

Facilities Focus



October 2014

Facilities Services

Through Oct. 12: Exhibit details efforts to reuse, recycle by Nella Letizia

(reprinted with permission from WSU News)

PULLMAN, Wash. - In "Garbology: Our Dirty Love Affair with Trash"-Washington State University's common reading book for 2014-15—readers learn that the average American throws away about 7.1 pounds of trash every day. Over a lifetime, that's 102 tons of garbage.

WSU Libraries and the university's waste man-



agement department sponsoring exhibit through Oct. 12 in the Terrell Library atrium case to show how WSU makes a dent in those numbers by reducing, reusing and recycling waste.

"Garbology at WSU" is part of common

reading events for the book written by Pulitzer Prize-winning journalist and author Edward Humes. For more about the book and other events, visit http://commonreading.wsu.edu/.

"We want people to gain an understanding of what is going on already at WSU to help divert waste from the landfill," said Jenna Bracken, exhibit co-organizer and a waste management intern.

"All of our waste goes somewhere, whether it's a landfill, recycling center or one of our compost piles on campus," she said. "Viewers of the exhibit can take ownership of their own 102-ton waste legacy and implement waste minimization techniques that fit their lifestyles."

Stemming the tide

In fiscal year 2013, WSU recycled about 845 tons of commodities, including comingled, cardboard, mixed paper, appliances, scrap metal and computer scrap, according to Rick Finch, waste management manager in WSU Facilities Services. With wood recycling factored in, the number jumps to roughly 2,132 tons.

Baled recycling at WSU. (Photo by Jenna Bracken, WSU waste management intern)

"We also composted 10,800 tons; 228 tons was food and 1,015 was wood and yard waste," he said.

"Everyone on campus can help stem the tide of trash by reducing the number of single-use disposable items they purchase, such as plastic bags and water bottles, and by placing waste and recyclables in proper containers," he said.

WSU's compost facility, started in 1994, was the first university-based compost facility to process all campus-generated organic waste on a commercial scale. The facility has set such a successful example that WSU classes, local K-12 schools and other universities visit the site to see how its operations run.

Palm trees, anyone?



Continued on page 2. EXHIBIT

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EXHIBIT.....continued from the front page

Instead of trashing items no longer needed by university departments, WSU Surplus Stores accepts and sells everything from computers, audiovisual equipment and lab inventory to furniture, vehicles and cleaning machines. Items not sold to agencies are sold through public sales.

Palm trees at Surplus Stores. (Photo courtesy of WSU Surplus Stores)

You never know what's up for grabs through Surplus Stores. A visit to its Featured Items Web page

(<u>http://surplus.wsu.edu/featured.aspx</u>) lists such unique items as a pneumatic manual veterinarian surgery table, preserved palm trees,

a Champion cookie depositor and an Oliver bread slicer.

Holly Luetkenhaus, WSU Libraries instruction librarian, said Terrell Library staff members were happy to partner with waste management to highlight university recycling efforts that often go overlooked.

"Most of us do not think about where our trash goes after we throw it out," she said. "This exhibit helps us confront that in a personal way by showing what happens on our own campus."

More information about waste management efforts can be found at http://facops.wsu.edu/rpbs_wm.aspx.

Looking Back a the Summer.....by Tom Parrish

The Custodial crew had another productive summer this year completing a number of projects such as floor waxing, wall washing, and carpet cleaning. These tasks are important in many ways they not only make the buildings look better, they actually extend the life of many of the surfaces we work on by removing dirt from carpets that can abrade the fibers and by providing a protective wear surface for the hard floors.

Floor work total square feet by group was:

Floor Crew 174,886 Mccluskey Group 68,109 Fine Arts Group 54,511 Daggy Group 38,170 Johnson Hall Group 34,220 Food Science Group 28,642 Bohler Group 21,738 Appliance Shop 348 Grand Total 420,624

Group with the largest quantity of area

waxed was the Fine Arts Group with 44,219 square feet.

Group with the largest quantity of carpet cleaned was the McCluskey Group with 60,998 square feet.

