Stephen Head joined Facilities Operations Utilities as a Fire Alarm Technician in June 2017. Stephen has over 20 years working in the Fire Alarm industry, with 11 of those years as a superintendent with SimplexGrinnell. While there, he supervised the installation, programming, and testing of large fire alarm system projects at high rise buildings, schools, office buildings, hotels, and condos.

Yasra Arshad was hired in June 2017 as the new, part-time receptionist for the Customer Service Center in Facilities Operations. Yasra has worked in a customer service role for 4 1/2 years, and interned at a local elementary school during part of her undergraduate work. She graduated from UNCG in December 2016, and has lived in High Point with her family for many years.

Erik Schuman transferred to Facilities to begin work as the new Warehouse Services Associate in June 2017 after working in UNCG Postal services for five years. Prior to coming to UNCG, he had 11 years of experience supervising the day-to-day operations of Video Review in Greensboro, NC. His work experience has provided him with the skills needed to organize and keeps records of large quantities of inventory.

Kenny O’Carroll was hired as a full-time Housekeeper in Facility Services in June 2017. Kenny has over six years of experience working as a Floor Technician and Environmental Service Technician for Moses Cone Hospital. He has worked over a year as a custodian with Guilford County Schools. Immediately prior to coming to UNCG, Kenny also worked as a truck driver for Expedite Express.

Bill Chatfield has worked at multiple universities over the last 25 years in different positions, but always related to design and construction. Bill grew up in Greensboro, and as a result, he is especially familiar with the older parts of the campus and the city. His favorite things to do involve outdoor activities in the mountains or at the beach. He has family spread all over NC and through most western states, which occasionally gives him an excuse to take trips out west. He joined the FDC team in June 2017.
Facilities Design & Construction: Chiller Plant Construction

The UNCG Board of Trustees in May 2017 approved the exterior design plans, and authorized construction for the new chiller plant on the southern part of campus. The new South Chiller Plant, located at the corner of Forest Street and Oakland Avenue, is scheduled to be constructed over the course of a year, beginning in Spring 2018. Its design will complement the chiller plant already located on the north side of campus in McIver Deck.

The South Chiller Plant will provide capacity for the Nursing and Instructional Building and enhance reliability of the entire campus chilled water system. The new plant will feed chilled water to mechanical units on campus through underground lines to the increasing amount of campus space brought on line in recent years. This chiller plant will need to be operational when the new Nursing and Instructional Building opens.

Information provided by Mike Harris and featured in Campus Weekly (May 2017).

HUB: Triad Coalition Event

The UNC System Triad Coalition was excited to host its 7th Annual Minority Construction and Supplier Outreach Event on Wednesday, May 24th in the UNCG EUC Cone Ballroom.

The Triad Coalition is an important collaboration of the HUB Coordinators from UNC Greensboro (Tony Phillips), Winston-Salem State University (Brenda Fulmore), and NC A&T University (James Griffin) that focuses on the capacity building of minority firms, bonding issues, targeting and identifying State contract opportunities, and small/minority business relationships.

This year’s theme of “The North Carolina Bond That Connects!” included a panel session on "Diversity State of Mind" in which Jorge Quintal, Associate Vice Chancellor for Facilities, participated. At the very successful event, Michael A. Leach, State of NC Office of the Governor, delivered a proclamation from Governor Roy Cooper proclaiming the fourth week in May 2017 as "University of North Carolina System Triad Coalition Construction and Supplier Outreach Conference” week in North Carolina, and commend its observance to all citizens.
Ladder Safety

In 2013, 175,790 people were hospitalized due to ladder injuries and nearly 20,000 people were injured and 133 died due to falls from workplace ladders or scaffolding. Of all occupational injuries, falls are the second leading cause of death next to highway crashes. Follow these tips to prevent falls and other injuries from improper ladder usage:

Choose the Right Ladder
- Choose the right size and style, and be sure to follow the directions on the ladder before you climb.
- Some things to consider:
  - How high do you need to reach?
  - How much weight will the ladder need to hold?
  - Is it an indoor or outdoor job?
- Prior to use, ladders must be inspected and any that are broken, are missing rungs or are rusted or corroded must be immediately taken out of use until repaired.
- Ensure that you clearly mark them with a “Do not Use” sign. Do not return to use until the ladder has been repaired in such a way that it meets its original design criteria.

