Dedicated to the maintenance, operation, and improvement of the University’s facilities and grounds.

May & June 2018

STUDENT MOVE-IN
CALL FOR VOLUNTEERS

Wednesday August 8th -10th

Look for volunteer sheets over the next few weeks or contact Jon Soter!

Training Opportunity

ePosition Management Training

Several workshops have become available for supervisors and admin who submit position actions in SpartanTalent. This is a required workshop if you will be working with modifying positions. These workshops will be offered for two weeks starting Monday, July 9th. Sign up on UNCG’s Workshops & Events webpage.

Certification Recognition

Congratulations Andrew Gwyn!

Andrew has completed his EST3 Series certification. This is a week-long factory training program for applications and programming of the EST3 Series for fire alarm panels.

Department Name Change

The Office of Space Management (OSM) has changed their name. Now they are the department of Space Utilization and Planning (SUP).

Enjoy your day off this July 4th! Remember to stay safe this holiday when you cook out, and enjoy the fireworks.

2 New Employees, Anniversaries & Retirements
3 Employee Shout Outs
5 Gray Home News & East Zone Activities
6 Grounds Tour & Training and Certification Recognition
7 Spring 2018 Employee Recognition Awards
9 Employee Field Day
10 Safety Corner

May

1st Shift Robert Swanson
2nd Shift Jacqueline Bryant

June

1st Shift Rebecca Dawkins
2nd Shift Rebecca Jones
Retirements

Ray Riggins, Facility Services, retired June 1st after 28 years of service to the State, 19 of which were served with UNCG. Ray worked on first shift taking care of the Coleman building’s second floor. Throughout his time with the department, he was recognized for his diligent work ethic and was recognized as Facility Services’ Employee of the Month by his supervisor. He was well liked by the clients in his work area and his co-workers.

Josephine Hall, Facility Services, retired June 1st after 18 years of service to the State of North Carolina. During her employment at UNCG, Josephine worked first shift and was responsible for the second floor of Stone building. The numerous positive shout outs she received over the years is a testament to her dedication and how well loved she was by her clients.

Facility Services is grateful to have had Ray and Josephine as employees. We wish you both the happiest years in your retirement; thank you for your years of service and congratulations!

Facilities Anniversaries

May

Liz Swinson—10 years
Imro Comvalius—20 years

June

Bill Chatfield—1 year
Erik Schuman—1 year
Kenny O’Carroll—1 year
Stephen Head—1 year
Yasra Arshad—1 year
Jill Snowdon—20 years

Staffing Updates

Jacob Brown joined the Facilities Operations department as an Electrician in May 2018. Jacob has 19 years of electrical experience in maintenance manufacturing, building automation control systems, and commercial electrical construction. He is licensed as a NC Electrical Contractor.

Michael Miller began working as a Controls Technician for Facilities Operations’ Utilities in June 2018. Michael joins UNCG from employment at Future Foam, Inc., where he has designed, built, installed, and tested electronic control systems for various portions of the polyurethane foam manufacturing process. He served in the U.S. Navy as an Electronics Technician for several years. Overall, Michael has over 20 years of experience working with HVAC, repairing, troubleshooting, and preventative maintenance.

Chanel Stewart is a new hire working in the Sustainability office under Shanna Eller.

Katherine Zoller is a new hire working in the Sustainability office under Shanna Eller.
Good morning Ross [Rick]:
Your team did a fantastic job on the Mossman lobby floor. I really appreciate your efforts!

Jorge Quintal
Associate Vice Chancellor for Facilities

In most cases all orders are completed in a timely manner. As concerns Jay [White], he is great, and always tried to come by very quickly to address any issues.

I do not remember exactly how much time was between me placing an order and having work completed. I remember Jay coming nearly immediately after I called in about the burnt bulb, though it required him to look for the appropriate bulb. He tried to find the best match since the lamp is old and, possibly, the dual bulb switch does not work or cannot be restored. Jay took initiative to look for the most appropriate bulb to be installed and had to get it before he finished his job, though in the meantime he installed a bulb he had available so that I was not left without the light.

