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# Facilities Services Newsletter

February 2020  
  
Happy Leap Year!

## Building Automation System (BAS)

By Bryan McLaughlin

Over the past few months Facilities Services has revamped the way Building Automation System (BAS) projects are handled with the assistance of the FAIS group and the Control Shop. This was a six month initiative in which WSU Facilities Services Leadership challenged FAIS and the Control Shop to create a more efficient pipeline for controls related items. It was guided by a matrix of BAS Roles and Responsibilities allowing for a clear delineation of responsibilities and implemented through a series of FAIS led trainings. These trainings equipped the Control Shop with the knowledge and tools needed to be effective while allowing FAIS to remain a valuable resource the Control Shop can consult.

This formalizing of BAS project processes has allowed for a more streamlined communication chain of pertinent BAS information, needs and requests to and from the involved parties. Prior to this change information flowed freely between parties resulting in much of the information being lost, incorrectly prioritized and even miscommunicated. Now, after this transition BAS related information flows through a single point of contact, the Control Shop, making it easier for BAS projects to remain organized and on track with deadlines and milestones.

### Post BAS Transition responsibilities breakdown:

BAS Administrators: Ralph Webb, Rex Riggs, Lee Bannister, Dennis VanAllen, Craig Mellick, and Shiloh Farmer.

BAS Technicians: Skip Nelson, Milan Barton, Stephen McGahan and Timothy Bren.

### Transitioned Control Shop BAS duties include:

- Project Initiation – Protocol for PMs/CMs to communicate controls requirements at early stage of project.
- Existing Infrastructure Evaluation – Field data collection checklist tool for Control Shop.
- CAT 6 Cabling Installation – Equipment and training for Control Shop to terminate, label and test cable installations.
- Quality Assurance – Coordinate with design team and contractor to ensure

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



## BAS continued from front page

successful installation (pathway, material, documentation, etc.).

- Device Configuration – Includes device installation, programming and testing.
- Device Maintenance – Troubleshooting network connectivity, device communication, UPS reliability, off-hour point of contact.
- System Access – Create and manage user accounts, VPN groups, vendor access policy and work station relocation.
- System Administration – Data back-up, application maintenance, software troubleshooting, etc.
- Training – FS team equipped with knowledge and resources necessary to on-board new technicians.

Thank you to the Control Shop, Den Bowker, Steve Price, Colin Pringle and the rest of the FAIS team for helping make this transition possible!

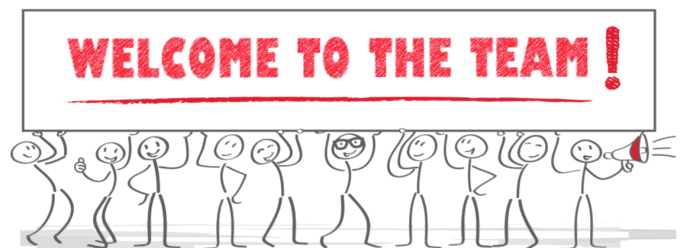


## Welcome New Employees!



Craig Cole (pictured far right) welcomed and introduced the new employees at the Service Awards Presentation in the Carpenter's Shop on January 29, 2020. Pictured left to right: Justin Huggins, Custodian 3; Hmong Lee, Custodian 1; and Kevin Poxleitner, Electronics Tech 3.

New employees not pictured are: Zachary Brinkmann, Custodian 3; Desirae Scott, Custodian 1; Michael Huffstutler, Custodian 1; William Sutton, Custodian 1.



# ***Service Awards!***

## ***CONGRATULATIONS!***



**Milan Barton**  
**5 Years**



**Chad Palmer**  
**10 Years**



**Rick West**  
**15 Years**



**Eric Slocum**  
**20 Years**



# ***Service Awards!***

## ***Congratulations***



**Signe Stolz**  
**20 Years**



**Mike Watson**  
**20 Years**

### **Service Awards Not Pictured:**

**Dion Mobley 5 Years**

**Mike Pope 20 Years**

**Angie Wilbur 30 Years**

## **RETIREMENT CONGRATULATIONS!**



**Congratulations to Greg Luft on his retirement.** A retirement celebration in Greg's honor was held on December 19, 2019 in the McCluskey Services Building. Greg leaves the University after approximately 25 years of service. We feel fortunate to have had Greg on the Facilities Services Team. Greg maintained all the fire extinguishers across the entire Pullman Campus keeping them up-to-date and ready for use. We appreciate his attention to detail. Greg will be greatly missed but we wish him the best in his retirement. Enjoy retirement Greg!

# Congratulations Promotions!



**Congratulations!**

**Mike Rima**

Promoted to:  
Maintenance  
Mechanic 2



Promotion not pictured: **Gideon Burum** promoted to Electronics Tech 3

## Facilities Services Sponsored Red Cross Blood Drives

Our last blood drive on January 30 was a huge success! We went FIVE over goal which is fantastic! The new location of the conference room in the Public Safety building has been a hit with the Red Cross crew as well as those donating. Being a bit closer to the heart of campus is a plus too. Thank you to everyone that donated!

Mary Kress, our coordinator with the American Red Cross, sent the following stats:

- Number of drives hosted to date: 44 – Facilities Services started hosting drives in October 2005.
- Number of gallons of blood donated: 139.25! That equals 1,114 units (pints).

Our next blood drive is scheduled for April 23, 2020, in the Public Safety building conference room. It will start at 9AM and the last appointments are at 2PM.

