



WASHINGTON STATE  
UNIVERSITY

# Facilities Services Newsletter



February 2018

## Terre View Research Facility Relocation

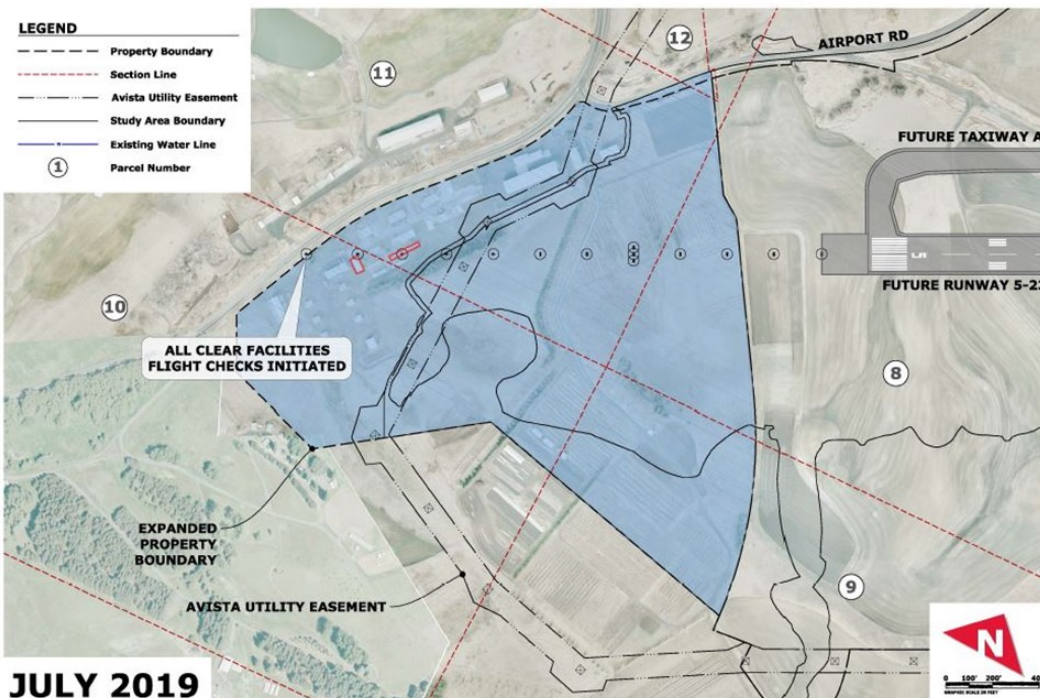
By Louise Sweeney

### Inside this Issue:

The Moscow Pullman Airport is undergoing significant upgrades to address FAA compliance issues, including realignment, widening and extending the existing runway.

The proposed changes, now underway, impact the university's facilities east of Terre View and north of Antelope Drive. Last fall our property was sold to the airport and we have until October to move out of the way, as you have probably seen the number of earth movers sitting on top of the

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hill waiting for spring! (refer to map of airport site below)

Three programs are affected: Animal Science maintenance facilities, Horticulture (Tukey Orchard) and USDA partnered with the College of Vet Med animal research facilities. After much review of potential sites in regards to the long range plans of the

RELOCATION.....continued on page 2

**MARK YOUR  
CALENDARS!**  
**Daylight Savings  
Time begins on  
Sunday, March 11,  
set clocks ahead  
1 hour**

departments and the university, the construction cost and long term operating costs, three separate sites were selected: Animal Sciences maintenance shop will be moving out to an area adjacent to the Knott Dairy Farm which will be more convenient for serving the dairy and beef center (refer to farm services site map). Horticulture will be moving out to Spillman Farms and will develop a new teaching and research orchard on seven acres with room to expand (refer to orchard site map). The USDA and CVM animals will be moving to WSU property just south of the existing Tukey Orchard to be adjacent to other USDA and WSU animal research facilities (refer to Animal Relocation USDA CVM site map).