Olga M. Olejarczyk
Communication Sciences & Disorders

Mark Cable does a good job, especially in knowing that our area has clients who can be sensitive and private. He kept the noise in check while working on repairs.

Myrtle Park Hariston
Psychology

A quick note of appreciation from me regarding Ken Pearce. To make a long story shorter, I asked Alexandra Marchesano from Campus Activities to meet with Ken to discuss some concerns she had. Ken was attentive, responsive, and followed up with me after to let me know he’d resolve concerns. I very much appreciate his quick involvement and dedicated response. As I told him, I respect his high standards, and I always trust his work and his commitment.

Thanks for hiring great people – it sure helps to make all our jobs easier!

Jim Settle, Ph.D.
Associate Vice Chancellor for Student Affairs

I'd like to say thank you, on behalf of myself and Christine Murray, for the flexibility and dependability of Mike [Moser] and Larry [Merris] in the paint shop. They picked up a few pieces of furniture for painting and delivered them back to us, working around our schedules and going above and beyond to accommodate our schedules. We still have a couple of things with them for painting but I wanted to let you know how much we appreciate their hard work!

Mitzi Lorenz
Counseling and Educational Development

Want to express my heart felt thanks for your very good work in planning, organizing and leading the event held Thursday, June 21st. I can say, with no doubt, that this is one of the best employee recognition events we’ve had.

I realize that there are many details that need to be taken care of, and that a great deal of effort is invested and executed in such outstanding manner.

Please share my appreciation with the many volunteers that joined the committee in making sure everything was taken care of.

I appreciate all of you!

Jorge Quintal
Associate Vice Chancellor for Facilities
Another fiscal year has come and gone, and with it, another steam shutdown. This year, the shutdown began on Friday, May 4th at 4:00 p.m. and took the majority of the weekend to cool down to a temperature that would allow our employees to safely work on necessary annual repairs. Everyone in the plumbing shop was fully on board repairing multiple steam, condensate, and piping issues within the University’s steam infrastructure. All of the plumbing shop employees worked extra hours and collaborated together to get these projects finished on time so that they could get the steam system back up and running for the campus plumbing and HVAC systems.

Employees working in the steam plant also had their work cut out for them during this five-day stretch. They worked on and repaired pipes and locations within the plant that normally hold back a dangerous amount of scalding hot steam. Their major repair this year was the replacement of a main feed pump. This feed pump, which normally supplies the boiler with water for steam conversion, had lost its ability to adequately supply the necessary amount to the boiler and was in desperate need of replacing.

The steam plant was lit again the following Wednesday, May 9th at 4:00 p.m., and took approximately eight-and-a-half hours to reach full pressure again.

Facilities Design & Construction is overseeing several ongoing projects. Some, like the renovation of our high-rise dormitory, Cone, are finally coming to a close. Others, like the Nursing and Instructional Building, are just beginning to take shape. The following are project updates for a few of our most recent and anticipated projects:

**Nursing and Instructional Building**

Crews have nearly completed excavation of the building pad, having recently removed a considerable amount of rock. Buried utilities are in the process of being relocated to avoid the structure’s new foundation. Deep foundation work will begin in July.

**Cone Residence Hall Renovation**

The total building renovation is nearing completion. Final inspections are being completed, punch-list items are being checked off, and preparations are being made for furniture delivery.

**South Chiller Plant**

Deep foundation work (caissons) was completed at the end of June, where McKinney drilling will be demobilizing this week. The balance of the foundation system (pile caps and grade beams) will be installed during the month of July. Buried utility work will also continue through July.