Floor Crew refinished 28,551 square feet of hardwood floors and the Bohler Crew along with help from Floor Crew cleaned the two swimming pools, Gibb and Smith Gym.

The Window Washing Crew cleaned 38,920 sides of glass in 30 different buildings over the summer. That's a whole bunch of glass. People always seem to smile a little more when the sun is shining in their window through some nice sparkly glass.

These numbers show a lot of hard work by a lot of people. It is important to remember that

this isn't just extra work by those who ran the scrubber or the extractor or put the finish on the floor, its extra work by those who stepped up and did a little bit (or a lot) more covering some additional area so those who did the extra tasks had time to do them. Thank you to everyone for the effort that they made in sprucing up campus for this school year.







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WSU Holiday Schedule

Veterans Day Thanksgiving Christmas New Years Day

November 11, 2014 November 27-28, 2014 December 25 & 26, 2014 January 1, 2015 Martin Luther King Day Memorial Day Independence Day Labor Day January 19, 2015 May 25, 2015 July 4, 2015 September 7, 2015





ebay

Public | Surplus

GovDeals*

http://surplus.wsu.edu

The Jess Ford of Pullman Hardhat Classic......by Bill Vertrees

The Sixth Annual "Jess Ford of Pullman Hardhat Classic" was held on Saturday, August 2, 2014 at the Palouse Ridge Golf Club. The primary goal of the Hardhat Classic is a WSU scholarship fundraiser for the children and grandchildren of Facilities Services employees present, retired, or deceased.

Facilities Services has several individuals and entities to thank for the successful event. (Please see the thank you ad on page 5 of this publication. The ad ran previously in the Moscow Pullman Daily News in August.) Our sponsors, auction item donors, and contributors play a huge part in making this a successful event. We also thank the wonderful venue, Palouse Ridge Golf Club and Banyans on the Ridge for the great hospitality, course condition and perfect weather.

To put on an event like a golf tournament requires high quality volunteers and good organization which were again demonstrated this year. Volunteers arrived at the golf course by 6 a.m. with many coming from out of town. They all jumped in and setup the registration table, participant packets, signage, silent auction, water cart, plus other miscellaneous duties. They were available to check-in and greet the partici-

pants that started arriving at 7 a.m. Thanks to all of them for their efforts.

The driver of the event is the paying participants. We had 19 teams consisting of 75 players 5 were Facilities Services invitees plus 35 donor players. More than half of the player participant fees and all net revenues go to the scholarship fund/endowment. Many of the participants return year after year and tell us they look forward to the event because it is well organized and a lot of fun.

The result of this successful event is demonstrated through the support provided by the 16 Facilities Services scholarships that were awarded for the 2014-15 academic year to children and grandchildren of Facilities Services employees as outlined in the Scholarship Charter.

PS: Nobody won the hole in one F-150 Ford pickup nor the \$10,000 putt, but there is always next year. Maybe it will be you. We hope you can join us on August 1, 2015 for the 7th Annual Jess Ford of Pullman Hardhat Classic.

(Check out the pictures of the event on page 4)

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The Jess Ford of Pullman Hardhat Classic August 2, 2014 Another Successful Event!









Blaine McMahan & Josh Graisy from the 2nd Place Team!



Tom Burritt, Tim Leachman, Chris Fischer, & Mike Malcolm



Last Place Winners proudly display their Golden Toilet trophies. L to R: Craig Cole, Teresa Cole, Kay Cole, and Larry Cole. Andrew Seaman (second from the right) and Bill Vertrees (far right) presented the trophies.



Photographer: Loc Vo Thank you Loc!



Hole in One Witness: Rick Finch







Volunteers: Steve Potratz, Kate Kamerrer, & Dan Costello

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Roofing Projects & Preventive Maintenance Program...by Randy Cavanaugh

Facility Services Roofing Shop has been busy all summer on various projects around campus. Among them are Ensminger Pavilion, Math Learning Annex, and Markley Services Complex Warehouse. Now with winter fast approaching, it is time for the roofers to start their annual Preventive Maintenance (PM) Program. This program was developed to put more emphasis on the preventive maintenance of the roofs on campus. The Roof PM Program outlines the various attributes the roofs are designed with and establishes a time line for scheduled maintenance and a time line for total roof replacement.

