



Facilities Services 2014 Picnic & Scholarship Fundraiser "The Brig"



Locked up in "The Brig" are pirates (left to right): Nancy Stephenson, Roxanne Holden, Joanie Thomas, Ky Christiansen, and Jennifer Rahmani-Reynolds.

July 10, 2014 was the date of the Facilities Services Annual Picnic. The theme this year was "pirates." The jail from previous picnics was converted to "The Brig" in keeping with the pirate theme. Arrest bounties were submitted for the Scurvy Dogs (Supervisors, Managers, Directors, AVP's). Between the day picnic and evening picnic, \$402 was generated towards the Facilities Services Scholarship Fund and Endowment. Thank you to all the cooperative Scurvy Dogs that allowed us to lock them up in the spirit of raising funds for the scholarship/endowment account.

Picnic attendees were given tickets with many

winning door prizes. The "Best of Show" car show was won by Annette Barton with her 1969 Dodge Charger R/T Special Edition. Congratulations Annette!

The "Guess What Building" contest is always a hit with a picture of a portion of buildings across campus. Scott Fleischman won this contest and received a (empty) cooler as his prize. Great job Scott!



There was a drawing for three chances to play in the Jess Ford of Pullman Hardhat Classic on August 2, 2014. Winners of the drawing were: Dave Baker, Joe Harder, and Dennis VanAllen. They will enjoy 18 holes of golf, use of a golf cart, lunch by Banyan's, a silent auction during lunch, participant gift packet of a tournament hat plus a hat clip with tournament ball markers, a chance for a Hole in One with the prize of a new Ford pickup. There is also a putting contest for a chance to qualify for the attempt at the \$10,000 putt.

Even with very warm temperatures, overall the day and evening picnics were fun with good food and good company!

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Don't Miss the All Campus Picnic on August 22, 2014. Location will be the area to the south of Beasley Coliseum from 11 a.m. to 1:30 p.m. Employees are allowed an additional hour to their regular lunch break. (Please sure to take your Cougar Card University Identification so you can eat for free.)



From the Associate Vice President.....Olivia Yang

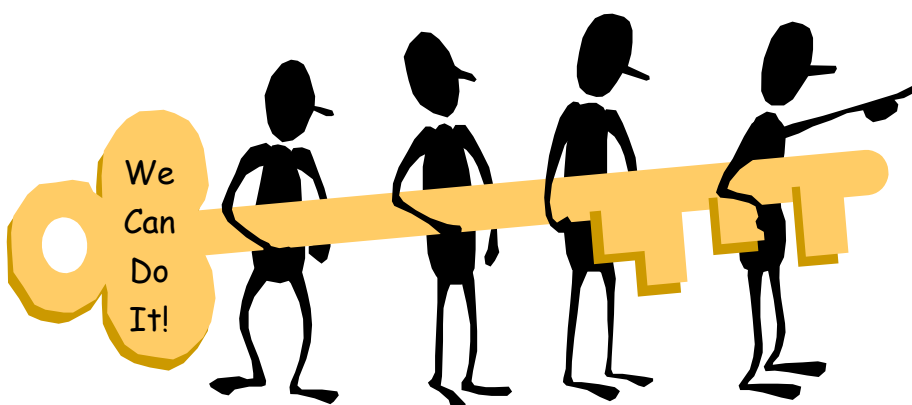
Provost Dan Bernardo recently unveiled an initiative to introduce a "We Can Do It " culture across the University.

Dan used our colleagues' performance on a recent capital project at Johnson Annex as the poster child for his "we-can- do-it" culture. This is a great compliment to our team mates in the Facilities Services, Capital group. But, there are great success stories everywhere in our organization. Facilities Services' has responsibilities that range literally across the campus and varies widely. In some of what we do, success is measured in visible good work. In many other areas, success is measured in the absence of bad things happening. It is human nature to acknowledge the visible; harder to acknowledge that no-fuss environment where things are running well.

In the last year, I have seen so many of you step up to new responsibilities. You have done so professionally and cheerfully. You have shown individual professional growth in how you handle change. You have worked together to redefine the baseline for collaboration and teamwork within the organization. This has all translated in improved customer service and greater appreciation of the work we do. This all shows in the many kudos and comments that we have heard about our own work and about each other.