Start with a Firm Foundation
- Always place the ladder’s base on a firm, solid surface and avoid slippery, wet or soft surfaces.
- If you must place the ladder on a soft surface, place a board under the ladder’s feet.
- Never lean a straight or extension ladder against an unstable surface.
- A straight or extension ladder should be placed 1 foot away from the surface it’s resting on for every 4 feet of the ladder’s height.
- Securely fasten straight or extension ladders to an upper support.
- Make sure step ladders are open completely before climbing.
- Never place a ladder on a box, barrel or other object to gain additional height.

Climb with Care
- Always face the ladder and grip the rungs, not the side rails.
- Maintain three points of contact with the ladder: two hands and one foot or two feet and one hand.
- Never get off a ladder from the side.
- Make sure extension ladders extend 3 feet above the platform you’re trying to reach.
- Do not stand higher than the third rung from the top.
- Don’t lean or overreach; reposition the ladder instead.
- Don’t climb while carrying tools; use a tool belt.
- Wear slip-resistant shoes.
- Remember, only one person should be on a ladder at a time.

Consider the Conditions
- Do not use extension ladders in windy or inclement weather.
- If bad weather arises, climb down immediately and wait for it to pass.
- Clean the ladder after each use to prevent dirt buildup, especially if it’s left outside in wet or muddy conditions.

Sources: National Safety Council and OSHA
**Business Affairs Service Pins**

On Thursday, May 25th, the Business Affairs division gathered together at Fountain View Dining for the second year to recognize employees for their years of service to UNCG Business Affairs. The following Facilities employees were awarded service pins for their time working in Business Affairs:

### May Anniversaries

- **Paul Dow** — 20 years
- **Larry Meris** — 1 year
- **Tiffany Armstrong** — 1 year
- **Tifinie Mills Pegues** — 1 year

### June Anniversaries

- **Kim Mitchell** — 20 years
- **Marshall Hankins** — 10 years
- **Mark Lasley** — 10 years
- **Maria Lopez** — 10 years
- **Jay White** — 10 years
- **Bill Tillman** — 1 year
- **Jarrod Pratt** — 1 year

### Service Pins

- **5 years**
  - Herman Crawford
  - Gary Denny
  - Rhonda Goins
  - Bernard Goodwine
  - Latoya Jones
  - James Lyles
  - Jeremy Murray
  - Eddie Newsome
  - **10 years**
  - Joe Borden
  - Jason Dill
  - Carlo Frate
  - Dora Frimpong
  - Scottie Gant
  - Linda Gant
  - Andrew Gwyn
  - Rick Haferbecker
  - **15 years**
  - Rebecca Jones
  - Lori Krise
  - Genaro Perez
  - Fisher Reaves
  - Chris Smith
  - John Tinnin
  - Dareck Beasley
  - Todd Beck
  - Ann Johnson
  - Sam Locklear
  - Cynthia Logan
  - Charles Webster

### 20 years

- Cynthia Barnes-Phipps
- Teddy Hyatt
- Cynthia Louis
- John Pope
- Robin Rorie

### 25 years

- Ken Hall
- Travis Holcomb

### 30 years

- Sandra Redmond

### 35 years

- Terry Goins

---

**Sustainability: LimeBike!**

The Sustainability Office is working to aid in promoting the new bike share program on campus. On June 1st UNCG POCAM launched the first dockless bike share program of its kind in the USA. 125 LimeBikes in honor of UNCG’s 125th anniversary have been placed on campus for anyone to use. Bikers download the LimeBike app on their smart phones and then use it to scan the back of the bike and unlock them. The first ride is free and then rides are 50 cents per half hour for UNCG students and employees and $1 for anyone else.