Integral to the PM program, a roof inspection form has been developed for the Roofers to take with them when they perform the preventive maintenance. The form has two main sections:

In section one; we look at the various roof attributes; membrane type, heat trace, fall protection etc., we make corrections and keep the program as up to date as possible.

In section two; we perform roof condition assessment and observations. We inspect and clean all parts of roof drains, basins, scuppers and gutters. We also check and assess physical condition and structural soundness for being in good repair. These and many other tasks are then documented on the form and turned in to the supervisor to input into the system. All corrective actions are then submitted as standalone work requests to be scheduled and done as weather allows.

With approx. 3 million square feet of roofs to inspect and repair the roof shop is able to stay busy year round; with projects in the summer and preventive mainte-

nance in the winter. With this reemphasis on preventive maintenance, we anticipate a lower number of roof leaks and a longer time in between repairs.





Daggy Hall gutters (pictured above) are included in the preventive maintenance program along with the roof drain (pictured left) at Research Park.







Miguel De La Mora, Randy Smith, and Eric Bashaw on the roof of the Motorpool Shop.

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Grandma's Bits and Bytes.....by Sue Semler

My granddaughter's first day of kindergarten was the 2nd of September. Oh how I wish I had been there to see her off on her first day with new clothes, new shoes, new backpack, new supplies purchased from the "Things you need to bring to school" list. This is a fresh young mind, smart as a whip if you ask me, and eager to learn new things.

I've found as I get older, I am not as eager to learn new things! I want the computer programs I have on my computer to act like I have learned they should act and do what I've finally remembered how to do. But unfortunately change is inevitable and upgrades to new versions of software are supposed to make your life easier and make you more efficient... RIGHT! I've finally learned where the menu commands are on the old version and then they are hiding in the new, improved version. When I look for the new locations to use the commands, I find I revert to the old memory of where they were in the last version! Oh well, live and learn. It's supposed to keep you young...hmm.

I get really frustrated when a program freezes, especially if I haven't saved what I was working on all morning! All my time spent on editing the document and now I'll probably lose all my edits. One thing I've learned over the years though, is to SAVE, SAVE, SAVE, and SAVE OFTEN! If I don't save often, my program freezes, and I lose my edits, I probably won't remember all my changes or the clever way I worded something!

So what do you do when your program freezes? Well it isn't good for your computer to just push the on/off button. That can get the groups of 1 and 2's all messed up and your computer may not start correctly, if at all! Then you have to explain to us IT people just what you were doing before the computer failed to perform as expected!

So here's a tip. To end a frozen program in Windows 7

1. Press these three keys at the same time:

CTRL-ALT-Delete

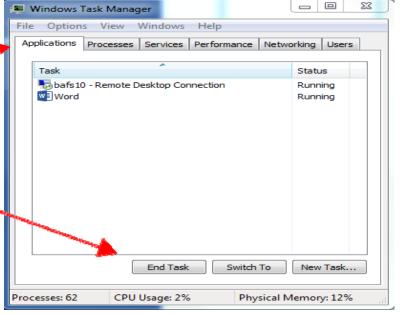
- 2. A security box or Task Manager will appear (If the security box opens, press the **Task Manager** button)
- 3. Press the **Applications** Tab
- 4. Single left-click on the task that is not responding to select it
- 5. Press the End Task button
- 6. A message box will appear (eventually) that says:

Program is not responding. End task?

7. Click End Task

The program will close after a few seconds (or sometimes longer!).

If the program you were using when the computer froze was an MS Office program you may be able to recover any changes made as of the last AutoSave



process. When you open the program again, it should show you a recovered document in a panel to the left of the blank document. Save it and then you can figure out if you are missing any data. Here is a link to more information on Auto Save: http://office.microsoft.com/en-us/powerpoint-help/automatically-save-and-recover-office-files-HP010140729.aspx

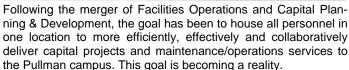
DO NOT choose any of the other tabs or "End Task" for any other programs listed in Task Manager, unless they too are "Not Responding". Ending the task for a program that is working could make your computer problems much worse! If you decide you really don't want to try this, email fais@wsu.edu or call 5-FAIS (3247) and we'll fix it for you, no problem!