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**Shut it Down!**

**Shut it Down, Now!**

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- Steam and water temperatures in the boiler average 366 degrees.
- The steam tower is 180 feet tall.
- Each of the four boilers in the steam plant hold an average of 3,346 gallons when completely flooded, totaling 13,387 gallons of water actively in use.
- In the summer, the steam plant produces a half million pounds of steam a day.
- In the winter, they produce one-and-a-half million pounds per day to keep up with the needs of campus.
- The steam plant runs 24/7 every day, except during the annual shut down.
Facilities SuperVISION

On June 12th, Andy Currin (Grounds), Kelsey Hewitt (Facilities Operations), and Michael Swaim (FDC) completed UNCG’s SuperVISION training, as many supervisors before them. The SuperVISION program, which is held weekly for 10 weeks, provided them with the tools needed to effectively manage people, projects, and money so that they could help their departments meet their respective strategic goals and missions. The course was beneficial because it not only reinforced commonly used management practices, but also introduced management policies new or unique to the UNC system.

Mossman’s Cooling Tower

In May, the heating and air at Mossman was disrupted when the large cooling tower located on the buildings west side stopped functioning properly. Originally assumed to be related to the steam shutdown also in progress, this was quickly found not to be the case as temperatures in the building were rising instead of falling.

The cooling tower is able to pull unwanted heat from the system cycle by allowing air and water to come into contact with one another, effectively lowering the temperature of the cycling water. This water, originally heated by the air handling units and other equipment it passes through, is then used in the air conditioning process.

After investigation by Facilities Operations’ HVAC shop, the issue—bearing failure—was located. The bearing damage required not only the replacement of the cooling towers bearings, but also the fan shaft that ran the whole tower. It took only one day to repair the tower and get it up and running again only to have the misfortune of having three internal drives damaged by a steam leak when the steam plant came back up to speed just a day later. These damaged drives caused complications with the condenser, condenser pump, and the cooling tower fan and put the tower out of service once more.

Every shop in Utilities had a hand in getting the tower up and running the second time: Plumbing repaired the steam leak, Electrical bypassed the power breaker, Controls monitored the building’s temperature, Life Safety repaired and replaced alarms damaged at the same time, and HVAC, with the help of a contractor, repaired the damaged drives over the weekend to get the tower in working order again within the week.

Some sessions of the training program were focused on providing participants with tools for engaging employees, including how best to encourage and guide employees in their work, how to serve employees as both a mentor and a supervisor, and how these actions can encourage positive feedback and promote productivity. The session on project management proved to be helpful, as the topic taught participants how to plan and organize tasks that need to be done, determine what tasks could be delegated, and support employees who have been delegated portions of projects.

The workshop did well to provide the participants with a comprehensive understanding of the challenges supervisors face in the world of management.
OWRR’s Annual “Marathon”

The Office of Waste Reduction and Recycling is often busy at the end of the school year hosting various annual events on top of meeting the increased requests from clients and assisting with summer event coverage. We want to recognize the success of OWRR and all they’ve done over the past couple months.

Cram & Scram

During this yearly event, 135 containers were delivered to 17 Residence Halls to collect everything students left behind, from clothes to electronics and even furniture. This year’s haul was almost 7 tons. Everything is then sorted and organized. For the third year in a row, OWRR was assisted by eight UNCG Guarantee Scholars in their sorting and organizing efforts. Though a last-minute change in date to May 26th resulted in very little turn out, 470 goods sold at $0.50 each, totaling a collection of $235.

Dorm Furniture Clean Out

After commencement, more than 1,400 pieces of furniture were donated from Housing and Residence Life to the Surplus Warehouse. Most of this furniture was sold during the May surplus sale, generating more than $6,000 of revenue.

Shred-A-Thon

The Shred-A-Thon provides an opportunity to shred paper documents with sensitive or confidential information for free. This opportunity is an annual event hosted by OWRR where a mobile shredding truck comes to campus equipped for the task. More than 30 securely locked containers were delivered across campus, filled, and ultimately fed to the mobile shredder. This year, rather than having the truck parked at the library circle, it was parked on Kenilworth near the ball field. This new location was utilized with great success and throughout the course of the event OWRR shredded and recycled nine tons of paper.