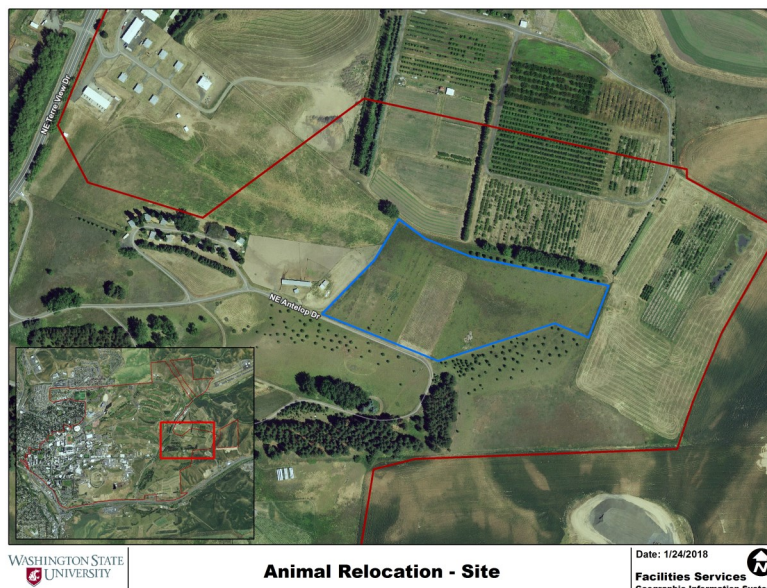
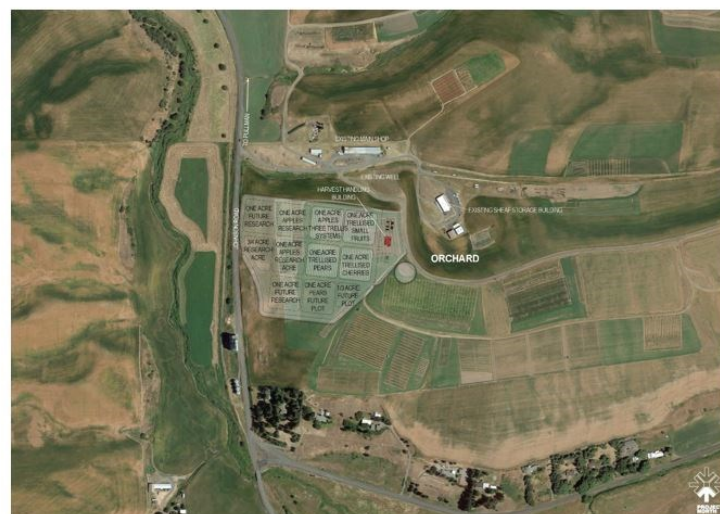
The existing structures purchased by the airport will most likely be demolished with the exception of the Animal Sciences shop and vehicle storage buildings. The disconnection of utilities to all the existing structures will be coordinated by Jeff Lannigan.

Capital is working with the Design Build team, the “Fast Trackers”, consisting of Hoffman Construction, Design West Architects, Coffman Engineers (electrical), MSI Engineers (mechanical), DCI Engineers (civil and structural) and Jones and Jones (animal and orchard consultants). We are in the process of selecting the trade partners (subcontractors) and completing construction documents to submit for the required permits. We expect construction to begin in the spring to be able to move in by the fall.

Capital Staff working on the project are: Louise Sweeney, Project Manager Lead; Kevin Poitra, Project Manager Assist; Jeff Lannigan, Utilities Coordinator; Brian Funke, Construction Manager.



Orchard Facilities





## From Dan Costello, Asst. VP of Facilities Services, Operations

Facilities Services aspires to be the university's service provider of choice; active stakeholders in the academic and research missions, technically competent and good stewards with our time and the university's money. That is a very big vision statement, one that is very difficult to achieve, and one that requires a balance of competing priorities and resources. For example, "provider of choice" infers you give the clients what they want in a timely manner, but being a good steward means you have to manage your time in an effective manner, which may require you to say "not yet". This is an overly simplified example, but the art of putting it all together, stretching for that elusive vision, supporting education and research (such an important investment in our students' future and our state's economy) is work worth doing.

Instead of viewing our vision as a destination, consider it more like a point on the horizon that you can focus

on and move toward with a sense of purpose. And consider our Facilities Services organization, like a boat, filled with lots of different people, each with their own roles and responsibilities, all valued, all pulling in unison, and all focused on that same point on the horizon. Now that is a team worth belonging to, doing work worth doing.



## Federal Tax Changes will be Reflected in Feb. 9 Paychecks

Following With major changes to federal tax laws, Payroll Services is re commending WSU employees review their W-4 withholdings. You might notice a change in your paycheck beginning February 9, 2018.

WSU Payroll Services is implementing the new 2018 income-tax withholding tables provided by the IRS that reflect changes made by the federal tax reform legislation enacted last month. Although the IRS is estimating many Americans will see their net or take-home pay increase, the actual changes will vary depending on each employee's circumstances.

The new tax law allows employers to use employees' existing W-4 forms to calculate withholdings based on the new IRS tables, but since many workers haven't updated their withholding allowances in years it could lead to a potentially unpleasant surprise in April 2019 if they underwithhold.