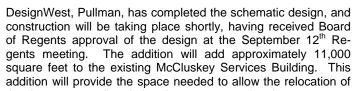
Well, onward and upward! A few more things to learn today and then I can go home and get on Skype with the grand-kids. I want to hear all about what my granddaughter has learned at kindergarten today!

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McCluskey Building Addition.....by Jude Durfey











the departments of capital projects, campus planning, space management, and GIS/CADD to the McCluskey building. They will be joining the staff of maintenance, custodial, construction services, engineering, energy management, accounting, human resources, and information technology, which are currently housed in McCluskey. Additional staff parking spaces will be constructed east of the building complex.

The new addition will further allow the capital projects group to vacate the Commons Building and return it to the University inventory. No information on planned use at this time.



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Flu Shots



October is the month to consider getting your flu shot. Health and Wellness Services will not be offering an outreach flu shot clinic at McCluskey or Commons this year as

they have in the past since the College of Pharmacy students are now located in Spokane. However, Health and Wellness Services does want to invite you to take advantage of the flu shot clinic offered every Friday in October beginning October 3, from 10 a.m. to 3 p.m. HWS will bill your insurance for you, just present your insurance card to them before receiving the vaccine. Don't forget to wear a short sleeve shirt.

The Flu Shot Clinic entrance is on the lower level parking lot access off Nevada Street.



The Blood Mobile is Coming
To McCluskey on
October 16, 2014
9 a.m. to 1:45 p.m.

If you would like to donate, contact one of the following recruiters to set up your appointment time:

Debbie Hill 335-9000, Brandy Dean 335-4530, Janne Dahmen 335-5571, Malcolm Montgomery 335-3129 or Lorrie Arrasmith 335-9024. For those people that will be donating, be sure to eat a good breakfast that morning and drinks lots of water the day before and the day of the donation.



Thank you to our sponsors/auction item donors/contributors for their part in the success of the 6th Annual Jess Ford of Pullman Hardhat Classic golf tournament benefitting the WSU Facilities Services Scholarship Fund and Endowment

Sponsors

- Jess Ford
- Valley Electric
- Skanska
- McKinstry
- Siemens
- Ev and Kathleen Davis
- Crimson & Gray
- Coldwell Banker Tomlinson
- Southfork Public House
- Lydig
- Avista
- Kris Finch, Realtor w/ RE/MAX Home and Land
- Fischer Family
- Luper Automotive
- RJ Scientific, LLC
- Vanir Construction Mgt.
- RE/MAX Home and Land

Auction Item Donors

- Crimson & Gray
- Seattle Mariners
- Seattle Seahawks
- Sam Dial Jewelers
- Holiday Inn Express
- Palouse Ridge Golf Club
- Pullman Chamber of Commerce
- The Costello Family
- WSU Athletics
- Dave' Golf & Gun Shop
- The Coeur d'Alene Resort

Contributors

- RE/MAX Home and Land
- Tom Burritt
- Kate Kamerrer
- Inland Northwest Broadcasting
- Vanir Construction
- Lydiq

The result of this fundraiser event has provided 16 scholarships to students attending the 2014-15 academic year at Washington State University. Without the businesses/people listed above, this would not be possible. We appreciate their support.



The Summit

Safety Boot Truck is coming to McCluskey Services

October 28, 2014 7:30 a.m. to 3 p.m.

Shoes must meet the following requirements as outlined in the Safety Toe Footwear Policy Memo May 7, 2010:

- Be rated for 75 lbs impact, 2500 lbs compression (ANSI Z41-1191)
- Have 6 or 8 inch leather uppers, and
- Have a slip and oil resistant sole



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SERVICE AWARDS



Bob Nichols 10 Years



Brian Funke 10 Years



Louise Sweeney 10 Years



Annette Barton 30 Years



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WELCOME NEW EMPLOYEES!