**First time donors are WELCOME!**

To find out what to expect when donating blood and how your donation benefits those in need, visit:

[Redcrossblood.org](http://Redcrossblood.org)

For information on signing up to donate, contact

Jann Dahmen-Morbeck 335-5572



## WSU Holiday Schedule

Memorial Day	May 25, 2020
Independence Day	July 3, 2020
Labor Day	September 7, 2020
Veterans Day	November 11, 2020

Thanksgiving	November 26—27, 2020
Christmas	December 24 - 25, 2020
New Years Day	January 1, 2021
Martin Luther King Day	January 18, 2021

## ENTER TO WIN THE SAFETY DESIGN CONTEST!

Put your thinking caps on and your talent to use! Enter the 2020 Safety Design Contest and win a prize! No limit on colors and you may use WSU logs/phrases/etc. as long as you don't change the colors or distort them. The committee will send all entries to the Marketing office for approval before a winner is chosen. The Budget Subcommittee would like you to tailor your design to be versatile to fit on any item the committee should choose. Put your idea(s) to paper and submit them to one of the Budget Subcommittee members no later than April 3, 2020.



**Budget Subcommittee Members:** Lara Banister, Milan Barton, Eric Reichmuth, Danessa Townsend, Jann Dahmen-Morbeck, and Corrina Johnson.

### February/March 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](http://facops6/safety/default.aspx)

Facilities Services Training	Date/Time	Location	Instructor
Cultural Competency	Feb. 12, 9am—12pm	Morrill 140	Marrianneeta Cesbitt
Asbestos for Trades	Feb. 12, 8am—10am	EHS Basement	Matt McKibbin
First Aid/CPR/AED	Feb. 25, 8am—12pm	McCluskey Room 173	D. Thomas or Jann Dahmen-Morbeck
Asbestos for Trades	March 4 8am—10am	EHS Basement	Matt McKibbin
First AID/CPR/AED Enrollment Capacity:	March 17 8am—12pm	McCluskey Room 173	D. Thomas or Jann Dahmen-Morbeck

**Open to the public every Friday 10am-3pm**



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## KUDOS

"I wanted to thank your staff, especially the lead electrician (**Tom Moore**), who helped WADDL with a critical problem with our necropsy lab hoist this last Friday (1/3/19) evening and again this Monday morning. As I explained to the friendly and helpful Fac Ops telephone service (**Julie Aranzamendi**) on Friday, our necropsy hoist system is critical to maintaining the state's veterinary diagnostic lab service capacity on a 24/7 hour basis. Even more critical, this hoist system prevents injury to our faculty, staff and students when moving large carcasses. The lead electrician (and FOMS, **Dave Baker and Wayne Lechtenberg**) was prompt, responsible, polite and capable. He also effectively communicated with our duty pathologist in order to safely provide a temporary alternative allowing service to continue over the weekend. Furthermore, the lead electrician ensured that the system damage was fully resolved this Monday morning allowing full operations."

D. Nelson

"Thanks **Glen (Moulton)** for all the extra work you did over break for Veterinary and Biomedical Research. Our floors look awesome!"

B. Morton

"I am writing to say thank you. A customer backed up the toilet in one of our restrooms and left a big mess. **Sandy Foman** came in and cleaned it quickly, thoroughly and without complaint. She is friendly, efficient and hardworking. Please convey our appreciation to her for the wonderful job she does."

K. Davison

"Thank you very much (**Ken Moore and Geoff Nelson**) for taking the time today to show me around ETRL. I was very impressed by the condition of the building and the quality of your work. I am so glad that you know each other and are com-

municating requirements to each other that will make the building a better place to work (for yourselves and others) and for students to learn. Thanks again for all your hard work and dedication."

C. Cole

"Shout out to **Dustin McGillic** for always responding to our departments concerns &/or general maintenance tasks promptly. He is very consistent in his initial response and follow through to make sure the issue is addressed and we are satisfied with the work done. I appreciate his thoroughness and professionalism."

C. Alfred

"**Kurt Brantner** is a marvel. He has taken care of numerous lighting issues I have been whining about for several weeks. We can now see in our building in the afternoon hours. He is a keeper. Thanks for sending him our way. "

B. Rhoades

"I want to extend my sincerest thanks to all of you for helping us out so quickly. We delayed our hearing for just a few minutes to ensure those that wanted to attend could get in, and it all worked out just fine. Craig Cole, please pass along my thanks to **Jackie (Hedenstrom)** as well. She was very helpful! This was a good learning opportunity for us. We've never had to hold a public hearing during suspended operations, but if it ever happens again, we won't forget about the detail of the doors! "

V. Murray



## Facilities Services Safety Committee

### Safety Question Contest for the Month of February 2020

**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](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. 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 March 18, 2020** 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 13 Fall Protection.**

**Question: Name three responsibilities of the employee to ensure fall protection.**

**Answer:** \_\_\_\_\_

**Employee submitting the above answer:**

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

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

**December's Question: APP Chapter 7 Accidental Injury Reporting - Which SPPM(s) is/are referenced in the Process section and how many steps are noted in the Process section and what are they?**

**Answer:** SPPM 2.24 and SPPM 2.20 6 Steps – Process. Per SPPM 2.24; an online Incident Report for reporting accidental injuries and work-related illnesses is available through HRS. To access the online Incident Report system, follow this link: <http://hrs.wsu.edu/managers/incident-report/> 1. When an injury occurs, check the area to avoid further injury, assess the severity of the injury and if needed, call for emergency medical assistance/911. 2. Responding to an Injury Incident – SPPM 2.20 General Workplace Safety 3. Supervisor investigation and reporting. 4. Investigating Accident 5. Supervisor's Accident Investigation Report 6. Form Distribution and Routing

**CONGRATULATIONS!**

**Staci Anderson is the Winner!**

Staci'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!***

