



WASHINGTON STATE
UNIVERSITY

Facilities Focus

Facilities Services Newsletter



Editor, Jude Durfey

June 2017

Leave Without Pay

or

The Trouble with Tribbles

-Kate Kamerrer



Remember that Star Trek episode about the Tribbles? Remember the trouble with Tribbles was the way one cute little Tribble quickly became a large, ravenous herd of Tribbles eating all available food on the Starship Enterprise? If you are not a fan of Star Trek or my reference is just too dated, think instead of how a small rabbit pop-

ulation quickly grows into a bigger problem.

Failing to report Leave Without Pay to our Payroll/Personnel team in Facilities Services by the deadlines each pay period has a similar negative consequence. A handful of late reports to our Payroll group in Facilities puts pressure on us to drop everything and get them sent in to Payroll Services. We try to send them up as quickly as possible in hopes that they are recorded in the correct pay period. Unfortunately, our handful of late reports often meets up with late reports from departments across campus so that Payroll Services is quickly buried under the pile of late reports and scrambling to get them all entered before the final cut off. When we aren't able to make the cut off, the employee's next pay period is impacted – often creating misunderstanding and more work.

Please help Facilities Services reduce the pile-up of late LWOP reporting in Payroll Services. Employees can help by reporting LWOP to your Supervisor as soon as you know you will be taking it. Supervisors can help by getting that LWOP reported to our Payroll/Personnel team as soon as you are notified by the employee.

Don't wait for the deadlines!

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Kudos!

This to thank **Rich Miller and Lance Mitchell**, and the **Facilities Operations Construction Services team** for your efforts and support in completing the floor tile repair in Bustad Hall 324 research lab. The attention and response to addressing these minor facility repairs and renewal projects are greatly appreciated for the highly positive differences they make in lab operations, health/safety/biosafety, community morale, and preservation/sustainability of WSU facility resources. Thanks for making these minor repair/maintenance/renewal project outcomes possible and for all that you do! M. Malcolm



We in Morrill Hall are so happy to have **Kathie Powers** back! She makes us look so good! The effort and time she puts into keeping our areas clean have been missed the time she was away. Our entry to the building has not looked cleaner and more welcoming. And our floors and rooms are back to sparkling clean. We have not experienced a more diligent and conscientious worker, and we are so grateful!

M. Yadama

Charlie Jasper is doing an amazing job here at the WSU Research/Tech Park. The lawns and common area

space look great! Charlie has gone above and beyond, especially when we had to get Unit H in Building One ready for a new tenant. Kudos on a job well done! H. Yockey

I wanted to let you know that I appreciate the great work and customer service by **Kelly Kirpes and Riley Gale** of the Locksmith Shop. Kelly did an great job of fixing our front doors so they secure properly.

Riley had to come out twice within a few days to fix one of our critical file cabinets. It turns out the second time a random item floating around the drawer jammed the lock mechanism so his first repair was just fine. They both clearly explained the issues, and followed up with emails and said to contact them directly if there is an issue with the work that was just completed. In my view that is first rate service!

M. Zimmerman

This comes a little late, but I wanted to thank you and the entire custodial crew for all the extra effort put into our facilities during our interview weeks. I want to especially recognize **Joe Semler and Evan Easter**. They really went above and beyond in taking care of the interview rooms, the classrooms, the hallways, the entryways, and a myriad of additional efforts as well. Their meticulous work really helped to make a great first impression on our interviewees. To top it off, Joe and Evan have been also so pleasant and helpful, really going out of their way to see if everything had been accomplished. I also want to mention **Randy Ludiker** who called us to check in before our first week of interviews to make sure we had his information in case we needed to contact someone throughout the interview time. A big thank you to the entire crew who made those weeks so much more manageable by their tireless efforts! We could not have done it without you! R. Haley

I wanted to thank you for all the work your crews did to get McCoy power up and running and for being around when the power came up to trouble shoot things. **Ryan Gehring** did a fantastic job communicating with me so that I could let the managers of McCoy have more frequent updates. By the time I went over this morning to check the cooler and freezers, Facilities crews had already come through to check the equipment, so thank you! Please pass our thanks to your crew as I know many put in extra hours to get power back. B. Morton



My work order was completed by **Jason Brausen**, and I am loving having a keyboard tray, ahead of schedule!! Thank you!! J. Christian

Thank you **Rich Miller, Craig Gray, Dave Stodick and Shad Nilsson** so much for desk repairs on four desks in Smith Gym that was done so quickly and efficiently! Much appreciated! A job well done!