As we continue our journey to becoming an organization that is the service provider of choice, I want to note some of the behavior and attitudes that have created our successes:

- the sense of personal ownership: the belief that each individual can and should make a difference, whether it is a response to a question or complaint, the completion of a work order, or the approval of a purchase order.
- communication: true communication is a connection between two people so that information is conveyed. In this technological age we so often resort to email and it is easy to forget that emails with many people cc'd is just another piece of technological flotsam if no information is conveyed or no action results.
- looking out for each other: while we push ourselves to a higher bar, there will be moments when we think we are working harder than someone else. We may have insufficient information to judge or they may really be weak. But whether they are or not, they are still on our team, and unless we can help them do better, as a team we cannot do better. Conversely, it is our responsibility to remember that if we do not pull our load, we are letting our team down and diminishing their great work.



When I think of the many stories of our efforts, dedication and passion that unfold day in and day out, month after month, I am humbled by your great work and feel proud to serve the University alongside you. I look forward with great anticipation to the stories of continuing and greater success from each of you. "We Can Do it!"

WSU Holiday Schedule

Labor Day	September 1, 2014
Veterans Day	November 11, 2014
Thanksgiving	November 27-28, 2014
Christmas	December 25 & 26, 2014

New Years Day	January 1, 2015
Martin Luther King Day	January 19, 2015
Memorial Day	May 25, 2015
Independence Day	July 4, 2015

East Campus Loop Road.....by Bobbie Ryder

The firm HDR was hired to evaluate and propose infrastructure strategies and road alignments to provide the most logical sequence to implement the 2012 Pullman Campus Master Plan Update. The efforts included:

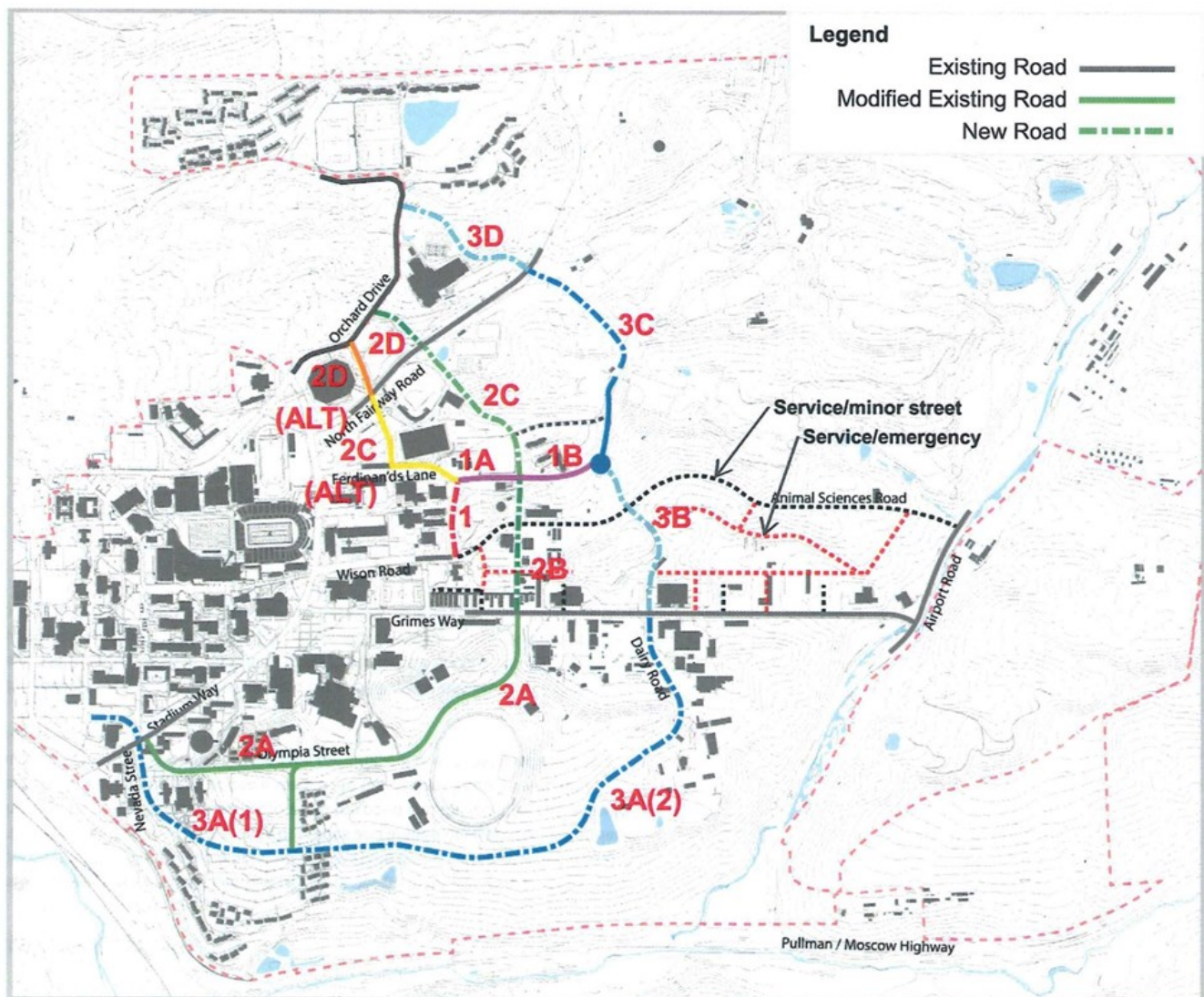
- Future roadway alignments
- Areas for building development
- Pedestrian paths
- Transit strategies
- Utilities

