



WASHINGTON STATE
UNIVERSITY

Facilities Services Newsletter

April 2019

Congratulations to Kathie Jahn, President's Employee Excellence Award Winner!



Kathie Jahn, Fiscal Technician at Facilities Services Motor Pool was presented with the Employee Excellence Award on March 29, 2019 in the CUB Senior Ballroom. Presenting Kathie with the award were President Schulz and Provost Dan Bernardo. Eric Slocum, Manager of Plant Services escorted Kathie on stage to receive her award. Kathie's nomination read: "Kathie coordinates vehicle rentals, handles office operations, schedules car washers, manages billing and much more. She is

known for providing outstanding customer service." We are very proud to have Kathie as part of the Facilities Services Team.



Kathie with her husband, Jason Jahn



Pictured at the banquet with Kathie (l to r) Craig Cole, Eric Slocum and Kate Kamerrer

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Enter the Safety
Question Contest
on the last page of
this Newsletter
and you could win a
PRIZE!

From Olivia Yang, Associate Vice President, Facilities Services

It is with very mixed feelings that I inform you of Dan Costello's decision to return to Texas and accept a position at University of Texas Health Sciences Center at San Antonio. While we are all happy for Dan as he moves on to progressively higher responsibilities, we know that we will sorely miss his expertise, calm, innovation and collaboration.

In the short five years that Dan has headed Facilities Services/Operations, Dan has been a critical part of FS' success in providing service to the University system.

Under his leadership, we have taken steps to merge the construction and maintenance trades into one seamless group which allows us to better level resources and create efficiency without compromising service. Great strides were made in documenting the University's deferred maintenance situation, and in developing data driven strategies to mitigate this serious issue.

We appreciate Dan for his:

- advocacy and direction in re- implementing a Preventive Maintenance program
- emphasis on employee training and development (drive to be not only service provider of choice but also workplace of choice)
- leadership in collaboration with Facilities groups on other campuses (information sharing/best practices; development and guidance)
- creativity, communication and flexibility in dealing

with budgetary shortfalls

- ability to be an incredible mentor – bringing new ideas and perspective to everyone he worked with

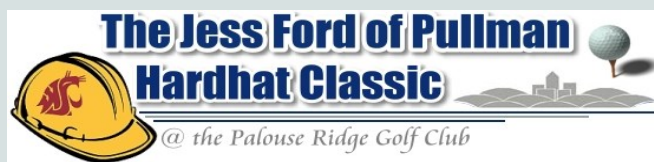
For the time being, we will not be refilling his position. We will be using the next few years to:

- maintain momentum on existing Facilities Services initiatives (comprehensive capital planning, improved space utilization, migration of select Finance and Administration Information Systems (FAIS) responsibilities to Facilities Services, and operationalizing the preventive maintenance program)
- provide opportunities for further collaboration between the Facilities Services departments

We will leverage the salary savings from leaving his position vacant to support our fiscal carryforward objectives.

While his direct reports and a manager will be reporting to new supervisors, our staff reporting structure will not change due to his departure and staff will continue to work within their same workgroups and have the same supervisors.

Please join me in wishing Dan well. I know I can count on all of your support in making this transition successful.



**Jess Ford of Pullman
Hardhat Classic
Golf Tournament
Scholarship Fundraiser!
July 27, 2019
hardhatclassic.wsu.edu**

A note from Vice President Stacy Pearson:

As I look around our Division and consider our growing list of priorities, I am in awe at the dedication and strong work ethic I see among our staff every day. We've certainly had our challenges this winter, and I hope by the time you're reading this, we are well past the cold weather and snow that has kept our crews so busy these last couple of months! Many thanks to all who work to keep us safe during inclement weather.

We recently received the results of last year's Employee Engagement Survey, and one area of concern for our Division is the sense of wellbeing among our staff – whether that be with personal safety, work/life balance issues, workplace concerns, stress management, personal finance, personal health, anxiety, grief and loss – just a few of the many challenges that most of us will face at one time or another.

With that in mind, I'd like to remind everyone about a benefit available to them through the Washington State Employee Assistance Program (EAP). It is a free, confidential program created to promote the health, safety, and well-being of public employees state-wide.

How it works: EAP support is easy to access. When you first contact EAP, you'll talk with one of their staff to identify your concerns and match you with the right support. Then, you'll meet with a local professional counselor in person or by phone, who will provide you with FREE confidential advice, help you develop an action plan, and suggest other helpful resources.

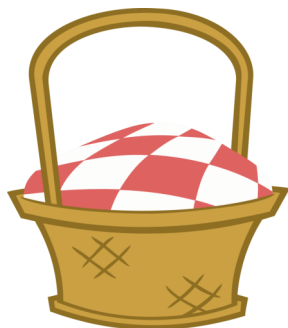
EAP support is short-term and solution-focused. Your benefits include up to 3 sessions, and covers all household adults. And, EAP can be used multiple times a year if you are facing a new problem. Your participation in EAP is voluntary and strictly confidential.