J. Therrien

Thank you **Bill West and Dean Standon** for painting the east classroom wall in room 242, Cleveland. No more turquoise wall!! Yeah!! B. Rhoades

Safety T-Shirt Design Winner—Jodie Magers



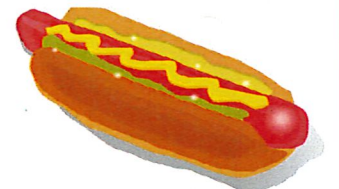
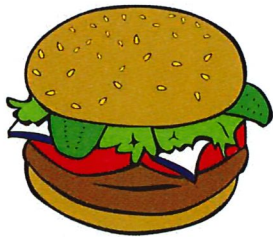
Employee Appreciation Picnic

Thursday, July 13th

11:00am to 1:00pm

Swingshift Picnic: 7:00pm

East McCluskey Parking Lot



Hamburgers, Brauts, Beans, Salads,
Chips, Cookies, Live Music and
Prizes donated by the Safety Committee

Ya'll Come!!

(Watch for Helper Sign-up Sheets)



New Hires



Ray Aske, Electrician
pictured with AVP Dan Costello

New Hires not pictured:

William (Nate) Tucker, GNSS-2

Patrick Smith, GNSS-2

Jeremiah Carlson, Custodian 1

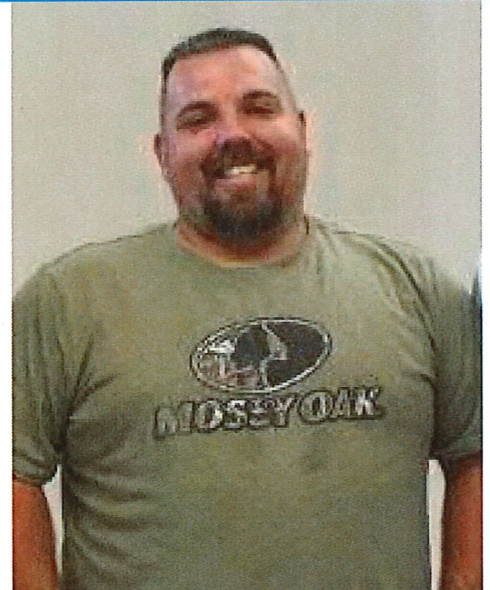
Kevin Benson, Custodian 1



Promotions



James Bielenberg, promoted to
Custodian 4
Supervisor, Bonnie Becker

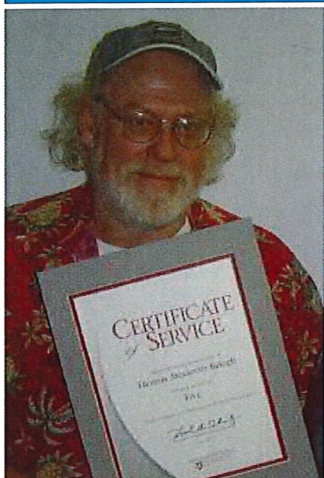


Dan Richards promoted to
Maintenance Mechanic 2
Steam Plant
Supervisor, Mike Nearing

Congratulations NICE GOING!
GREAT! Way to Go!

Yea! FELICITATIONS
CHEERS Take A BEST
BOW! WISHES!