The new employees pictured above were introduced at the Service Awards presentation in the Carpenter's Shop on September 24, 2014: (left to right) Michael Rima, Maintenance Mechanic 1; John Moreno, Custodian 1; Todd Plotner, Facilities Quality Assurance Officer; Ian Robertson, Custodian 1; Teresa Beltran, Custodian 1; Lyle Branting, Carpenter; Dale Clark, Maintenance Mechanic 1; David Stodick, Carpenter; Rick Fox, Painter; James Self, Carpenter; Kyle Davis, Custodian 1; and Mel Miller, Cyclic Roofer. Not pictured: Charles Cross, Fiscal Tech. 3; William Wharton, Stationary Engineer 1; Trevor Peterson, Grounds Nursery Services Specialist 2; and Jessica Steiger, Facilities Project Manager.

Promotions!



Mark McCully promoted to Electronic Technician 4



Shiloh Farmer
promoted to
Maintenance Mechanic 1

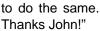
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Thanks for Working Safely Award Winners!

John Maurin is the WINNER!

"Thanks for Working Safely!"

"On June 11th, I observed John Maurin cutting low branches with a power pole saw. He was wearing all required personal protective equipment and reminded a co-worker to do the same





John chose the Maglite Flashlight as his award.

Bill Slinkard is the WIN-NER!

"Thanks for Working Safely!"



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

Bill chose the camouflage backpack as his award.



KUDOS

We had a complicated move between various buildings and on a tight schedule. Everyone (Heavy Equipment Crew) was very accommodating, patient, and flexible on last minute changes on some things. Most Appreciated!!!

M. Gise

Jim and I just had a walk through the lab with Yong's senior staff (Junming Sun and Stephen Davidson) and we are all quite pleased with the progress. (The Custodial) staff (Russell Knight, Vic Marx, Jonathon Williams, Mike Taylor, Neil Wood, Angie Wilbur, Sue Lewis, Christian Kelly, Geoffrey Gonzales, and Danna Medlock) should be particularly commended for the laboratory cleaning job.

B. Schmuck

Mary Albi, from Anesthesia area at the Vet Teaching Hospital, who would like to say "Thank You" to the worker (Jeff Gulick) who installed a cabinet this morning.

I wanted to take a minute and thank you very much for all of your support as AMDT moved into the Johnson Hall Annex. Your folks (Stefanie Lundgren) were very professional and I know you went above and beyond to help us get settled and make the place look fantastic! Very much appreciated.

J. Ellis

Thank you for table top for print rollout, great finished product and it will really help when looking up information about building. Please pass on my thanks to those involved (Jim VanderZanden and Matt Malakowsky) in making tabletop.

G. Johnson

All of the Staff at Motor Pool have always been a pleasure to work with. They are always friendly and helpful. WSU is very fortunate to have such great people representing the University.

V. Burnham

When I dropped off the ring S. Glaesman lost to Dave (Clark) this morning he told he again they really appreciate the conscientious job Larry (Grassmick) does every day in Albrook.

R. Beach

The electricians (Travis Schaefer and Todd Graham) dropped by today and will have most of the lights installed this afternoon. They are coming back tomorrow at 7:30 to finish the rest. This

means that every one of our refurbishments will be completed in time for our Homecoming celebration. Kudos to FacOps!

M. Wilcomb

We have fully occupied our newly expanded Center and everyone loves it! I would like to thank you all for our beautiful new addition to our Center! It could not have happened if not for your hard collective work! As Dar says a lot of behind the scenes work and stress happened without our knowledge, but having lived through the previous expansion, this was a thousand times better with quality work that went smoother and with minimal disruption. It was a true pleasure to work with all of you!

G. Tong

I work a pre-game function here at the CUB and several people told me how clean and well kept the campus grounds are! Just wanted you to know they notice!

G. Blair

To the crew that was so prompt in fixing the sidewalk out to our service area parking lot – thank you! It was wonderful to have it taken care of so quickly and looks terrific.

Commons Crew



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KUDOS

The doors look great. Pass on to everyone (Jon Schlee, Craig Gray, Jason Brausen, and Matt Malakowsky) involved how much we appreciate the rush on the installation.

