



WASHINGTON STATE
UNIVERSITY

Facilities Services Newsletter

August 2019

2019 Facilities Services Annual Employee Appreciation Picnic

Facilities Services employees and guests enjoyed the Facilities Services Annual Employee Appreciation Picnic on July 18, 2019, with good food, prizes, games, and great company. Thank you to all that attended the picnic and to the volunteers that planned and executed the event. Also, thank you to Stacy Pearson, Vice President, Finance & Administration and Facilities Management for funding the picnic. The work that Facilities Services employees do everyday is amazing and greatly appreciated by the campus community.

You do us proud and we thank you!

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

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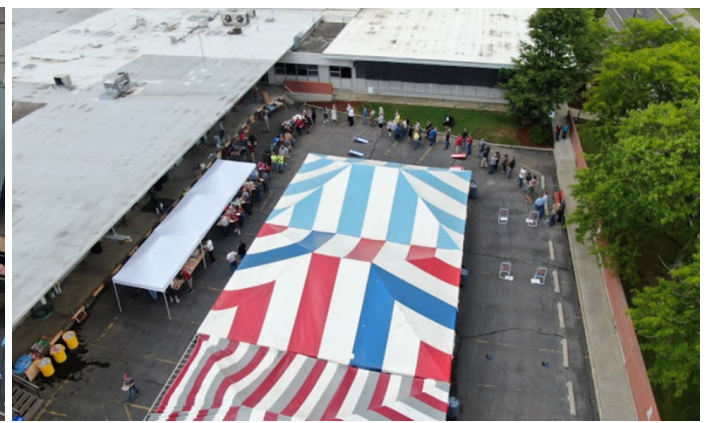


Drone Activity at the Facilities Services Employee Appreciation Picnic

Bob Nichols and Sam Jenkins were on hand at the picnic to demonstrate the capabilities of the drones that are part of the Facility Information Resource Management (FIRM) UAS Flight Operations Division. Check out this site <https://photos.app.goo.gl/61DMTTghesnUSnvs6> There are photos, 360 Panoramas, and two videos from the picnic. The drones are used in maintenance assessments and one can be equipped with an infrared camera that detects heat. You can read more about the drones capabilities in the Facilities Services [December 2018 Newsletter](#).



Bob Nichols (left) and Sam Jenkins (right) display the drones and controls. Stacy Pearson (inset) tries out the headset control.



APAC Retreat—June 11, 2019

By Roxy Holden

What is APAC?

APAC stands for Administrative Professional Advisory Council and provides institutional-level advocacy in support of administrative professional (AP) staff by serving as a liaison with WSU senior administration, communicating matters of interest to AP's, soliciting feedback from AP's, helping make WSU a great place to work, and providing professional development opportunities.

In partnership with Craig Cole, I'm honored to represent Facilities Services as a newly appointed APAC Council Member. We meet regularly with WSU senior administration including the President and Provost, the WSU Board of Regents, and various University committees and councils.

On June 11, 2019, we attended the annual APAC retreat. Being a "newbie", I wasn't sure what I was getting into. I half expected some sort of initiation ceremony or trust fall exercises amongst the rest of the council members. I am delighted to report that it was nothing like that. It was a gathering of fellow WSU Cougs from all campuses who want to foster ideas and bring opportunities of professional development to AP staff through guest speakers, seminars, scholarships, events, workshops and grants. The day kicked off with President Schulz giving a speech on "Creating Teams and Building Teams." I'm going to summarize some points he discussed as I think they are great reminders for us all to consider within our roles:

1) Focus on the End Result. Not "territory" communication

2) Develop team relationships

President Schulz brought up an important question to think about: When was the last time you stepped away from your computer and had an actual conversation with a coworker? Email is great for routine things, especially with everyone being so busy. It allows the recipient the time to digest and respond when convenient for them. The most important take away is to remember anything sensitive should be an in person conversation to avoid any miscommunication.

3) Diversity

4) Self-Motivated / Celebrate as a Team

I can't stress my strong view on this enough. We are all busy, we are all overworked, just trying to get the job done to move on to the next job. It's important to remember to take the time to celebrate the completion of a project. Give feedback to your team, provide constructive criticism, etc. After all, this is how we grow and how we carry that positive success to the next job. As problem solvers we tend to focus on the problems, but **do not** forget to celebrate the successes within the team! Take this on as a challenge within your own teams.

5) Confidence & Fit

What came to my mind with this one is to analyze the question: How many people are needed to be successful on the project? Remember that saying, "Too many cooks in the kitchen.... That project failed miserably, there were 5 people in charge of it and no one could come to an agreement, just too many cooks in the kitchen."

Another important and sometimes the hardest point to remember on this is if the fit doesn't work, you need to make a change.