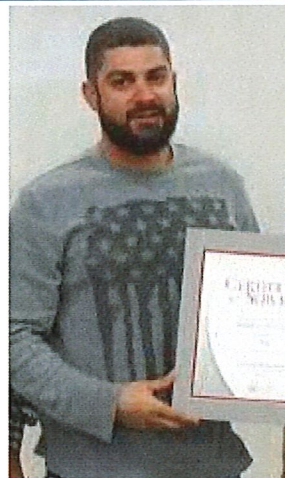
5 Year Service Awards



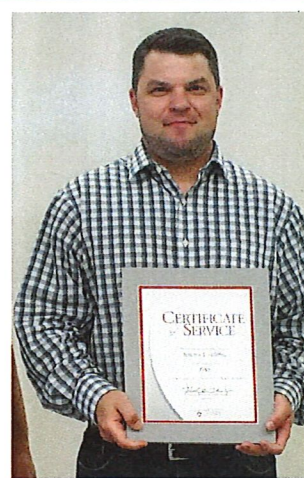
Thomas Balogh



Aaron Cunningham



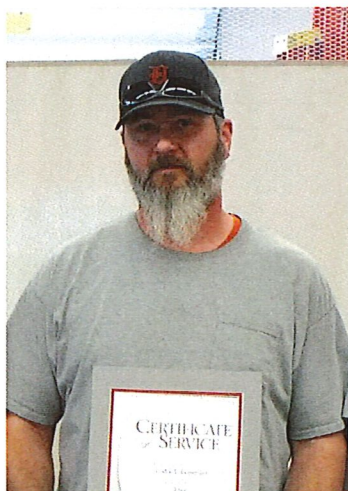
Miguel de la Mora



Jeremy Griffin



Elaine Henson



Todd Leisinger



Glen Moulton



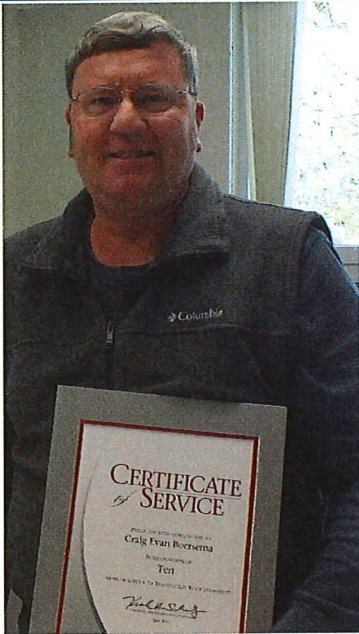
Heather Munro

Congratulations!

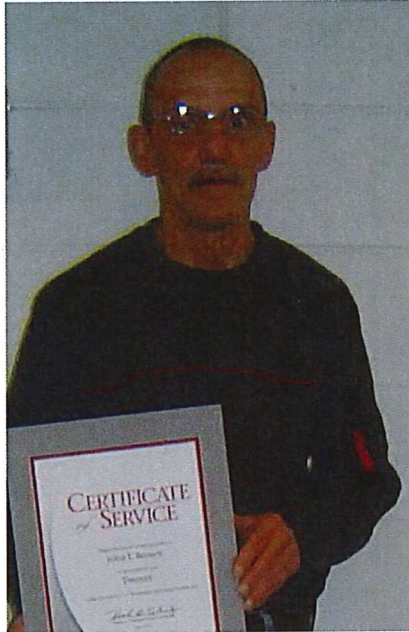
Length of Service Award Recipients.....remember to visit the
HRS website:

<http://employee-recognition.wsu.edu/ER+Length+of+service+Award>
to order your recognition gift!

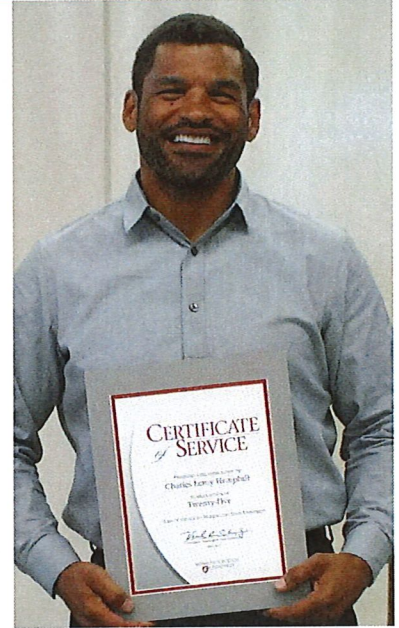
**10 year
Service Award
Craig Boersema**