Employees can easily review their current withholding status on the myWSU portal, and on their semi-monthly earning statements. "We're recommending employees check their withholdings," said Rick Grunewald, associate director, WSU Payroll Services. "Not everybody is

going to require changes but this would be a good time to take a look and determine if an accurate amount is being withheld."

Changes to withholdings can be made anytime throughout the year by submitting a new W-4 form to Payroll Services, French Ad 236. Payroll Services will process the changes but can't provide advice on how much employees should withhold. Meanwhile, the IRS expects to have a revised tax calculator available and posted to its website by the end of February to help people determine how much they should be withholding under the new law.

The new tax law includes numerous changes that make it difficult for even tax professionals to generalize how the impacts will be felt. Tax rates are reduced, for example, but tax brackets have been adjusted, personal and dependent exemptions are repealed and while the availability of itemized deductions has changed the standard deduction has been increased.

The IRS is pledging to continue helping educate taxpayers about the new withholding guidelines throughout 2018. WSU Payroll Services will communicate information as it becomes available.

## HEAVY EQUIPMENT IS ON THE MOVE!.....by Steve Holbrook

As most of you know the Heavy Equipment crew clears snow and ice from streets and parking lots, excavates for utility projects and does all the street sweeping. Those types of tasks are visible to the community but those are just a few of the varied responsibilities we deal with. One of the things that you may not know is Heavy Equipment does most of the moving on campus. We move things from a couple archive boxes to entire departments. There are times we move extremely heavy lab equipment and very expensive items. Anti-vibration tables are one of the things that are hard to manage. They weigh up to 1500 lbs. and are the size a big mattress. One of our crew devised a lifting cart specifically for these heavy tables that makes it safe to transport and maneuver these into place. We have been in unusual situations such as putting a large piece of equipment about the size of a pool table through a 3<sup>rd</sup> story window. We have moved about everything you can think of on this campus and beyond. Anything from huge equipment on our lowboy truck, 1.5 million dollar 2 ton magnet, soccer goals, green bike stations, mannequins, stuffed animals and lots of



office furniture. We even moved a Nintendo PlayStation and hooked it up once!

We have been asked to do a lot of different moves and have the attitude that "we can do it"! Mostly that is true but we have had to say no to moving things up and down stairs except in rare occasions. It is a safety issue for back injuries so to help in some of those cases we have a Tracko. It is a small track machine that has remote control and can climb stairs and can haul up to 1500 lbs. It is like a little tank!

Through the years the Heavy Equipment crew has come up with many ingenious ways to move things in difficult situations. They have a lot of equipment to help with these moves but in many situations it comes down to just a lot of heavy lifting. That is not the preferred method but sometimes that is all that works. I would also like to take this opportunity to thank all the other shops that we rely on to help accomplish some of these moves. There are a lot of times that it takes a number of shops to dismantle, move and then reassemble items. A special thanks to the Carpenter Shop that goes above and beyond to make a lot of our moves easier. It is truly a team effort that makes for a successful outcome.





## Welcome NEW HIRES!



Pictured at left is Joshua Bryant (center) welcomed by Randy Ludiker (left) and Dan Costello (right) at the Service Awards Presentation in the Carpenter Shop on January 31, 2018. Not present were new employees: Kody Hawkins and Duane Withey. These three individuals filled the recent recruitment for our Custodian 1 positions.

Welcome to  
the Facilities Team!

*Welcome*

## SERVICE AWARDS



**Jonathan Williams**  
**5 Years**



**Daniel Luman**  
**5 Years**

**Service Award Recipients**  
**Not pictured:**

**Bob Stilson 20 Years**  
**Jim Frazier 35 Years**



## SERVICE AWARDS



**Michael Griswold**  
**5 Years**



**Sharifah Nicholson**  
**5 Years**



**John Rich**  
**5 Years**



**Adam Ferry**  
**10 Years**



**Bill Ettenhofer**  
**10 Years**



**John Gay**  
**10 Years**



## SERVICE AWARDS



**Craig Roberts**  
**15 Years**



**Stacy Fertakis**  
**20 Years**



**Gene Gourley**  
**30 Years**



**Perry Berger**  
**35 Years**

## Design the 2018 Safety T-Shirt Contest!

Put your thinking caps on and your talent to use! Design this year's Safety T-shirt and win a prize! No limit on colors but again, we cannot use any copyrighted WSU logos/phrases/etc. Put your idea(s) to paper and submit them to the Budget Subcommittee no later than **March 23rd, 2018**. Budget Subcommittee Members: Kellie Jones, D. Thomas, Jann Dahmen, Rick Finch, Victor Edenso