A number of on-site meetings were held with representatives from Capital Projects, Facilities, College Representatives, and the City of Pullman. HDR assembled a team of architects, campus planners, civil/roadway engineers, traffic engineers, mechanical engineers, and electrical engineers to analyze layout and development strategies to serve as the beginning and subsequent stages if master plan implementation. As with all master plans, concepts are developed at a high level, but set the stage for future more specific development design.

A number of on-site meetings were held with representatives from Facilities Services (Delivery Services, Maintenance, Engineering, etc), Colleges, Athletics, Housing, WSU Police, Transportation and Parking Services and the City of Pullman. A draft plan has been produced and comments have been submitted.

The backbone of development is where roads and utilities are laid. It is important to fully understand these alignments so that buildings and utilities are not placed in the wrong places, potentially causing obstacles and convoluted circulation patterns. Careful design and efficient layout of infrastructure enables a more sustainable campus as the university grows. The revised plan proposes significant grading in some areas to accommodate new roads, play fields, building sites, pedestrian paths, and transit routes.

The study illustrates proposed phases for new roads and infrastructure. The final study will be available for review



Information Systems—Grandma's IT Bits 'n Bytes.... by Sue Semler

Hi, I'm in that stage of life when many women find themselves to be Grandmas. After getting gray-haired raising your children, now you can have fun and spoil the grandkids! Most enjoyable...most of the time. The best thing about interfacing with your grandkids? You can give them back to their parents and have peace and quiet again!

So what's being a Grandma have to do with computers? Well, probably nothing except that it shows you've probably learned a few things about computers by the time you get to this stage of your life.

I've worked with computers here at WSU since 1985. I started out as a Secretary learning and using the software programs needed to get my job done more efficiently and timely. Now I'm in desktop support. Through the years I've found that no one can know all there is to know about computers! (Thank goodness for Google!) There's just too much information out there, and to make it worse, the software you knew pretty well last month, changed yesterday (was upgraded) and now you are back to square one needing to learn how to do the same job in the "new, improved" way! Simply finding the same menu commands can be a daunting affair when your Office is upgraded!. And then that nifty shortcut you accidentally found, and actually remembered to use, doesn't work anymore! What's a person to do!

Hopefully this series of articles can show you some usable shortcuts, explain how to do various things on the computer and why you should do them (or not do them!). Maybe these bits and bytes will even open your eyes to some fun things to do on a computer... of course, all with our WSU Computer Use Policy in mind!.

Something fun and may even be useful to you:

You've got several programs open on your desktop and it's really cluttered at the moment.. You could minimize each window until you only have the one you are working on open...OR you can "Shake" your desktop!