**20 year
Service Award
John Berney**



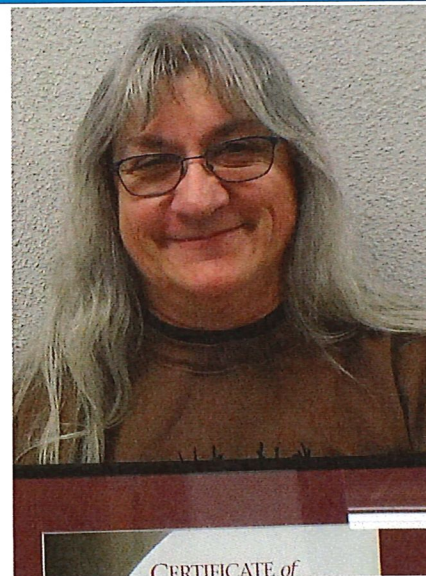
**25 year
Service Award
Charles Hemphill**



**25 year
Service Award
Rick Kessler**



**30 year
Service Award
Rocky Beach**



congratulations

Facilities Services Training Schedule—June and July 2017

Facilities Services Training	Date/Time	Location	Contact
Aerial Lift-INITIAL-Training (Classroom only)	Fri, June 23 8:00-Noon	Steam Plant lunchroom	S. Greer
Asbestos/Lead Awareness for Trades	Wed, June 14 8:00-10:00	EHS Basement	McKibbin
Asbestos/Lead Awareness for Trades	Wed, July 12 8:00-10:00	EHS Basement	McKibbin
Asbestos/Lead Gasket Remover (Maintenance Mechanics) 8-hr class	Thurs, July 27 8:00-4:00	McCluskey Training Rm 70	McKibbin
Asbestos/lead Gasket Remover (Maintenance Mechanics) 8-hr class	Thurs, Aug 3 8:00-4:00	McCluskey Training Rm 70	McKibbin
BSL-3 Training	Tues, June 27 8:30-9:30	McCluskey Training Rm 70	S. Greer
BSL-3 Training	Tues, June 27 1:30-2:30	McCluskey Training Rm 70	S. Greer
CM/PM Specific Training (Material Handling, and Slips/Falls)	Wed, June 21 8:15-8:45	Capital area	S. Greer
Confined Space Awareness AND Tunnel Access	Thurs, June 15 1:00-2:30	McCluskey Training Rm 70	S. Greer
Cultural Competency	Thurs, June 15 9:00-Noon	McCluskey Admn Conf Rm 173	D. Thomas (J. Guillory)
Cultural Competency	Wed, July 5 9:00-Noon	Lighty 401	D. Thomas (J. Guillory)
Fall Protection Authorized User	Thurs, June 15 8:00-10:00	McCluskey Training Rm 70	S. Greer
First Aid/CPR/AED	Wed, June 21 8:00-1:00	McCluskey Admn Conf Rm 173	D. Thomas
First Aid/CPR/AED	Wed, July 19 8:00-1:00	McCluskey Admn Conf Rm 173	D. Thomas
First Aid/CPR/AED (Custodial)	June 8 & 9 5:00-8:00pm	McCluskey Admn Conf Rm 173	D. Medlock
First Aid/CPR/AED (Custodial)	June 22 & 23 8:00-Noon	McCluskey Admn Conf Rm 173	D. Medlock
First Aid/CPR/AED (Custodial)	July 26 & 27 8:00-Noon	McCluskey Admn Conf Rm 173	D. Medlock
Forklift Certification - Initial (classroom only)	Tues, June 13 8:30-10:30	Waste Mgt Break room	S. Greer
Hostile Intruder Training	Thurs, June 29 9:00-10:30	Lighty 405	HRS D. Thomas
Hostile Intruder Training	Thurs, Aug 10 9:00-10:30	Lighty 405	HRS D. Thomas