To wrap up, let's think about change. When you think about change, what comes to mind? I guarantee in the back of your mind, you automatically think "they" need to make a change. We are on small teams for individual projects and big picture, we are all part of a large team – a Facilities Services team. It's important for us to take a step back and ask yourself, **"What am I bringing to the team?"**



August/September Training Sessions

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 Initial Training Ives Certification in Aerial and Scissor Lift Training	Thurs. Aug. 8 8am-12pm	Food Service 101	Sarah Greer
Cultural Competency Enrollment Capacity 2/25	Wed, Aug 14 9am-12pm	Smith Center RM 512	Merrianeeta Nesbitt
Asbestos for Trades (This is the annual two hour class held by Matt McKibbin in EHS. It is required by Federal regulations for anyone who will be working around asbestos containing ma-	Wed, Aug 14 8am-10am	EHS Basement	Matt McKibbin
First AID/CPR/AED Enrollment Capacity: 6/8 2 spots remaining!	Tues, Aug 27 8am -12pm	Admin Conf. RM 173	D. or Jann
Asbestos for Trades (This is the annual two hour class held by Matt McKibbin in EHS. It is required by Federal regulations for anyone who will be working around asbestos containing material.)	Wed, Sept 11 8am-10am	EHS Basement	Matt McKibbin
First AID/CPR/AED Enrollment Capacity: 0/8 Class needs to be filled!	Thurs, Sept 26 8am-12pm	Admin Conf. RM 173	D. or Jann

WSU Holiday Schedule

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

Open to the public every Friday 10am-3pm



WSUSURPLUS



<http://surplus.wsu.edu>



Service Awards!



Roxanne Holden
5 Years



Matthieu Turcotte
5 Years



Blair Myron
5 Years



Kelly Kirpes
5 Years

Service Awards!



Travis Schaefer
5 Years



Steven Rumiser
5 Years



Jennifer Reynolds
15 Years



Eric Lockie
25 Years

Service Awards Not Pictured:

Brandy Berney ... 5 Years Hansel May ... 5 Years Champ McCulloh ... 10 Years
Joseph Beck ... 15 Years Brian Funke ... 15 Years David Huffaker ... 25 Years

Service Awards!



Kevin Poitra
15 Years

Employee recognition is a vital part of Washington State University.

As part of the length-of-service program, staff are eligible for length of service awards at 5, 10, 15, 20, 25, 30, 35, 40, 45, 50, and 55 years of service. At each milestone, employees receive a letter of congratulation, a certificate of service, a lapel pin, and an award selected by the employee. Additionally, a campus recognition reception is hosted by the President annually to honor all employees who reached a milestone during the calendar year.



11th Annual Jess Ford of Pullman Hardhat Classic Golf Tournament Fundraiser Results!

Saturday, July 27th was the 11th annual Jess Ford of Pullman Hardhat Classic; it was a huge success with the record high of \$20,606.76 (net), thanks to Teresa Cole working with the numbers! We had 108 players this year, up from 83 last year. The weather was much cooler than years in the past, where the highs were 98-100, with a comfortable 82 degrees. It was rather windy though, messing with our game, our hats flying off. But all in all, it was a great day. As for the truck or the \$10K putt, there is always a way to make it work. It helped to make this another great event!



our hats flying off. But all in all, it was a great day. Once again we had no winner for the truck or the \$10K putt, there is always next year!! A huge thank you to all who helped to make this another great event!

Mark your calendars for next years event on July 25, 2020!

Congratulations Promotions!



Doug Wickham
Promoted to
Insulation Worker
in
Utilities Services

Wesley Kerr
Promoted to
Waste Collector
in
Waste Management



Rod Main
Promoted to
Maintenance
Mechanic 2
in
Maintenance Services

Promotion Not Pictured:

Brett Rode promoted to Equipment Operator 2
in Waste Management

Retirement Congratulations



Pete Larsen retired from Facilities Services in June after serving WSU for 31 Years!

Enjoy Retirement Pete!

A retirement celebration in Chris Fischer's honor was held on June 27, 2019 at McCluskey Services. Chris retired after serving WSU for 36 Years!

Enjoy Retirement Chris!



Welcome New Employees!



New employees pictured Left to right: Amber Tolonie, Office Asst. 2; Charise Lloyd, Custodian 1; Delores Abuaduallah, Custodian 1; Jonathan Fong, Grounds Nursery Services Specialist 2; and Robbie Dudley, Work Management Center Coordinator. Craig Cole, Executive Director of Building Operations (far right) introduced and welcomed the group at the recent Service Awards Presentation in the Carpenter's Shop. New employee not pictured: Isaac Anderson, Waste Collector. **WELCOME TO WSU FACILITIES SERVICES! WE ARE PROUD TO HAVE YOU ON OUR TEAM!**