With Windows 7's "shake" feature, you can minimize every window except the one in which you're currently working -- in a single step. Click and hold the title bar of the window you want to keep on the desktop; while still holding the title bar, shake your mouse quickly back and forth until all of the other windows minimize to the taskbar. Then let go of the mouse button. To make them return, click and hold on the title bar again and shake.

You can accomplish the same thing by pressing the Window key-Home key combination -- although doing that is not nearly as much fun!

Another cool tip:

If you have multiple windows open on your screen and you want to find something on your desktop, go to the far right hand

corner of the screen and click on the almost invisible rectangle



in the corner. It serves as an on/off switch. Click on it and your desktop will appear. Click on it again and the windows you had open will reappear!.

More tips

If you have programs that you open on a frequent basis, you can pin them to the taskbar: Open a program you use often. The icon will show up on the task bar, but if you close the program, the icon will disappear from the task bar. To keep the icon on the taskbar, right click on it and choose "Pin to taskbar." If you no longer want the icon pinned to the taskbar, right click on the icon and choose "Unpin from the taskbar. Then just click on the icon and your program will open

You can rearrange the icons on your task bar. Just click on and hold the cursor on the icon and drag it where you would like it to be on the taskbar.

Information Systems continued on next page

You can tell which icons have open files because the icon will appear to have multiple windows cascading. If you move your cursor to the icon, thumbnails of the open files will pop up above the taskbar. You can click on the red x to close those files or you can click on the thumbnail to maximize the window.



Well this is it for this issue of the newsletter. I'll dig for some more bits & bytes for the next one .

I think I'll go home tonight and get on Skype with the grandkids! They were just here visiting from California the first of July, but I really miss them now! It's way too quiet at home!

Sprinklers.....by Kappy Brun



Pictured left to right are Josh Gregg and Ben Breitsprecher standing in front of one of the new sprinkler controllers.

Facilities Services Operations Grounds Department has phase two of its irrigation controller upgrade project taking place throughout campus this summer managed by Facilities Services Capital Project Manager Cyndi Arbour and Construction Coordinator Doug Lopes. Grounds Lead, Jim Frazier, plus Irrigation Techs, Ben Breitsprecher and Josh Gregg, have worked closely with the project.

The new centrally controlled system with remote handheld radio is a state-of-the-art water management system with

sensors to monitor environmental conditions (ET-evapotranspiration and rain fall) and water flow. Advantages of this system over our last one includes;

- the ability to save time in the field by using the radio to change stations instead of having to go to the controller itself,
- allows for a two minute walkthrough test of a system to see that it is working properly,
- shuts down a system automatically within 60 seconds if there is a break and sends a report to techs at their computer of where and when the break was detected
- complies with a Washington State mandate to record and report water use by 2016
- software that provide powerful functions for troubleshooting conditions
- realizes an estimated 30% water savings with the ET system, even before fine tuning

The new controller results in tremendous labor efficiencies and a reduction in water use.



SERVICE AWARDS



Gordon Reed
10 Years



Kevin Ekstedt-Pearson
15 Years



Steve McGahan
15 Years



Jim Vander Zanden
20 Years



David Huffaker
20 Years



Keith Ailor
25 Years

WELCOME NEW EMPLOYEES!



The new employees pictured above were introduced at the Service Awards presentation in the Carpenter's Shop on July 31, 2014. Pictured from left to right are: Blair Myron, Program Coordinator; Matt Turcotte, Plumber/Pipefitter/Steamfitter; Travis Schaefer, Electrician; Hansel May, Custodian 1; and Shawn Murphy, Locksmith. Not pictured: Steve Rumiser, Grounds nursery Services Specialist 3; Kelly Keane, Facilities Project Officer.



Congratulations!

Service Award Recipients (not pictured on the previous page):

Steve Holbrook, 10 Years

Kevin Poitra, 10 Years

Susan Mayer, 10 Years

Bob Nichols, 10 Years

Heath Schroedl, 10 Years

Yi Jiang Guo, 20 Years



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Thanks for Working Safely Award Winner and Nominations!

Corrina Johnson is the WINNER!