OSHA Safety—Getting Compliant

Along with the other safety walks done by the Department of Insurance across campus, the Surplus Warehouse was no stranger to receiving a list of items that needed their attention. Prompting a spring cleaning so appropriate repairs could be made, the warehouse cleaned out its rack system and recycled 12 tons of material so safety enhancements could be completed.

Gearing Up Moss Street

Surplus hosted UNCG’s partnership school, Moss Street, at the warehouse to tag items for later retrieval. Many faculty from the school came looking for new tables and chairs to use in the classrooms. One teacher, thinking outside the box, tagged several wardrobes that had been donated to surplus from Philip Hawkins International Dorm. She said she planned on using them as a place for her young students to hang their coats and store their backpacks.

Erick Schuman, Vince Whitt, Ben Kunka, and Zach Hyatt welcoming the Moss Street faculty to the Surplus Warehouse.
Twice a year Staff Senate purchases flowers to plant to keep the Sullivan Garden on Greensboro’s Greenway looking nice. The Sullivan Garden, if you’ve never heard of it, is a decent sized bed of flowers and other upkept foliage located across from the Gate City Boulevard exit off Freeman Mill Road. It is maintained just behind a decorative arch with a blue latticework sculpture intended to look like a book topping it.

The Grounds crew happily assists with this biannual event, and they occasionally provide extra flowers from campus so that Staff Senate can retain their flower fund for the next time. This year, Staff Senate and their volunteers, J. Chastain (Peace & Conflict Studies), Jennifer Feehan (Facilities), Ryan Collins (HRL), Debbie Reynolds (Facilities), and Lori Krise (Facilities), were accompanied by Kevin Siler and Jeff Hawkins (Grounds) on May 11th. They helped them plant Firework Gomphrenas, Red Lantana, and Red-Hot Pokers (kniphofia). They also assisted Staff Senate in adding compost, slow release fertilizer, and mulch to complete the garden beautification.

Throughout the year, Grounds also maintains this city-owned flower bed, periodically weeding, deadheading flowers, and watering as needed. Grounds Deadheading is the act of removing faded and dead flowers from plants, allowing them to continuously bloom throughout the growing season.

Grounds is slated to help Staff Senate again in October for their fall upkeep and replanting. If you’re interested in getting out there and helping Grounds and Staff Senate keep up the Sullivan Garden, visit the Staff Senate website at https://staffsenate.uncg.edu/ for the schedule.
The second Employee Recognition Awards ceremony of 2018 was held on June 21, 2018. Good weather attributed to a wonderful cookout following the ceremony.

Dr. Michael Perko, from UNCG’s Department of Public Health Education, was invited back to be a speaker for a second time at our ceremony, where he shared vital information on personal health. He spoke on the importance of activity in one’s daily life, emphasizing that exercise and activity are not necessarily synonymous and that any measure of activity was something that is beneficial to our overall health. In addition to our physical health, Dr. Perko also touched on how important our mental and emotional health are well. Dr. Perko’s speech was full of encouragement to focus on three main things: “Get Moving,” nutrition, and getting (at least) eight hours of sleep each night. To illustrate his points, Dr. Perko introduced “SuperBetter,” an app that helps its players to achieve personal growth and tackle real-life challenges by evaluating and improving their physical, mental, emotional, and social health. More information on the app can be found at https://www.superbetter.com/.

It was a pleasure having him speak for Facilities before the awards portion of the ceremony.

We recognized three individuals from Facilities at this ceremony for their outstanding service and the value they provide to the university through their vigilant and dedicated work performance.

The Office of Sponsored Programs on Humanities second floor nominated Melanie Sawyer (Facility Services) for Customer Service because of the pride and care she takes in her work providing all visitors and staff with a professional looking setting to meet. The department’s nomination also expressed how lucky they felt to have her as their 2nd floor housekeeper.