## WSU Holiday Schedule

Memorial Day	May 28, 2018
Independence Day	July 4, 2018
Labor Day	September 3, 2018
Veterans Day	November 12, 2018

Thanksgiving	November 22-23, 2018
Christmas	December 24 & 25, 2018
New Years Day	January 1, 2019
Martin Luther King Day	January 21, 2019

## Training for February/March

### **Tues, February 13**

Shop Safety Meetings – Chemical Hazard Communication  
 McCluskey training area rm 70 (meet and discuss – then to BUD1)      12 – 4p Scaffold User – hands on

### **Wed, February 14**

EHS Basement (Matt McKibbin 2 hr class)  
 8 – 10 Asbestos/Lead Awareness for Trades  
 McCluskey training area rm 70 (meet and discuss – then to BUD1)      12 – 4p Scaffold User – hands on

### **Tues, February 20**

McCluskey large conference room 173  
 8:30 – 10:00 Safety Rep annual training

### **Wed, February 21**

Capital Safety meeting 190C  
 8:15 – 8:45 – Chemical Hazard Communication  
 AND new confined space stuff

### **Tues, February 27**

McCluskey training area rm 70 (meet and discuss – then to BUD1)      12 – 4p Scaffold User – hands on

### **Wed, February 28**

McCluskey training area rm 70 (meet and discuss – then to BUD1)      12 – 4p Scaffold User – hands on

### **Tues, March 6**

McCluskey training area rm 70  
 1 – 3:30p Initial Fall Protection User

### **Wed, March 7**

McCluskey training area rm 70  
 8:45 - 11am Confined Space Awareness and Tunnel Access  
 12:30 – 1:30 Lockout Tagout

### **Tues, March 13**

Shop Safety Meetings – Safety Rep choice

### **Wed, March 14**

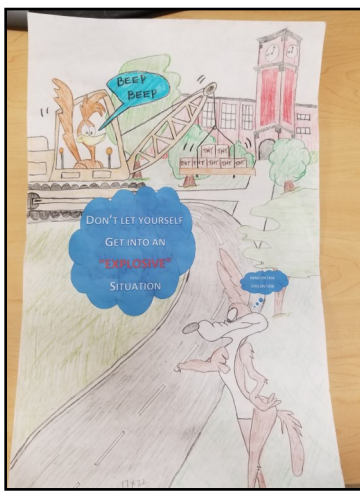
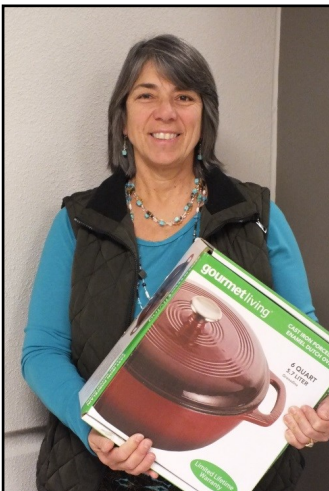
EHS Basement (Matt McKibbin 2 hr class)  
 8 – 10 Asbestos/Lead Awareness for Trades

### **Wed, March 21**

Capital Safety meeting 190C 8:15 - ? Asbestos Awareness



## Safety Poster Contest Winner!



You'll remember in the October 2017 Newsletter, we included information on a "Safety Poster Contest." Jodie Mager's entry was picked as the **FIRST PLACE WINNER!** Jodie received her choice of the Safety Awards displayed in the glass cabinet by Dispatch. Great job Jodie! Others submitting posters that were chosen for printing are Jude Durfey (retired) and Todd Leisinger.

Thank you to all that participated!



## KUDOS

Project: ETRL 303C seal window. "The cold draft seems to have ceased from that space around the window – and I am happy to report my office is much warmer this a.m.!" (work completed by **Craig Gray and Dave Stodick**)

A. McCully

Project: "It looks AMAZING!! A big "Thank You" to the team for being so helpful throughout the entire process." (work completed by **Caleb Hawkins, Bill West, Seth Goler, Craig Gray and Dave Stodick**)

A. Southard

"**Margot (Buckley)** You are the glue that holds our studio together. We would fall into chaos if you weren't here for us. I know you must get taken for granted, but I appreciate you and all the work you do to keep us afloat. Thank you for keeping our floors clean, for coming in at 4 a.m. everyday, for all the sacrifices you make so that our studio can flourish. You are playing a big part in our success, much bigger than you know, and we are very lucky to have you. You are the best!"

Sarah

"Thanks to Facilities (**Todd Stewart, Bill Ettenhofer and Kelsey Southwick**) for plowing the driveway & shoveling the back steps & deck yesterday."