"Thanks for Working Safely!"

"On Friday, July 25 @ 6 a.m. , Corrina entered a lab 440C in Abelson and smelled melting plastic. She had a professor come in and check the equipment and it was fine. Called Dispatch and found out it was the main box that was creating the smell. Corrina possibly prevented a fire."



Corrina chose as her prize the double slow cooker.

Bill Slinkard's Nomination: Bill Slinkard stopped some visitors from accessing the McCluskey rooftop to insure they were authorized and following fall protection plans.

Joe Beck's Nomination: Joe properly barricaded off the entry door area at Daggy to keep clients safe and aware as he and his crew were washing windows.



Safety Award Winners from the 2014 Facilities Services Picnic

Working Safely Awards:

1st Place – Randy Smith (Roofing Shop) – Coleman Cooler – On Wheels, 50 Quart (84 Cans) Extreme (Keeps Ice for 5 Days)

2nd Place – Dean Standon (Paint Shop) – Dome Tent (4 Person 9Ft x 7 Ft)

3rd Place – Rick West (Paint Shop) – Chair (Crimson Colored), Oversized Mesh

Accident Prevention Program Awards -

All correctly answered contest entries within the year of 2013-14 were placed in a hat and the following randomly selected:

1st Place – Lance Mitchell (Floor Shop) – 2 Cougar Football Tickets

2nd Place – Dean Neppel (Roofing Shop) – 2 Cougar Men's or Women's Basketball Tickets

3rd Place – Deb Dahlin (Control Shop) – 2 Cougar Baseball Tickets

ALL WINNERS PLEASE COORDINATE YOUR TICKETS WITH LORI MCCLINTOCK @335-9036 OR LMCCLINTOCK@WSU.EDU

Appliance Shop Taking Equipment to New Heights.....by Tom Parrish

Along with a fleet of new auto-scrubbers of all sizes, some updated carpet extractors and other various cleaning equipment and tools, this spring the Custodial Services purchased a Bishamon table lift for their repair shop. The lift has a 32" X 56" deck and a maximum load capacity of 5000 pounds it can accommodate all but the three largest rider scrubbers. You simply drive the machine onto the table and then use an electric motor that drives a hydraulic pump to raise and lower the table. The lift makes working on the equip-



Pictured left to right are Shiloh Farmer and Vic Linderman standing next to the new platform table with a rider scrubber on it.

ment much easier as you can raise the machine up to a comfortable height to perform the repairs without having to lift it up onto a table. It can also be used to access the bottom of some of the larger units without having to remove the batteries and turning the machine on its side. With the shop getting about 950 work requests per year it should get a lot of use and make the work easier and quicker to perform. Vic really likes the fact that he won't have to lay on the cement floor and try to see the underside of the big scrubbers to repair them as they do not have much ground clearance.

KUDOS

I wanted you to know that I went over to the Education Addition to see the classrooms and the floors look FABULOUS!! I really appreciate the custodians (Jonathan Williams, Russell Knight, and Neil Wood) work in the classrooms. Thank you so much.

L. Buckley

Please thank James (Bielenberg) for letting us know about the chairs removal etc. on the floors. Tammy (VanDyke) did an excellent job on the whole place today so it should be easier to wax. Please let her know how much we appreciate her hard work.

F. Loaiza

Good afternoon. On behalf of the College of Ag, we thank you for your efforts and contributions in getting us a wonderful sign to identify the facility. It looks fabulous and have several compliments on it. Please pass on our sincere appreciation to any others that were involved in getting this project completed. The idea of teamwork is alive and well at WSU. M. Petrusky

Following is Jeremy Griffin's comment regarding the KUDO from M. Petrusky above: "Small project, but a lot of hands involved in making it really happen. Design Team-Bobbie Ryder, Dave McCarroll, Stacy Gravel, Chuck Coen. Construction Services- Project management - Jon Schlee Estimators- Jon Schlee, Rick Kessler, Sign- Scot Chatelain Sheet Metal-Ryan Gray, Chad Congdon, Carpenters- Jeff Gulick Heavy Equipment-- Steve Syms, Bill Ettenhofer, Chad Palmer, Frank Kennedy I would like to offer a very special accolade to Jon Schlee. He went above and beyond to make this project happen on time and more importantly on a reduced budget."