Mike Jumpe (Utilities) was awarded the Safety award for the detailed procedures he has prepared related to campus’ medium voltage electrical distribution system. His work will assure the safety of employees and contractors who need to de-energize portions of the system in order to access switches, manholes, and transformers.

Richard Ratcliffe (Utilities) was awarded the Collaboration and Teamwork award. His nomination was short and succinct, mentioning his hard working nature, inventiveness, and how easy he is to get along with. His thoughtfulness and the inclusiveness when working on projects to ensure co-workers are aware of decisions that might effect them.
Employee Recognition Nominations

We are already accepting nominations for the second half of 2018, and would like everyone to consider nominating a deserving co-worker for one of three categories: Customer Service, Safety, and Teamwork/Collaboration. Nominations will be accepted through the end of the calendar year.

Forms are available at https://fac.uncg.edu/employee-engagement/employee-recognition-awards-program/.

Special thanks to Jon Soter, Chris Cardwell, Shanna Eller, Thomas Everett, Nereida Sutton, Buddy Hale, Guy McGayhey, Kara Milton, Erin Price-Erwin, Debbie Reynolds, and Michael Swaim for being our Employee Recognition Committee.

Thank you to Gary Denny, Eddie Newsome, Darrell Trogdon, Eddie Taylor, and Ben Evans for running the grill.

A second ceremony was held in Campus Supply at 4:00 p.m. for Facility Services and Steam Plant second shift employees to attend.

Thank you all for your hard work and dedicated service not only to Facilities, but to the University of North Carolina at Greensboro.

Employee Recognition Nominations

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Thanks to the Sustainability department, all biodegradable plates and plastic-ware were provided for the event and composting containers were available to use for disposal. During this first ever large-scale event offering a compost option, OWRR was able to collect and capture 50 pounds of material that would otherwise have been sent to the landfill. This material will instead be put to an environmentally friendly alternative.

Preparations being made by Katherine Zoller, Jennifer Feehan, Nereida Sutton, and Jill Snowdon for the cookout during the ceremony, and the grill masters tending the burgers before everyone rushes out to lunch.
All Keyed Up

The renovation of Cone dormitory has been an ongoing project with Facilities Design and Construction since the end of the spring semester in 2017. Starting two weeks ago, Facilities Operations’ Lock shop was tasked with the job of keying every room in the building. So far, they have keyed each of the residential floors, from the second to the ninth, and are waiting on contractors to finish work on the first floor and in the basement before they can gain full access to these areas for re-keying. To date, they have keyed just over 250 doors for this project.

The Lock shop is also completing a project to add the Blackboard entry system onto five more buildings on campus, replacing the Millennium system currently installed. Buildings that are currently having readers installed are 1605 Spring Garden, Carmichael, Moore Nursing Building, Cone Arts, and Carter Child Care.

The Lock shop will be starting a new project soon at 1100 West Market. The departments located on the second and third floors of the building will switch places after renovations to their new spaces have been completed. This change of department locations will require a full re-keying of the building, with the exception of the first floor that the locksmiths completed earlier this year. The project will continue once the green light from FDC has been received.

Fire Doors—Close and Latch Them! Here’s Why»

It seems benign enough, a door that doesn’t quite shut all the way. What’s the harm? On any given day, none, except on the day the “what if” scenario presents a fire. Fire doors are a passive component of the overall fire safety for a building. They protect escape routes, prevent the spread of fire, and restrict the amount of oxygen that a fire feeds on. If a stairwell door is chocked open, each of these is a moot point and can have incredibly tragic consequences. In order for a door design to receive a UL company listing, it is tested by subjecting them to fire up to 1925°F for a maximum of 3 hours. The door has to keep fire from breaking through and it has to remain latched, not allowing the fire to pull it open.

