cost we look for the most efficient ways to commute across campus. One way we have reduced our costs is by purchasing golf or utility vehicles for Facilities Operations and many of those are electric vehicles. We currently have 15+ electric vehicles and we anticipate more in the future as current vehicles are replaced. But electric vehicles must be charged each night to be ready for operation the following day.

This created a new project for the Utilities Division. Brad Weatherly and Mike Jumpe in our Electric Shop recently installed six individual vehicle hook-ups to give us more access points to charge electric vehicles. These new stations are located on the west side of the Sink Building. Frames were attached to the building and the individual hook-up reels were mounted to the frames. Painters from the Carpentry Shop will soon be painting the frames. To use the hook ups you only need to pull the electric cord down from the reel and plug into the vehicle, simple as that!

The ability to do this project was realized when the Welding Shop was converted into the Life Safety Shop. Each hook up has to have its own dedicated power and the spare power left in the new Life Safety Shop was enough to complete this project. This allowed the department to save money and strengthen our commitment to be more sustainable.
“24, a day in the life of a Facilities Operations employee” continues with 2:00 pm—3:00 pm . . .

2:00 pm — Geng Puih cleaning up those trees to get ready for winter weather.

2:19 pm — Keith Siler checks the planting map and books to make sure our grounds look their best!

2:11 pm — Dale Williams directing new parents and students to their parking spaces during Move-In.

2:19 pm — Keith Siler checks the planting map and books to make sure our grounds look their best!

2:26 pm — Paul Dow working on an estimate for painting in another department.

2:34 pm — Drew Bushnoe wearing his safety harness (good for you!) and is ready to go for a “ride”.

2:39 pm — Drew Bushnoe wearing his safety harness (good for you!) and is ready to go for a “ride”.

2:41 pm — Dale Williams directing new parents and students to their parking spaces during Move-In.

2:49 pm — Jeff Hawkins puts away his equipment before he calls it a day!

2:58 pm — Raymond Montgomery inspects his safety harness . . . no room for accidents on his shift!

2:51 p.m. — Jim Mohr double checks the numbers in his generator spreadsheet.
**UPCOMING TRAINING:**
Mandatory for New Supervisors or supervisors who have not previously completed—Root Cause Analysis—Campus Supply Training Room—October 9th, 8:00 am—3:30 pm.

Mandatory for New Supervisors or supervisors who have not previously completed—EEOI (Equal Employment Opportunity) 113 Bryan HRS Training Room. The next available dates are: Part 1, October 24th, 9:00 am—4:30 pm, Part 2, October 25th, 9:00 am—1:00 pm. It will be offered again next year if you can’t make these dates.

*(Register for the EEIO class at workshops.uncg.edu)*

*Don’t forget to report your training hours throughout the year for credit. Business and Facility Services employees report hours to Arleen Westmoreland and shop employees report hours to Jeannie Lasley.*

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**Happy Anniversary**

Wallace Perdue—Buildings & Trades—35 years  
Raymond Williams—Utilities—31 years  
David Thornberry—Buildings & Trades—24 years  
Joe Wagner—OWRR—24 years  
Truie Barnes—Facility Services—21 years  
Ricky Gilmore—Facility Services—18 years  
Lester Rogers—Utilities—18 years  
Bobby Moore—Facility Services—15 years  
Ben Johnson—Facility Services—14 years  
Willie Brown—Facility Services—14 years  
Helen Burns—Facility Services—14 years  
Thomas Everett—Facility Services—14 years  
Dean Perdue—Buildings & Trades—13 years  
Waldena Wright—Facility Services—13 years

Keith Siler—Grounds—12 years  
Mert McGuire—Buildings & Trades—11 years  
Geng Puih—Grounds—10 years  
Jeannie Lasley—Business Office—7 years  
Terry Sartin—Facility Services—6 years  
Ben Evans—Grounds—6 years  
Barry Williams—Facility Services—3 years  
Jeremy Murray—Facility Services—2 years  
Esmilda Matamoros—Facility Services—1 year

**Errors and Omissions:**
Randy Cappo—Buildings & Trades—10 years  
was inadvertently left off of last month’s anniversary list.

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**Congratulations to B.E.S.T. for the Month of September**

James Mason—First Shift  
Ricky Gilmore—Second Shift
Safety Tip of the Month – Avoiding Slips, Trips, and Falls

Falls are one of the leading causes of unintentional injuries in the United States, accounting for approximately 8.9 million visits to the emergency room annually. In the workplace slips, trips, and falls cause 15% of all accidental deaths and are second only to motor vehicles as a cause of fatalities.

- Don’t carry heavier loads than you can handle and keep your balance when you are carrying a load.
- Never lean on railings, even if they look solid. They can cause a fall if improperly secured.
- As you walk, be on the look out for spills on the floor in front of you.
- If you see a spill never just walk by it. Always clean it up or call someone to clean it up.
- Never climb on shelving units or storage units to get items. Use only approved ladders.
- Carefully inspect ladders prior to each use.
- Always use safety harnesses when working at heights.
- Take the time necessary to do your job correctly, don’t be in a hurry.
- Make sure you have adequate lighting.
- Don’t let items block your vision.
- Keep work areas clean.

SEPTEMBER SAFETY UPDATE

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Questions, Kudos, Ideas??

Send to: Vickie DeBari at vjdebari@uncg.edu or Jeannie Lasley at jalasley@uncg.edu

Don’t forget...

Nominations for the Facilities Management Employee Recognition Awards will be accepted until November 30th for the January awards. Employees eligible for these awards must work in Facilities Operations, Facilities Design and Construction, Sustainability, or AVC office employees. The three areas in which awards are given are: customer service—awarded to employees for remarkable performance above expected duties, safety—awarded to employees who make an extra effort to improve or correct a specific aspect of safety within the workplace, and collaboration/teamwork—awarded to those having positive/professional interactions with fellow employees as well as the university community.

Nomination forms can be found at:

http://facoperations.uncg.edu/NOMINATION_FORM[1].pdf