You guys (Russell Knight and Neil Wood) did a great job on the second floor rooms, thank you very much!

S. Bruns

Want to pass on that Becky Manning from CEE in Sloan wanted to thank Nick Lawrence for the good work he is doing cleaning offices where their new faculty is moving into next week.

Thank you and all the Grounds team for keeping WSU looking so nice! My favorite place when I was at the WSU campus was the Holland Library Plaza. I spent hours and hours there, hanging out and studying. It was a great place to be, and reminded me a little of home (Seattle) where everything is so green. Everyone who works to maintain the grounds should be thanked. I loved how campus looked. It made it a very nice place to live and study. Thanks again!

S. Najjar

I just wanted to say "thank you" to your team (James Bielenberg)! The floor looks great. They were so careful and it turned out beautifully. Let's go ahead and make this an annual event! I couldn't be more happy. Please tell everyone how much we appreciate their hard work and dedication. It really makes a difference to us.

A.M. Shannon

I wanted to let you know that the carpet cleaners (Neil Wood, Jonathan Williams and Angie Wilbur) did an excellent job with the carpets in VBR 205/207. They look clean and wonderful. Please thank your crew for me.

B. Morton

Thank you so much (Heavy Equipment) for the great job you did this summer getting Apparel, Merchandising, Design & Textiles moved. I could not have done it without you and your crew. I appreciate your flexibility with scheduling. I'm not sure that much of the move went how I pictured it at the beginning. Coordinating around 4 different construction projects was a challenge. You all did a great job and made my life a lot easier.

J. Lawford

The young gentleman, Travis (Schaeffer) who has been working on the wiring on our floor in Cleveland Hall, has been very polite, respectful and just plain nice. I wanted to put a good word in for him, he deserves it.

P. Rose



Facilities Services Safety Committee

Safety Question Contest for the Month of August 2014

Directions: The answer to the question below can be found in one of the chapters of the Accident Prevention Program (APP). Read the question carefully. When you think you have found the answer, you may email your answer to Lori McClintock lmccclintock@wsu.edu or print off this page and cut out the form on the dotted lines. You may give the form to your supervisor to send in intercampus mail to Lori or drop it off at her desk in the front reception area of McCluskey Offices building. The names of all employees who submit the correct answer will go into a hat for a drawing. Whoever's name is drawn will be able to pick out one of the monthly safety awards. This contest will be open only until 5 p.m. on August 19, 2014, so get started finding the answer **now!** <http://facops6/safety/APP%20Manual/Forms/AllItems.aspx>

QUESTION: Chapter 3 Safety Bulletin Boards. What information is required to be posted on Safety Bulletin boards?

ANSWER:

Name of Employee submitting the above answer: _____

Facilities Services Division: _____

RESULTS: Congratulations to June's Safety Question Winner **Jackie Marshall!**

June's Question—Chapter 25 Bloodborne Pathogen Exposure Control Plan Name three Job Titles in each of the following divisions (Maintenance Services, Custodial Services, and Plant Services) that have anticipated exposure to blood or OPIMS in their day to day duties.

Answers:

Custodian 4	Maintenance Mech. 3	Heavy Equip. Op. Sup.
Custodian 3	Maintenance Mech. 2	Heavy Equip. Op. Lead
Custodian 2	:Plumber/Pipefitter/ Steamfitter Lead	Heavy Equip. Operator
Custodian 1	Plumber/Pipefitter/ Steamfitter	Utility Worker 2
Equip. Tech 4	Auto. Mech. Sup. 1	Transportation Sup.
Equip. Tech 1	Auto. Mech. Lead	Waste Collector
Maint. Custodian 2	Automotive Mech.	Incinerator Operator
Custodian Sup. 1	Equip. Technician 1	Truck Driver 2
Maintenance Spec. 4		

APP Safety Question Winner!

Jackie Marshall's
entry for the Safety Question was randomly selected from the 12 entries with correct answers. Those entries not chosen will be placed in the bucket for the annual Safety Award Drawing at the next Facilities Services Picnic.

Congratulations !