Make a mental note of fire doors in buildings under your care. You know where they are - stairwells and corridors. Kick out the chocks. Pop them off the magnetic holders and make sure they latch in the strike plate. Need proof that they work? Take a look at the pictures above.
The annual Business Affairs Service Awards Ceremony took place on Thursday, May 23rd in the Dining Hall. This meeting thanks the long serving members of Business Affairs for their years of service, commemorating milestone years with acknowledgement, a pin, and applause. Throughout the event, raffle prizes were also given away. Some raffle prizes included t-shirts, SoCon flags, and university swag.

Following a brief word from Jorge Quintal, Business Affairs recognized all employees who had dedicated years to the division, many of which we were proud to say were from Facilities.

The Betty Hardin Award for Excellence in Business Affairs—awarded based on the demonstrated behaviors of superior leadership, a spirit of excellence, commitment to principles of work, and service above-and-beyond the call of duty—was awarded this year to not one, but two deserving individuals: Captain Steven DeDona (UNCG Police Department) and Scott Milman (Assistant Vice Chancellor for Campus Enterprises & Real Estate).

Following the recognition ceremony, employees were released to eat from a smorgasbord of cultural options prepared in the Dining Hall.

Five Years of Service
Eric Zach, Ernest Brooks, Joseph Hall, Ken Lewis, Esmilda Matamoros, Daniel Russell, Melanie Sawyer, and Darrell Trogdon

10 Years of Service
David Alcon, Ronald "Skip" Burford, Mark Cable, James Lasley, Maria Lopez, Sean Moon, James Smith, and Jay White

15 Years of Service
Paul Bigelow, Helen Bradford, Lee Martin, Meredith McGuire, Gualberto Morales, and Elias Segoviano

20 Years of Service
Daniel Todd, Imro Comvalius, Paul Dow, and Kimberly Mitchell

25 Years of Service
Truie Barnes and Wanda Williams

35 Years of Service
Jerome Hayes
Summer Safety Tips

The weather is warming up, and as we find ourselves spending more and more time outdoors, it is important to remember to always remain safe and vigilant. The following are safety tips that should be used to prevent illness and injuries.

Good Food Gone Bad

According to the CDC, food related illness sickens 48 million Americans every year. More than 128,000 are hospitalized and 3,000 die each year from foodborne illness.

As you’re out picnicking and grilling this summer, remember to:

- Cook meat, poultry, and seafood thoroughly. Check the temperature with a meat thermometer before eating.
- Wash your hands, utensils, and cutting boards after they have been in contact with raw meat or poultry.
- Set foods out right before eating and refrigerate leftovers as soon as possible to prevent the growth of bacteria.

Water Safety

According to the CDC, approximately 3,500 people die from unintentional drownings (non-boating related) annually in the United States, and one in five of those are children age 14 and younger. Stay safe in the water by remembering to:

- Take part in formal swimming lessons;
- Never swim alone or in unsupervised locations;
- Never drink alcohol before or while swimming;
- Always supervise children when they are in or around water; and
- Learn about “dry drowning” and “secondary drowning” in young children. Although rare, it can happen hours or days after a child swallows water.

If boating:

- Be aware of the weather before departure (possible storms, winds, etc.);
- Never drink before or while operating a boat;
- Wear a life jacket each time that you and your loved ones are on the water; and
- If operating a boat, you should be familiar with safe boating operation and navigation procedures.

Buggin’ Out

Despite our best intentions and all the information in the world, it’s still possible to miss the signs and have a co-worker succumb to one of the many heat-related illnesses. If this happens, stay calm and provide support.

- Using an effective insect repellent when outdoors (those that contain DEET provide long-lasting protection); and
- Check yourself, children, and pets for ticks after a day of being outside.

It’s All Sun and Games Until...

Skin cancer is the most common form of cancer in the United States. However, it can be prevented by protecting your skin from the sun’s harmful ultraviolet (UV) rays by:

- Staying indoors between 10:00 a.m. and 2:00 p.m., when the sun’s rays are the strongest;
- Cover you skin with protective, lightweight, preferably cotton clothing; and
- Use sunscreen with (at least) a SPF 15 protection, even on cloudy or overcast days.
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