EAP is a service of Washington State Department of Enterprise Services, and they can be reached toll-free at 1-877-313-4455, or eap.wa.gov.

If you have the need, I encourage you to take advantage of this benefit.

WSU Holiday Schedule

Memorial Day	May 27, 2019	Thanksgiving	November 28—29, 2019
Independence Day	July 4, 2019	Christmas	December 25 - 26, 2019
Labor Day	September 2, 2019	New Years Day	January 1, 2020
Veterans Day	November 11, 2019	Martin Luther King Day	January 20, 2020



Mark Your Calendars!
Facilities Services Employee
Appreciation Picnic
July 18, 2019 11 a.m. to 1 p.m.
McCluskey Services East Parking Lot
SEE YOU THERE!



SERVICE AWARDS



Caleb Hawkins
5 Years



James Sharp
5 Years



Richard Tucker
5 Years



Arron McMullen
15 Years



Rick Magers
35 Years

**Service Award Recipients Not
Pictured:**
Zac Howell5 Years
Joshua Fey15 Years
Dave Baker25 Years
Wayne Lechtenberg25 Years
David Geppert35 Years



Welcome New Employees!

New employees Kazzandra Vazquez, Custodian 3 (second from left) and Jeremy Jeffers, Equipment Technician 1 (second from right) were introduced and welcomed at the Services Awards Presentation in the Carpenters Shop on March 27, 2019. Pictured with the new employees are Danna Medlock, Custodial Supervisor (far left); Brad Hill, Motorpool Supervisor (center); and Joe Kline, Asst. Vice President of Facilities Services Capital (far right)

New employee not pictured: Alexander Serfes, Custodian 1



Congratulations Promotion!



Congratulations to
Forrest Gilchrist
Promoted to
Custodian 3!

Forrest is pictured in the center along with Katy Kilborn, Supervisor (left) and Joe Kline, Asst. VP of Facilities Services Capital (right)

KUDOS

"Huge thank you to the hard work and long hours your crews have done— they have been incredible at clearing the snow this winter. "

S. Blatner

"I also want to recognize the unsung heroes in helping us make it through the month of February—our colleagues in Facilities Services. These folks work throughout the days and evenings to remove snow and make sidewalks and parking lots as usable and safe as possible"

D.Bernardo

"I checked with the Chief of Staff and she said that Dr. Bernardo's office looked great after your crew finished. "

A. Merrill

"D. Thomas has stepped up to do first aid for the custodians for evenings, instead of having to cancel at last minute when our instructor has not been able to teach the class. She has done this twice for us, so she deserves a big Thank you."

D. Medlock

SIGN UP!the next Facilities Services sponsored Red Cross Blood Drive is scheduled for April 25, 2019 and will be held in the Public Safety Bldg. Training Room. Sign up with

Jann Dahmen-Morbeck 335-5572;

Brandy Dean 335-4530; Debbie Hill 335-9000

FIRST TIME DONORS WELCOME!

The need is great and one donation has the potential of saving three lives!



RETIREMENT CONGRATULATIONS!



Congratulations to John Dawson!

John began working for WSU in February of 1990. He held the position of Custodian 1 and finished his career with many years as a Custodian Lead.

A celebration in honor of John's retirement was held on February 27, 2019.

Thank you John for your 29 years of service to WSU! Enjoy Retirement!

RETIREMENT CONGRATULATIONS!

**Congratulations to
Patrick "Rick" Magers!**

Rick began his career at WSU in March of 1984 in a Custodial position. He is finishing his career at WSU serving as an Insulator Worker Lead.

A celebration in honor of Rick's retirement was held on March 28, 2019.

Thank you Rick for your 35 years of service to WSU! Enjoy Retirement!



Chris Fischer, Assoc. Director of Maintenance & Utilities presented Rick with his retirement certificate signed by President Schulz.

Open to the public every Friday 10am-3pm



WSUSURPLUS

ebay

Public Surplus

<http://surplus.wsu.edu>

GovDeals

Find us on
Facebook

April/May Training Session

To sign up, contact D. Thomas 335-9846 or at the front reception area in McCluskey Services

Other Upcoming Training can be found at facops6/safety/default.aspx

Facilities Services Training	Date/Time	Location	Trainer
Aerial lift recert classroom only (evals must be scheduled separately) (Class size is limited please schedule through Sarah Greer)	Thurs, April 4 8am-10am	FS 101	Sarah Greer
Asbestos/Lead Awareness for Trades Worker (Class is limited contact Matt McKibbin).	Wed, April 10 8am-12pm	EHS Basement	Matt McKibbin
Cultural Competency Workshop: 0/25 Enrollment Deadline: 04/10/19 9:00 am	Wed, April 10 9am – 12pm	Smith Center for Undergraduate Education, Rm 512	Merrianneeta Nesbitt
First AID/CPR/AED Training Enrollment capacity - 8/8	Thur. April 11 8-12 pm	McCluskey Admin Conf. Rm 173	D. or Jann
12.5 Still Alive	Tues, April 16 9:30am-11:00 am	Beasley Coliseum	Gary Norland
First AID/CPR/AED Training Enrollment capacity (5) - 3/8 signed up!	Fri, April 19 8am-12pm	McCluskey 173	D. or Jann
Shop Safety Meetings	Tues, May 14	Shops	Safety Reps Choice
Asbestos for Trades (class size is limited contact Matt McKibbin) Changes have been made!	Wed, May 8 8am-10am	EHS Basement	Matt McKibbin