The smart bikes contain GPS trackers that enable riders to see the closest available bike on a map when the app is opened, and allows LimeBike to know where bikes are so they can rehome them to be spread around campus. The bikes can be left at any designated bike area, such as a bike rack, in the city of Greensboro. As a highly visible and fun emission-free mode of transportation, LimeBike is a great addition in building our culture of sustainability on campus! The program has been a coordinated effort with the city of Greensboro who plans to expand the program city-wide in the future. For more information on the program, check out [https://parking.uncg.edu/sustainable-transportation/bike/limebike/](https://parking.uncg.edu/sustainable-transportation/bike/limebike/).

---

**The Sustainability Office Has Moved!**

Come visit the new Sustainability Office! Previously located in Mossman, the Sustainability Office has relocated to 108E Moran Commons. The Sustainability staff is excited about its increased visibility under the dining hall, and plans to use its location to also showcase sustainability focused art. In keeping with the mission of sustainability and Reduce> Reuse> Recycle the office is almost completely furnished with rehomed materials from the Surplus Warehouse.

Many thanks go to Campus Enterprises for making space available in Moran as a part of remodeling for Business Services and to Facilities Design & Construction for coordinating design of the modern, hip looking space. Come see us next to the re-opened mail pick up window!
You may have recognized a familiar face around campus lately. Howard Doyle returned to FDC on a short-term basis to assist the department with managing the increased project workload. Howard retired in June 2013 after 17 years serving as the university architect. Howard’s expertise and experience in design, along with his vast familiarity with campus, allowed him to step right in and make a positive impact within the department. If you see Howard around campus, or other retired facilities staff, please thank them for their service and dedication to this great university!

Matt Takacs, Facilities Design & Construction

The Department of Accounting and Finance is very blessed to have Craig Rumley as our maintenance man. He does a fine job at whatever he is asked to do and never has an attitude about helping us out. He is a team player and helped the plumber several months back fix a major leak and flood in the department. He never complained or grumbled one time. We could not ask for nor have anyone more kind, generous, smart, and who knows how to fix any and everything.

His work speaks for itself and his performance is FAR, FAR above expectations! I hope management realizes what an asset Craig is to Facilities, the buildings he is responsible for, and the university as a whole.

Paula Terrell, Accounting and Finance

Yasra Arshad:
I just wanted to let you know that you are doing an excellent job dispatching calls for the Facilities Operations shops. Glad to have you on board in our group.

Mark Cable, Facilities Operations

A big thank you to Vincent Whitt for his assistance with Forklift Training (in the blazing sun). He willingly demonstrated how to operate the forklift and provided helpful information based on personal experience and knowledge. His eagerness and willingness to step in and help out is most appreciated!

Kara Milton, Environmental Health and Safety

I am writing to praise the work and recognize the spirit of excellence that is evident in Sylvia Benavides, a member of the housekeeping staff assigned to the Mossman Administration Building.

Sylvia is a wonderful co-worker and always, always shares her positivity, infectious kindness, and warmth. She is a bright light on campus. We truly appreciate her.

Macea Whisettse, Office of the Vice Chancellor for Business Affairs

Thank you to Lester Rogers for taking the initiative and bringing the multi-gas monitor for demonstrations/hands-on purposes to the recent Confined Space training! Your forethought is greatly appreciated!

Kara Milton, Environmental Health and Safety

This letter is to convey gratitude and appreciation to Stephen Head for his service to me this afternoon. I am the Administrative Assistant in Lloyd International Honors College, and our office had prepared sixteen heavy boxes of files to be shredded.

We needed to get the boxes moved downstairs in preparation for the shredding event that is taking place tomorrow (June 23rd). Foust Building does not have an elevator, and neither myself nor available colleagues would have been able to safely take these heavy boxes down the stairs.