KUDOS

I wanted to let you know what an excellent job the Custodial Staff did cleaning and waxing the floor in French Ad 346E. The area was previously used for file storage and I suspect it has been decades since the floor was cleaned and waxed. I was amazed how they were able to remove decades of grime and make the floor whiter than the main floor that has had regular cleanings and waxing over the years. Also they did an excellent job cleaning our ancient carpets in French Ad 346. Very professional job in all respects! (Employees that conducted the work: **Dan Luman, Tammy Kelly, Jonathan Williams, Scott Kelly, Nathaniel Clopton and Jurgen Acheampong**)

M. Zimmerman

I just wanted to let you know that this waxing crew that has been cleaning all the floors in Bustad 404 has done an amazing job. I have been at WSU for over 30 years and this is the best job ever done! I would appreciate you sharing this with the night waxing crew. (**Tammy Kelly, Jonathan Williams, Scott Kelly and Jurgen Acheampong**)

D. Guettinger

Thank you to everyone for your assistance in finishing this project in a timely manner. Our staff in these rooms are very pleased with how effectively the A/C units keep the rooms at a temperature which is conducive to their operation of the various electronics. We appreciate your teams' efforts! (Carpenters were **Craig Gray and Dave Stodick** once again. Continuing to represent Facilities the way we are intending.)

D. Hamilton

We are so thankful and pleased with the floor waxing job done for the anesthesia office, prep room, and middle office room, we want to make sure the people (Tammy Kelly, Jonathan Williams, and Scott Kelly) that did the work are thanked! I realize floor work is tedious, and probably frustrating at times. We very much appreciate their hard work. !!!!!!!THANKS!!!!!!

Mary and the Anesthesia Staff

Thank you for all the work you and your guys (Ian Allen, Mike Griswold, John Black, Darren Palmer, and Tyler Helenske) did today moving those containers around. They were great to work with and I look forward to working with them in the future.

Ian Richardson

Your crews—both Rick West and the crew led by Katie Kilborn for the floors—have been amazing. They are better than any expectations I would have for professionals trying to earn our business. They have been hard workers—they

seem to care about our project as much as we do. I'm also appreciative of you and the organization it's taken to get these workers to us so quickly. Thank you for responding helping us meet deadlines. I understand there are other projects and often there is only so much you can do. Thank you for keeping us in the loop and doing your best to keep our project moving forward.

B. Dueben

I am writing to thank you for the incredible crew that came to strip, wax, and buff the floors in the Dana 152/150 suite. I'm going to list the people on that crew, but forgive me if I misspell their names: Katie Kilborn, Brittany Cox, Forest Gilchrist, and Sandy Forman. They are committed workers who see the big picture and are a credit to the good name of Facilities Services. Dana 152/150 is the Voiland College of Engineering and Architecture Tutoring Services, which I oversee. The floors were horrible: stripped down to nothing in one area, waxed to an orange color in another, and mysteriously gray/black in still other areas. When Katie, Brittany, Forest, and Sandy showed up, they looked at the floor first to see if it could just be buffed—which as an issue of cost savings to the university, I appreciated. On closer inspection, they realized what we had been living with: the floor was in need of care. They stripped away thick layers of wax, re-waxed the floor, and buffed it to a high gloss. They worked so hard that the floor is one, uniform color. That may not sound like much now, but I did not think it was possible when they started. They worked so consistently and so hard under less than pleasant circumstances (seriously, the odor of the stripping agent and wax!)—and they were so cheerful and easy to get along with, that I looked forward to seeing them this morning. When an area of the floor didn't come clean, they revisited it until we have what looks like a new floor (or it would if the floor didn't buckle the way it does; but that's Dana Hall). They kept me updated about the condition of the floor (whether or not we could walk on it), as well as how long they thought it would take. It was clear to me that Katie and the crew understand that the physical buildings speak volumes to the students about what we think and expect of them. Dana 152/150 is getting new furniture this summer, and I am so relieved that it will go on top of floors that tell students we expect them to achieve a lot. I thanked Katie, Brittany, Forest, and Sandy a lot while they were here, but probably not enough. They continue Facilities' good name on campus. Later this summer (in a few weeks), we will need Dana 136's floors re-done as well as the carpeting cleaned in Dana 134. I would love it if this same crew was available to come work with us again. If it's possible, I would much appreciate you considering it.

B. Dueben

Facilities Services Safety Committee

Safety Question Contest for the Month of August 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 September 13, 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 APP Chapter 12: Confined Space

QUESTION: Name at least 4 special circumstances that entry records may be kept longer than the one year period?

Answer: _____

Employee submitting the above answer:

Name: _____ **Division:** _____

June's Question: Chapter 31 Cranes and Rigging "What are six hazards associated with crane operation?" **Answer:**

Contact with overhead power; Ground stability; Two-blocking; Poor maintenance; Rope inspections/or lack of; Swinging loads/lack of tag line use; Poor rigging and rigging practices; Lack of operator training or certification for crane operation

CONGRATULATIONS!

DJ Postle is the Winner!

DJ'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 Facilities Services Picnic summer of 2020.

Thank you to all that entered the contest!

