



WASHINGTON STATE
UNIVERSITY

Facilities Services Newsletter



Happy Spring from Plant Services and Waste Management

By Rick Finch

I love spring on the Palouse! When I'm out in the winter pushing snow and thawing pipes I keep telling myself that surviving another winter is what makes spring so awesome. We've already had some beautiful spring days and a few days where we have had all four seasons in one day. It's a time of renewal and a time of hope, and sudden reminders that we cannot control the weather.



This spring seems particularly special; because after a full year of Covid, on-line learning and working from home, it seems like there is a light at the end of the tunnel.

Many people have received vaccinations and there is more activity on campus every day, it is beginning to seem likely that we will have students in the classroom and fans in Martin stadium this fall.

In preparation Grounds staff are busy cleaning up after winter, fertilizing the lawns, spraying weeds and getting the irrigation systems back on line. Another big campus wide task is edging and laying in fresh bark. A semi load of bark goes away pretty quickly when the grounds crew is working as a team, and the campus is really looking good.

Heavy Equipment is cleaning up the gravel from the streets, grading the gravel lots, replacing banners and refreshing the lines and cross walks. I love the clean lines and the WSU logos popping out in the intersections. It looks like it will be another busy summer crack sealing and repairing campus streets.

I can tell that activity is picking up around campus because the phone is ringing at Motorpool since people are starting to rent some vehicles and business in the shop is steadily increasing. Departments are making reservations for activities around week of welcome and football. Maybe fall 2021 will seem a little more like normal.

Inside this Issue:

Happy Spring	1 & 2
Jess Ford of Pullman Hardhat Classic	2
WSU Holiidays	2
Promotions & New Hires	3
Service Awards	4 & 5
Event Notifications	5
Workday	6 & 7
KUDOS	8—11
APP Safety Question	11

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



Happy Spring continued on page 2

In the Waste Management area we are delivering a lot of compost, a sure sign that spring is here. Activity in campus buildings is starting to pick up as some areas start to transition back to being on campus. We are planning on having an extended move in period for students this fall as it seems likely that all of the residence halls and dining centers will be open this fall, though probably at lower occupancy than normal.

All and all there are many reasons to be optimistic about the future and that we are about ready to turn the corner on the pandemic. We are fortunate to work with a creative and resilient group of people who keep showing up no matter the adversity. I admire the contributions everyone made during this most difficult year. Many of you reported to campus through most of the last year and kept the campus running. Many of you worked from home and completed your duties through unstable internet and endless Zoom meetings, while assisting your children with on-line schooling. I can't tell you how grateful I was this year that my children are adults and out of the nest, I can only imagine how difficult that was.

Then there's Workday, I keep hearing that it's going to be great when we get all the kinks worked out,

and this is probably very true, but in the meantime..... Do you know how you can tell someone who's heavily affected by workday? They never turn their video on during Zoom meetings. I worry about those people, I hope we recognize them when we all get back on campus.

I hope everyone gets a chance to get out on one of these beautiful spring days and enjoy the weather and walk around the beautiful WSU campus that we all take so much pride in.



**Jess Ford of Pullman
Hardhat Classic
Golf Tournament
Scholarship Fundraiser!
July 31, 2021
Register at:
hardhatclassic.wsu.edu**

WSU Holiday Schedule

Memorial Day	May 31, 2021
Independence Day	July 5, 2021
Labor Day	September 6, 2021
Veterans Day	November 11, 2021

Thanksgiving	November 25—26, 2021
Christmas	December 24 - 27, 2021
New Years Day	December 31, 2021
Martin Luther King Day	January 17, 2022

Congratulations Promotions!

Name	Position	Division
Hansel May	Custodian 3	Custodial
Mike Pope	Electrician Lead	Maintenance
Travis Schaefer	Electronics Tech. 4	Maintenance
Tim Leachman	Maint..Specialist 4	Maintenance
Rex Riggs	Maint. Specialist 4	Maintenance
Ian MacConnel	Grounds Nursery Serv. Specialist 4	Grounds
Jake Reeves	Waste Collector	Waste Mgt.

Welcome New Employees!

Name	Position
Nick Thompson	Custodian 3
Peter Haworth	Custodian 3
Joseph Montin	Stationary Engineer 1
Gregory Hodapp	Grounds Nursery Serv. Spec. 2
Ryan Ortuno	Plant Communication
Puck Forester	Custodian 1
Michael Schaeffer	Custodian 1
Richard Kerns	Custodian 1
Deaneal McKnight	Custodian 1
Christopher Cyr	Grounds Nursery Serv. Spec. 2
Lori Spiker	Waste Collector

Service Awards!

Name	Division	Years
Scott Butler	Control	5
Daniel Chilson	Steam Plant	5
Teresa Cole	Accounting	5
Steven Cottrill	U-Stores	5
James Garrett	Paint	5
Amanda Goucher	Grounds	5
Logan Larson	Maintenance	5
Clayton Lockie	Maintenance	5
Torrey Miranda	Maintenance	5
Donavon Novotny	Custodian	5
Becky Reiber	WMC	5
Rex Riggs	Maintenance	5
D. Thomas	HR	5
Doug Hays	Maintenance	10
Kelsey Southwick	Heavy Equipment	10
Olivia Yang	Facilities	10
Norman Fung	Custodian	15
Ryan Gehring	Maint/Construction	15
John Gray	Custodian	15
Maja Huff	Admin	15
Lesia Neumann	Accounting	15
Nathan Pierson	Custodian	15
Steve Sarff	Custodian	15
John Baldwin	Maintenance	20

Service Awards!

