Late Winter Storm . . .

We’ve had several winter storms this year, though none as devastating as the ice storm on March 14, 2014. Employees in Facilities Operations were very thankful the storm came on Friday and the weather warmed up over the weekend. The timing gave employees more clean up time before students and employees returned to campus on Monday and the warmer weather allowed them to take advantage of Mother Nature’s help in melting the ice.

The fact that our Grounds department keeps our trees in good shape by pruning the deadwood, opening the canopy up so that the wind can get through, and cabling some of the trees helped to lessen the damage; but even that was no match for the weight of the accumulated ice on trees and the high winds created by the storm. Fifty two trees on campus were either lost or damaged. One willow oak, estimated to be between 80—100 years old, didn’t survive and a few notable trees at the back entrance of MHRA building and several between the McIver Deck and the Music Building were damaged. But the majority of trees lost or damaged were crepe myrtles, magnolias, and pine, as well as a few hardwoods. Employees in the Grounds department spent the following week cleaning debris left in the wake of the storm. Clean up will be continuing for quite some time.

A big thank you goes to not only to our Grounds department but also to each and every one of our employees who braved the cold elements to make this a safer place for students, faculty and staff. Surely spring weather will arrive very soon!
**KUDOS & CONGRATULATIONS**

Hal and Dan,
I just wanted to take a minute to let you know how much I appreciate Tim Johnston in the Garage. He is always so pleasant to talk and work with. He is always quick in getting back to me regarding the Telephone Services vehicles, and with updating me of any issues needing attention. Years ago, TVS use to take their vehicles elsewhere and trust me, we didn’t get that type of service elsewhere.

Kim Newnam
Telephone Services

Dan,
I just wanted to let you know what a great job Hal Shelton and his crew have been doing. I called today to see if someone could come clear the ice from the steps at 1100 W. Market St. Hal responded right away and removed the ice and salted the steps. I didn’t expect such a quick response. I know his crews were extremely busy today, so I expected to have to wait until later in the day. I want to thank him and his crew for keeping the parking lot and steps at 1100 W. Market St. as clear as they could all winter. I know that has not been an easy task with all the bad weather we have been having. Please let them know how much I appreciate their hard work.

Judy Lillis
Purchasing

Ben Kunka was asked to be a part of a panel to discuss Greensboro’s recycling programs. The panel met on Wednesday, March 26th at Guilford College. The objectives of the group were:

1) To educate each other, attending students, faculty, staff, and community members about Greensboro’s recycling programs,
2) To exemplify the accessibility and commitment of people working to improve recycling practices in Greensboro, and
3) To network with each other and interested members.

The event was sponsored by the Guilford College Office of Sustainability.

Paul,
Thank you for allowing Dean (Perdue) to help us out with the aerial lift training for the Art department this morning. He did a phenomenal job with facilitating the hand-on portion of the training. The participants left feeling very comfortable with operating their lift.

Evelyn Miller, MS
Environmental Health and Safety

Dan, Please accept my appreciation for your work and the work of all Facilities Operations staff who participated in the response to the ice storm that occurred the end of last week and the week end.

The dedication and commitment of the Facilities Operations staff is amazing, to the point that staff members elected to stay overnight so that they could be ready to provide excellent customer service. The conditions under which the staff worked during those days were challenging, not only very cold but with ice all over the place. Yet, the staff practiced our “I am safe” core value and thankfully, no Facilities Operations staff experienced any reportable injuries.

My deepest appreciation to you and the staff of Facilities Operations.

Thanks very much to ALL,
Jorge Quintal,
Associate Vice Chancellor for Facilities

Thanks to Teddy Hyatt for taking some unused shelving to Surplus and bringing back a file cabinet and a storage cabinet for me so quickly. Also, thanks to Scott Cline for making the keys for the new items as quickly as you did. I appreciate what a great job you did as always!

Vickie DeBari
Facilities Operations

For Ben Evans and Tim Johnston in the Garage:
They have performed exceptional service by completing a rush service request and even delivered the truck back to our office before the end of the day. Thank you very much for going above and beyond the call of duty.

Lori Krise
Facilities Design and Construction
SOME OF OUR PROJECTS . . .