L. Udy

Just wanted to say thanks to your floor crew (Jerry Lynd)! The floors in Fine Arts look amazing. Please let them know just how much the Museum appreciates their hard work. It really looks great!

A. Cheers

Caution ribbons were posted around a set of stairs that were in need of repair by Murrow West. An event was scheduled for the renaming of the building. A request was made to have the ribbons removed and the stairs repaired prior to the event.



Following are comments received about the step repairs: "I can't tell you how much we appreciate your quick response!"

D. Watkins

"I heartily endorse Darin's "thank you."

L. Pintak, Dean, College of Communication

I met Rodney in Todd 276 and he showed me the seat numbers (work done by Scot Chatelain and timeslip employee, Jared Belsvig). They are very unobtrusive, which has a certain elegance, but they should be easy enough for my students to find.

M. Schumaker

I did go over and see the guys (Lance Mitchell and George Robinson) working on the floor (Johnson Hall 24A). Thank you for making this happen.

J. Lawford

I wanted to check in and let you know that Rick (West) has done a great job working with us this week, patching and painting a number of holes in the walls of our department. It's an extremely busy time of year for us, but he's managed to make his fixes while almost flying under the radar...which I didn't think was possible. You've got a good team member in him.

C. Baltz

I very much appreciate you sending a carpenter (Jason Brausen) to move the cubicles and desk to-day. This will really help us out since September is an extremely busy month for us. I know your carpenters are also very busy, and I want you to know how much we truly appreciate you going the extra mile for us.

B. Nitcy

I cannot tell you how happy I am to have a new locksmith. He stopped by my office today...nice guy. Looking forward to a good working relationship and things getting done in a timely manner again.

T. Amonett

We used the lights (batten lights in CUB Ballroom) literally the day after the install was done. The system works great and we are very pleased with it. We use them at almost every event in the ballroom now, if you want to stop by some time I'd be more than happy to turn them on and show you what they look like in action with the instruments installed. (S. Desma-Just thought I would pass this on to all who rais) had a part in this project. The system is working great and the customer is happy with it. Thanks to everyone for a fine job! (Those involved on this proiect: Estimators - Jon Schlee, Caleb Hawkins, Chuck Hull, Rick Kessler; Electricians - Mike Pope, Denny Yager, Tom Wilson; Carpenters - Rich Miller, Jeff Gulick, Craig Gray, Eric Sorenson; Painters - Matt Malakowsky, Dean Standon; Sheet, metal - Chad Congdon, Steve Gates, Ryan Gray)

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Facilities Services Safety Committee Safety Question Contest for the Month of October 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 Lorrie Arrasmith Iorriea@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 Lorrie or drop it off at her desk in room 103 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 October 22, 2014, so get started finding the answer now! http://facops6/safety/APP% 20Manual/Forms/AllItems.aspx

QUESTION: Chapter 18 Machine and Tool Safety. machines shall: (Choose 5 from the APP)	Requirements: Employees who use	
ANSWER:		
1.		
2.		
3.		
4.		
5.		
Name of Employee submitting the above answer:		
Facilities Services Division:		

RESULTS: Congratulations to August's Safety Question Winner Kellie Jones!

August's Question—Chapter 3 Safety Bulletin Boards. What information is required to be posted on Safety Bulletin boards?

ANSWER IS: a) Washington Department of L&I Overview of Workplace Poster Requirements; b) Job Safety and Health Law (F416-081-909); c) Your Rights as a Worker In WA (F700-074-909); d) If a Job Injury Occurs/ Workers Compensation (F242-191-909); e) Unemployment Benefits (EMS 9874); f) Equal Employment Opportunity; g) Federal Minimum Wage (WH Pub. 1088); h.) (OSHA 300 log) Feb 1—April 30 each year.

APP Safety Question Winner!

Kellie Jones

Kellie's entry for the Safety Question was randomly selected from the 3 correct entries out of the 5 total entries. Those correct entries not chosen will be placed in the bucket for the annual Safety Award Drawing at the 2015 Facilities Services Picnic.



Congratulations Kellie!

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