Stephen was doing work on my floor in his capacity as your employee, and I asked if he would assist me in taking the boxes down. He did so graciously and expertly, with professionalism and a very positive attitude. I hope I was not out of line to ask for his help. It was really needed, and he stepped up. I wanted his supervisors to hear of his good work for the Honors College today.

Margaret Patton, Lloyd International Honors College
Employee Recognition Awards

Employees met on Thursday, June 15, 2017, for the second of this year’s Facilities Employee Recognition days. The guest speaker for this event was Dr. Christopher Poulos, professor and head of the Department of Communication Studies at UNCG.

Twice a year, employees are nominated by their co-workers for outstanding service in the areas of Customer Service, Safety, and Collaboration/Teamwork. The winners for the June 2017 program were: Sam Waters (Utilities) for Customer Service, David Alcon (Utilities) for Safety, and Craig Payne (Facility Services) for Collaboration/Teamwork (not pictured by employee preference).

Other employees nominated were: Sylvia Benavides, Josephine Hall, Juanita Hawkains, Teddy Hyatt, Debbie Joyce, Diane Logan, James Mason, Jim Mohr, Eddie Newsome, Richard Ratcliffe, Amanda Teer, and David Thornberry.

Congratulations and thank you to the winners and nominees for this summer’s awards. Please be sure to nominate your co-workers who go above and beyond to provide outstanding service to the Facilities department, as well as the UNCG campus, for the next set of awards in January 2018.

2017 Business Affairs Conference and Expo

The 2017 Business Affairs Conference and Expo will be held on Wednesday, August 2nd in the EUC. The day long conference will consist of training workshops featuring Campus Enterprise, Facilities, Finance, and Human Resources. To attend the conference, employees will need to register at bafexpo.uncg.edu. Registration begins June 1st and will remain open until July 21st, or until maximum attendance is reached. Early registration ends on July 7th.

If you are unable to attend the conference, be sure to visit the free Business Affairs Expo between 11:30 AM and 2:00 PM!
Volunteers are needed for Move-In 2017 from Wednesday, August 9 through Friday, August 11, 2017. Facilities is once again helping transfer student belongings from the McIver parking deck to the high rise residence halls. We need as many as 60 people each day for half day shifts to help load and drive carts.

Reasons to volunteer for Move-In 2017:
- Provide a warm welcome to the students and parents that is much appreciated;
- Provide an opportunity for teamwork with coworkers who appreciate the help;
- Do something different for part of a day and have fun;
- Provide an opportunity for overtime pay if you work over 40 hours;
- Free UNCG Move-In 2017 t-shirt;
- Free lunch, snacks and refreshments; and
- Remember, we are here for the students and we cannot do it without you!

Please volunteer on the sign-up sheets next to the Sink Building first floor break room. Volunteer sign-up lists will be posted during the week of July 3rd.

Please call Jon Soter at 256-0434 with questions or concerns. Thank you for your willingness to help!

Facilities Design & Construction’s project list was growing and required a streamlined system to more efficiently manage data input and reporting to clients. It was decided the solution was to move all the information that FDC had spread out among different Excel spreadsheets and an old Microsoft Access database to a new, more robust, Microsoft Access database.

Before FDC could hit the ground running, the entire department needed to learn how to effectively use Access. FDC’s Administrative Assistant, Jennifer Feehan, contacted GTCC regarding an Access class that was listed in their course catalog. GTCC was willing to administer the class on the UNCG campus so that the department could receive affordable training on site during July and August 2016. Training included six 4-hour classes where basic to intermediate skills were covered, including: building databases, designing forms, running queries, and generating reports.

Once classes were complete, Jennifer, and fellow Administrative Assistant, Nereida Haines, got to work on building the new database. The goal was to have all current projects and necessary information related to those projects in the database by Thanksgiving. Jennifer and Nereida worked tirelessly to accelerate the timeframe, and the new database was deployed on October 3, 2016.