Electrical Switch Replacement

Last month medium-voltage switch #27, located between Bailey and Jamison Residence Halls, was replaced. In the eyes of an electrician the switch is basically a light switch but of course, on a much larger scale. The sectionalizing switch is part of the UNCG electrical distribution system which is served by two Duke Energy circuits. In the event power is lost from one of these circuits, the campus substation will sense the power loss and automatically operate the breakers, to minimize power outages on campus. In total there are 47 medium voltage switches like this one across campus, each conducting 12,470 volts of electricity.

Facilities Operations employees David Alcon, Michael Jumpe, and Brad Weatherly worked with contractors who provided a crane to remove the old switch and replace it with the new one. The job itself doesn’t take that long to complete but the size and weight of the equipment make this project much more complicated.

Building Access Project

Employees in our Lock shop and several of our electricians are working together with two contractors to replace the Millennium access control with the new Blackboard access system. Phase one of this $400,000 project is scheduled to be completed by mid-June this year. The Becker Weaver Building, located at 915 Northridge Street, was the first building to be completed. Jackson Library, the School of Education, and Sullivan Science are on track to be completed in the next few weeks. Following those will be Brown, Eberhart, Stone, Elliott University Center, and Gove Health.

Blackboard access will give better control of exterior doors and we will have the capability of locking down these buildings in an emergency situation. Currently, Facility Services employees manually unlock these doors each morning and Campus Police lock them at night.

Once the project is completed several changes will be initiated. Based on the information in Banner, employees will be given access to the buildings they work in by the SpartanCard Center when they get their SpartanCard.

Typically, as employees, we think of buildings being open 8:00—5:00, but there’s always something going on somewhere across campus. The locksmiths will edit the schedule of when the doors are locked and unlocked based on the schedule of classes and events they receive each week from the Registrar’s office. They will set the schedule for the week, including the weekend, and then make changes accordingly the following week. This is much more efficient than employees having to physically lock and unlock the doors each day.

There are more phases to the project; however, continuation of the project will be contingent on funding.
Shop of the Month—Work Information Center

Employees in the Work Information Center (WIC) are supervised by Ivan Lyall, application manager for Facilities Operations. Ivan is responsible for all software updates/upgrades for the department and is currently working on several large projects. He is part of the team working with Kronos, our time-keeping system, to transfer hours worked from Kronos into Banner. This will help our payroll staff to be much more efficient. Facilities Operations uses the TMA system for our work orders and Ivan is working with Housing and Residence Life for them to be able to use the TMA system for their work orders.

The Work Information Center (WIC) is the hub of Facilities Operations, frequently being the first point of contact for the department. Arleen Westmoreland serves as receptionist answering phone lines, dispatching staff to take care of work requests, distributing keys, and entering employee training hours.

Some of the duties Gail Hernandez is responsible for is to assist Ivan with computer issues and repairs, receive and issue inventory, set up bio-metrics for employees in Kronos, and serving as our webpage administrator. Some of Janet Elmore’s duties include designing reports in various programs, managing the PM system, and creating the monthly safety report. Everyone in WIC is responsible for receiving and completing work orders in the TMA system. In a typical month they generate 950—1000 preventive maintenance work orders, create 900 new work orders, and complete 1800—2000 work orders. In the midst of all of this paperwork, they perform such a variety of duties that their activities can vary widely on any given day.

Ivan and his team keep up with new trends in technology. They support all of the desktop computers in Facilities Operations, work with Parking Services on the gas pump computer system, work with payroll to verify overtime and work with accounting personnel to ensure billing is correct on the work orders.

Recyclemania Update—Where do we stand now?

Recyclemania has ended, though final scores are not yet available. Our current standing is 28%, compared to some of our neighboring universities—Guilford College 68%, NC State 23%, UNC Chapel Hill 26%, Duke 31%, ECU 21%, Virginia Tech 20%, Clemson 30%, and USC 20%. UNCG competed in six categories again this year—Gorilla Prize, E-cycleMania, Per Capita Classic, Waste Minimization, Food Service Organics, and Grand Champion. UNCG placed 156 out of 273 schools last year with a 28% recycling rate, up from 20% the year before.