Laboratory Safety	Thurs, June 15 10:30-11:00	McCluskey Training Rm 70	S. Greer
Lock-out Tag-out	Thurs, June 15 2:45-3:45	McCluskey Training Rm 70	S. Greer
NFPA 70E with Arc Flash and PPE training (8 hr class offered 4 times)	June 26-29 8:00-4:00	Food Science T101	D. Kimbrel J. Durfey
PAPR	Thurs, June 15 8:00-9:00	McCluskey Control Shop	S. Greer
PAPR	Thurs, June 15 3:00-4:00	McCluskey Control Shop	S. Greer
Shop Safety Meetings – June Topic: Wasps/Spiders, Material Handling	Monthly Safety Mtgs	various shops	S. Greer
Shop Safety Meetings – July Wildfire Smoke, or Unit's Choice	Monthly Safety Mtgs	various shops	S. Greer

Training Reminders: Registration is required for all classes. Please register with D. Thomas (5-9051, d.thomas@wsu.edu) or Sarah Greer (5-4360, slgreer@wsu.edu) to enroll in the listed classes. Visit the **Safety Sharepoint** site for additional information: <http://facops6/safety/default.aspx> . Aerial Life evaluations will be scheduled individually.
****Hostile Intruder training also available on-line. See D. Thomas**

101 Days of Summer

Along with all the fun of summer, keep in mind those safety tips we discuss throughout the year. Be especially alert for your family and friends and keep them safe!



APP Safety Question Winner Dean Standon

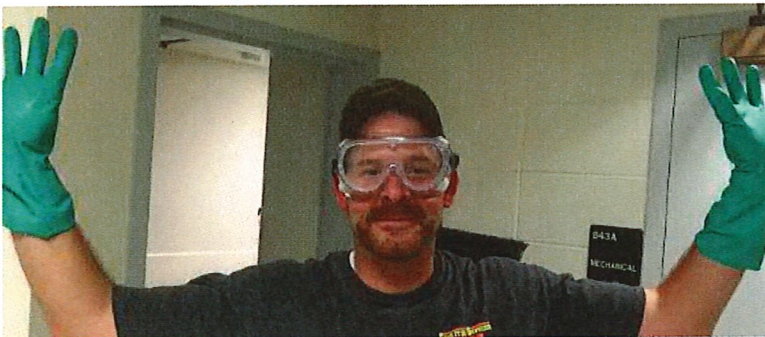


**Safety glasses:
All in favor say
"Eye!"**

We had 17 entries and all 17 were correct. Dean's entry was randomly selected. The remaining correct entries will be added to the pool for Safety Award drawings at the Facilities Services Employee Appreciation Picnic.

Thank you to all that entered the contest!
Be sure to enter this month's contest!!

Thanks for Working Safely!!



Jonathan Tuom, Custodial, was caught wearing the appropriate PPE for cleaning restrooms in Kimbrough on two occasions!



On April 28, 2017 **Tim Leachman** was observed wearing his harness and appropriate lanyard, and following his Fall Protection Work Plan while performing an inspection on the water tank on Observatory Hill.



"APP Safety Question" and "Thanks for Working Safely" winners can select a prize from the Safety Award cabinet. Please see Jann Dahmen at the main reception desk.

April's APP question and answers:

Chapter 8: Material Handling

To avoid injuries to the hands and eyes, use gloves and eye protection.



Facilities Services Safety Committee

Safety Question Contest for the Month of June 2017

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 **Jude Durfey at jkdurfey@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 Jude or drop it off at her desk** next to the reception area of the McCluskey Office 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 select one of the monthly safety awards. This contest will be open only until 5 p.m. on **Friday, June 30th**, so get started finding the answer now and win a nice prize!

<http://facops6/safety/APP%20Manual/Forms/AllItems.aspx>



Safety APP Question for June.....

Chapter 17 Heat Stress

Outdoor work includes any employee assigned _____.

Name: _____

Department: _____

Supervisor: _____

WSU Holiday Schedule

4th of July	July 4, 2017	Christmas Holiday	December 25 & 26, 2017
Labor Day	September 4, 2017	New Year's Holiday	January 1, 2018
Veterans' Day	November 10, 2017	Martin Luther King Jr Day	January 15, 2018
Thanksgiving Holiday	November 23 & 24, 2017	Memorial Day	May 28, 2018



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