N.Schulz

"Thank you Jeremy. They (**JB Self and Jeff Gulick**) have already been over and completed the job. Both were very professional and helpful. I think our vice president will be very pleased when she returns."

C. Alred

"I verbally thanked **Glen (Moulton)** for the following but I wanted to follow up with an email to you about his excellent efforts on behalf of IPN's (Integrative Physiology and Neuroscience) needs. I spoke with him a couple days ago about the floor in our main office workroom asking that it be spiffed up in the next couple of months because I know he's busy. I came in this morning and the first thing I saw was the shiny workroom floor. It made my entire day happier having it look so nice and I was impressed that he was able to work it into his schedule

before a couple of months passed. Just wanted to pass on my thanks for his excellent efforts."

B. Morton

"I just wanted to commend the custodial staff who have been going above and beyond for us during our interviews last week and this week. **Joe (Semler) and Aaron (McMullen)** especially have made the first floors of Bustad and ADBF glisten. They have also made sure to ask about which rooms we are using for our interviews and given special attention to those spaces. Their work has made our lives so much easier this week, and also has helped make a really great impression on the 175+ interviewees and their families who have been touring our facilities this week. We have thanked them in person, but I wanted you to know as their supervisor that we really appreciate their stellar efforts. Thank you!"

R. Haley

"Should of taken before and after pics! I think they may have re-tiled the floor while I wasn't looking. I was hoping wax would at least make the floor look a little better. This looks great. **E.J. (Guo) and Sandy (Forman)** should be commended. Thank you so very much!"

Ray Aske

"Just a quick note to say thank you! **Seth's (Goler)** positive, prompt, and we can find a solution attitude is fantastic. He also produces high quality products with professional installation. I'm very grateful for him, and wanted to thank both of you for the exceptional client experience."

D. Neunherz

**Job  
Well  
done!**



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## Thanks for Working Safely!



**Doug Hays and Brett Stapleton  
are WINNERS!**



"Thanks for Working Safely!"



Doug Hays and Brett Stapleton were picked for the working safely award. They noticed that the ventilation to a high voltage vault was blocked with stored material and brought it to their supervisor's attention. They worked with the department to remove the material in a timely and safe manner.



**Mike Rima  
and  
John Sell  
are WINNERS!**

"Thanks for  
Working Safely!"



Mike Rima and John Sell received the working safely award for January. When a crane's hoist became offset from the trolley, Mike immediately locked it out and contacted his supervisor. John Sell came to help and thanks to their observation they noticed the stop had been placed in the wrong location. Together they moved the hoist back onto the rails and corrected the location of the stop. This was done in a safe professional manner while also ensuring the departmental staff stayed in a safe location while the work was being done.





## Facilities Services Safety Committee

### Safety Question Contest for the Month of February 2018

**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 Jann Dahmen [jann.dahmen@wsu.edu](mailto:jann.dahmen@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 Jann or drop it off at her desk in the front reception area of McCluskey Office building. The names of all employees who submit the correct answer will go into a hat for a drawing. Whomever'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 February 22, 2018, so get started finding the answer now and win a nice prize! Link to APP Chapters: <http://facops6/safety/APP%20Manual/Forms/AllItems.aspx>

#### **QUESTION:** | APP Chapter 18.3

**What's Wrong With This? List what is wrong with this according to Chapter 18.3 Machine and Tool Safety. If that is not challenging enough feel free to quote the WAC from Chapter 26 Electrical Safety for extra credit.**

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**Employee submitting the above answer:**

**Name:** \_\_\_\_\_

**Division:** \_\_\_\_\_



**November's Safety Question and Answer was from Chapter 14 Ladder Safety—Question referenced a picture.**

**“What's wrong with this? Please quote what you see as incorrect from APP Chapter 14 Ladder Safety”**

**Answer:** There are several common threads that were spot on: The ladder was painted which can hide defects and is not allowed. The top step is cracked and some of you looked close enough to see other steps were too! There are no manufacturer's labels or decals. It was stored near sources of heat. These are some of the reasons that this ladder was removed from service. It was also noted by a couple of people that a step ladder should not be used as an extension ladder and that if used there must be 4 points of contact with the ground – there was even a drawing of angles on that one! Sarah Greer commented: “Wow! Everyone put a lot of thought into this question and did a great job!”



#### **Daniel Brood is the Winner!**

**Daniel's entry for the Safety Question was randomly selected from the total entries with correctly answered questions. Those correct entries not chosen will be placed in the bucket for the annual Safety Award Drawing at the 2018 Facilities Services Picnic.**

***Thank you to all that entered  
the contest!***