"Thanks for Working Safely" Safety Award

Your Name:	
Nominated Worker's Name:	

Detailed description of the event you observed for which you want to nominate the above named person(s) for a Thanks for Working Safely safety award. Include the exact location, time, date and circumstances of the safe action.	
Location:	
Date and Time:	
Circumstances:	

Please print and sign this form, then give to your supervisor or to the supervisor of the nominated worker and have them sign it.

Your Signature:		Date:	
Supervisor's Signature:		Date:	



REMINDER.....If you observe someone working safely, nominate them for a Safety Award by filling out the "Thanks for Working Safely" form (example on left). Forms are available from your supervisor, the Safety Sharepoint site, or on the Safety Bulletin Board in the McCluskey Shop Building.

KUDOS

"I want to send a big Thank You to **Heavy Equipment and the Grounds crew** for all of their hard work this week. On Wednesday, Mailing Services needed their loading dock plowed out. Within half an hour of requesting this, there was someone over cleaning up the dock area and the parking lot. I have noticed that the sidewalks and walkway into the east side of Cooper is being kept cleaned up with ice melt. So thankful for everything that has been done campus wide to deal with the winter weather this week! Thank you and good job!"

J. Rich

"I would like to give kudos to **Shon McPherson**. Yesterday, 2/13/19, I asked Shon if he could check one of the doors to the outside as it was making a loud, high pitched noise every time it opened/closed. Shon said he would check it and within an hour it was taken care of. My ears and I thank him for quieting that door so quickly!"

J. Dahmen-Morbeck

"Big thanks for the guys (**Craig Gray and Dave Stodick**) breaking away from the mat job yesterday to help us get the MRI unit out! Without them, we would have been in quite the pickle."

G. Turner

"Crisp and clear looking dat at WSU Pullman. Look at those clear sidewalks! Thanks Facilities Services!"



"Given the challenges of the season, I want to acknowledge our outstanding **Facilities Services personnel** who have been working around the clock to keep all of our campuses open and operational. Please join me in thanking these men and women who are often working outdoors in below-freezing conditions while many of us are still asleep or working indoors in warm buildings. Thank you!"

President K. Schulz

"I just wanted you to know that I have noticed the efforts your department has put in with clearing roads, lots, and sidewalks on campus. I'm sure you have heard complaints, however, please pass it on that some of us think you are doing an outstanding job!"

L. Wilson

"**Jolanda Whitacre** is fabulous! Jolanda has been our main custodian for University Stores and Central Receiving & Delivery for over a year now and she is friendly, courteous, efficient, and always communicates to staff what she is doing and where she is going to be cleaning. Oh yes, she also does a really good job of keeping the office areas and bathrooms very clean. Thank you Jolanda for being so pleasant and efficient and doing such a great job of keeping University Stores and Central Receiving & Delivery clean and tidy."

J. Gossard

"The floors look awesome. Appreciate your crew (**Tammy Kelly, Colin Fearn, and Jonathan Williams**) and the extra assistance!"

P. Iulo

"Once again, we'd like to thank you for our custodian, **Daniel (Ruesga)**. He is a rock star of custodians."

S. DeShields

Thank You

Facilities Services Safety Committee

Safety Question Contest for the Month of April 2019

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-Morbeck 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. 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 April 22, 2019 so get started finding the answer now and win a nice prize! Link to APP Chapters: <http://facops6.ad.wsu.edu/safety/APP%20Manual/Forms/AllItems.aspx>

Reference Chapter 17 Heat Stress

QUESTION: What are two signs/symptoms of Heat Cramps? AND Name three First Aid/Emergency Response Procedures to deal with Heat Cramps.

Answer: _____

Employee submitting the above answer:

Name: _____ **Division:** _____

February's Question: APP Chapter 20 Ergonomics and Back Safety. "Ergonomic principles incorporated into employee training include, but are not limited to:" **Answer:** Neutral vs Awkward Postures, Proper Lifting and the Power Zone, Allowing Time for Movement and Stretching, Reducing Excessive Force, Reducing Excessive Motions, Minimizing Contact Stress, Reducing Excessive Vibration, Eliminating Trip/Slip Hazards, Providing Adequate Lighting.

CONGRATULATIONS! SIGNE STOLZ is the Winner!

Signe'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 2019 Facilities Services Picnic.

Thank you to all that entered the contest!