Since transferring all project data to Access, FDC is now able to provide an unlimited number of customized reports without having to duplicate efforts. It has also been helpful for the project managers to be able to track the status of their projects all in one location. The database continues to be tweaked as new needs are discovered and is constantly evolving, but it is proving to be a huge asset for the department.
# JULY 2017

<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><strong>University Closed</strong></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td></td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25 Hazard Communication, Campus Supply, 9:00, 10:00, &amp; 11:00 AM</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>30</td>
<td>31</td>
<td>Ladder Safety/Fall Protection, Campus Supply, 10:00 &amp; 11:00 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Does your department or committee have an event coming up in September or October? Send the information to Elizabeth Jordan to have it added to the newsletter calendar.
<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>2</td>
<td></td>
<td></td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>1</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>12</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
</tr>
</tbody>
</table>

**Meetings**

- **August 2017**

**Announcements/Notifications**

- Business Affairs Conference, EUC, 8:00 AM-4:00 PM
- Facilities Luncheon, Location TBD, 11:45 AM
- Student Move-In Time TBD
- Staff Senate Meeting, 10:00 AM-12:00 PM
- Operations Safety Committee Meeting, Campus Supply, 10:00 AM
- Hot Work Training, Campus Supply, 9:00 & 10:00 AM
- RESCHEDULED: Cram-and-Scram Rummage Sale, EUC Cone Ballroom, 8:00-11:00 AM

**Holidays/University Closed**

- Holidays

**Training**

- Training
DID YOU KNOW?

**Warehouse Surplus Sales**

You can receive free emails weeks before OWRR Warehouse Surplus sales. To be notified of upcoming sale dates and get access to inventory pictures, register at: [https://warehouse.uncg.edu/surplus-sales/subscribe-to-uncg-surplus-sales-e-mail-list/](https://warehouse.uncg.edu/surplus-sales/subscribe-to-uncg-surplus-sales-e-mail-list/).

**HR UPDATE!**

For those that may not have seen it in the Campus Weekly article mid-June, the State Health Plan is conducting a dependent eligibility verification audit. This verification for dependents ONLY applies to medical coverage and does not include dental or other benefits. The audit is currently in progress, and will conclude on **July 31, 2017**. For instructions on how to submit documentation, please visit: [http://ure.uncg.edu/prod/cweekly/2017/06/13/state-health-plan-dependent-eligibility-verification-audit/](http://ure.uncg.edu/prod/cweekly/2017/06/13/state-health-plan-dependent-eligibility-verification-audit/).

**Promotion:** Congratulations to **Richard Ratcliffe** of Facilities Operations on his promotion to PM Coordinator in Utilities! Richard’s promotion was effective as of June 2017.

**Awards:** UNCG’s Department of Environmental Health and Safety is happy to announce that UNCG has been awarded with a NC Department of Labor Million Hour Award in recognition of working 1 million employee hours with no cases of injury or illness involving days away from work. This award was based on the time period between September 24 and December 31, 2016. We are very thankful for the commitment to safety that has been displayed by UNCG employees and are very proud to have achieved this milestone! **Left:** Jorge Quintal accepted the award during the Employee Recognition Awards ceremony on June 15th.

**Retirements:** **Peter Ashe,** Sports Turf supervisor, and **Hoyte Phifer,** Assistant Director of Facility Services, both retired on May 31, 2017. Peter and Hoyte retired following 18 and 22 years of service, respectively. As mentioned in the previous newsletter, both **Joe Borden** and **Ray Montgomery** (pictured below) retired at the end of May 2017.

**Facilities Employees Around Campus**

**Contact Us**

Questions, kudos, story ideas, or suggestions?

Please send to the Newsletter Committee at: [http://goo.gl/forms/gvQHFF2ei](http://goo.gl/forms/gvQHFF2ei)

A UNCG log in is required for this form.

All information for the next issue will be due to the Newsletter Committee by **August 15, 2017**.