Be sure to check out the Recyclemania profile page or our May newsletter for UNCG’s final score.
Congratulations to the BEST of April

Paul Bigelow—First Shift

Scottie Gant—Second Shift

Happy Anniversary (March and April)

Terry Goins—Grounds—32 years
Katie Sales—Facility Services—27 years
Jeff Hawkins—Grounds—25 years
Travis Holcomb—Buildings & Trades—22 years
Sarah Cottrell—Facility Services—19 years
Peter Ashe—Grounds—15 years
Geraldine Coppedge—Facility Services—15 years
Erick Gardner—Facility Services—15 years
Tony Hamilton—Facility Services—15 years
Butch Landreth—Utilities—13 years
Ralph Farmer—Facility Services—13 years
Charles Webster—Facility Services—13 years
Koami Amaglo—Facility Services—9 years
Willie Dowd—Facility Services—9 years
John Richardson—Facility Services—8 years
Bai Rmah—Grounds—8 years
Scottie Gant—Facility Services—7 years
Dora Frimpong—Facility Services—7 years
Leroy Arrington—Facility Services—7 years
David Alcon—Utilities—6 years
Clifton Quick—Facility Services—6 years
Lillie Walls—Facility Services—6 years

Donald Joyce—Grounds—4 years
Doug Shelton—Grounds—4 years
Betty Patterson—Facility Services—4 years
Robert Owens—Buildings & Trades—3 years
Deborah Joyce—Facility Services—3 years
Marty Pridgen—Utilities—3 years
Michael Jumpe—Utilities—3 years
Donald Autry—Utilities—3 years
Barry Michaels—Utilities—3 years
James Mason—Facility Services—3 years
Ted Crawford—Grounds—2 years
Rhonda Goins—Facility Services—2 years
Jerome Isley—OWRR—2 years
Robert Simpson—Facility Services—2 years
Lonnie Watford—Facility Services—2 years
Ernest Brooks—Facility Services—1 year
Melanie Sawyer—Facility Services—1 year
Joseph Hall—Facility Services—1 year
Ken Lewis—Utilities—1 year
Daniel Russell—Utilities—1 year
Martin Atama—Facility Services—1 year

If you have any questions, kudos, projects, or ideas—please send to:
Vickie DeBari at vjdebari@uncg.edu or Jeannie Lasley at jalasley@uncg.edu
**March Safety Update**

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<th>March 2014</th>
<th>For Year Ending 3/31/2014</th>
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<tr>
<td>Number of Accidents/Injuries</td>
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<td>Safe Days Record (since 1/1/10)</td>
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<td>Safe Days Goal</td>
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<td>Lost Work Days - Equivalent # of Positions</td>
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The Importance of Safety in the Workplace

A serious workplace injury or death changes lives forever—for families, friends, communities, and co-workers too. Human loss and suffering is immeasurable. Occupational injuries and illnesses can also provoke major crises for the families in which they occur.

Every person who leaves for work in the morning expects to return home at night in good health. That is the most important reason to create a safe and healthy work environment. **So, what are the employer and employee’s responsibilities to ensure this happens?**

Employers have the responsibility to provide a safe workplace free of serious hazards and must comply with OSHA standards.

Employers must correct safety and health hazards immediately. They also have to try to eliminate or reduce hazards first by making changes in working conditions rather than just rely on personal protective equipment. Switching to safer chemicals or using ventilation systems to clean the air are examples of effective ways to minimize risks.

Employers must ensure employees have and use safe tools and equipment, and properly maintain this equipment.

Employers must provide safety training to employees as required by OSHA standards.

Employers must ensure all employees have the required personal protective equipment (PPE) for their job.

****

Employees are responsible for recognizing safety and health hazards. To do that, you must understand what constitutes a hazard. Extreme hazards are obvious, however, more subtle ones may be harder to recognize. Some subtle hazards include frayed electrical cords, a loose machine guard or something that just doesn’t look right. Using your instincts is a big part of recognizing hazards. Beyond recognizing hazards, it is also the employee’s responsibility to correct them or report them to someone who can correct them.

Employees must practice good housekeeping. It is a major part of keeping your work area safe, not only for you but your co-workers as well.

Employees must wear correct personal protective equipment (PPE). Your employer provides PPE, but it is your responsibility to wear and/or use it **correctly**.

Employees should attend all safety training provided by employers. It helps you identify job hazards and take the appropriate precautions.

Employees should read and understand Material Safety Data Sheets (MSDS) and know the hazards and safe work practices for all of the chemicals you work with.

**Employees are responsible for the safety of their own actions while on the job.** Always keep thinking. Even if you’re doing your job safely and you are avoiding hazards, there are often even better ways to work safely. If you have ideas for improving the safety of your job or that of co-workers, share them.