Name	Division	Years
Rick Hull Sr.	Construction	20
Kate Kamerrer	Admin, Business & Building	20
Brian Kriebel	Custodian	20
John Sell	Maintenance	20
Neal Wallen	Construction	20
Brady Allen	CR&D	25
Duane King	Custodian	25
Mark Grant	Steam Plant	30
Vic Linderman	Custodian	30
Mike Nearing	Steam Plant	35
James Beck	CR&D	40

Event Notifications.....by Robbie Dudley

Over the last few months, FAIS and WMC have been working together to make some updates to the Facilities Services Event Notifications emails that are being sent to subscribers. After creating SOP's for how to complete the notifications for our internal users we felt the emails still could use some adjustments. So in the interest of trying to make them as informative and brief as possible for all recipients we have made 3 slight changes with 1 more update still in the works.

Event Notification changes completed;

- Removed the name of recipients and just made it EVENT NOTIFICATION
- Shortened the opening paragraph to just be one sentence and explain there is a hyperlink under the More Information title
- Changed title of "Detail:" to "More Information:" to be more descriptive of the link's function

Future Event Notification change;

- Add "Event Description:" below the Event Title in email body, believe this information is tied to the Event Types that you are required to select when creating a notification.

This would also be a good time to point out to all of our users that when you are creating an event notice there is a box to check if you notice is for an emergency, please utilize this when it is necessary for short time periods (i.e. within 24-48 hours) before an event will occur. This will ensure that at the beginning of the email subject line the word "EMERGENCY" appears first.

We are hopeful that all recipients and creators find these changes helpful and they provide a relevant more streamlined notification process. We are always open to feedback from anyone who has thoughts about how we can further improve the system though, so please don't hesitate to stop by WMC and let us know if you have some considerations.



By Stacey Fertakis

With a few months under our belts, Workday is getting easier! We continue to learn new avenues that are making it easier to navigate through Workday. One day we will look back and think – that wasn't all so bad, right?!

A few tips and tricks that may help you:

Adding Leave

There are two ways to add leave – one is through your absence calendar and one is through your time worked calendar. The absence calendar will show you the whole calendar with leave, but not time worked.



Today April 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30 Sick Leave	31	1	2	3
4	5	6 Annual Leave	7	8	9 Annual Leave	10
11	12 Annual Leave	13	14	15	16	17
18	19	20 Today	21	22	23	24
25	26	27	28	29	30	May 1

Your time worked calendar will show you by the week with leave and time worked:



Apr 11 – 17, 2021 Week

11 0	Mon 4/12 Hours: 8	Tue 4/13 Hours: 8	Wed 4/14 Hours: 8	Thu 4/15 Hours: 8	Fri 4/16 Hours: 8	Sat 4/17 Hours: 0
				Time Period End 04/01/2021 - 04/15/2021		
	Regular Hours Worked 8:00am - 12:00pm 4 Hours ✓ Approved	Regular Hours Worked 8:00am - 12:00pm 4 Hours ✓ Approved	Regular Hours Worked 8:00am - 12:00pm 4 Hours ✓ Approved	Regular Hours Worked 8:00am - 12:00pm 4 Hours ✓ Approved		
	Regular Hours Worked 12:30pm - 3:30pm 3 Hours ✓ Approved	Regular Hours Worked 12:30pm - 4:30pm 4 Hours ✓ Approved	Regular Hours Worked 12:30pm - 4:30pm 4 Hours ✓ Approved	Regular Hours Worked 12:30pm - 4:30pm 4 Hours ✓ Approved		
	Annual Leave 3:30pm - 4:30pm					

When adding leave, use the “absence” calendar if time worked has not been entered. This function allows you to add your exact time off (if requesting a full day of leave), ex: 8:00am-4:30pm. But – please note! If you add a “time off”, this function only allows for the exact hours and won't subtract lunch. You can't add more time off than you are scheduled to work. For example, if you were to add 8:00am-4:30pm in the time off calendar – it would give you an error message and say your time off is more than scheduled. You would need to change the time off to 8:00am-4:00pm for 8 hours of leave.

If time worked has been entered – you have two options;

- Delete the time work block(s) and add an absence, or
- Click on the time block and change to a time off.

Important to note that not all absence types are available in the Time Off calendar. Comp Time off, LWOP, Bereavement Leave and a few others can only be processed through the absence calendar.

Compensatory Time

For employees that are accumulating Comp Time, please write “Comp Time” on the pay affecting forms. Workday doesn't have a way for staff to record Comp Time earned. That process is completed through a conversion by our HR team at the end of each week. Comp time converted at the end of week (unless on a scheduled day off) can be used the following week.

If you are accruing Comp Time, please use comp time prior to Annual leave. If you are not seeing your Comp Time balance, please connect with your HR support.

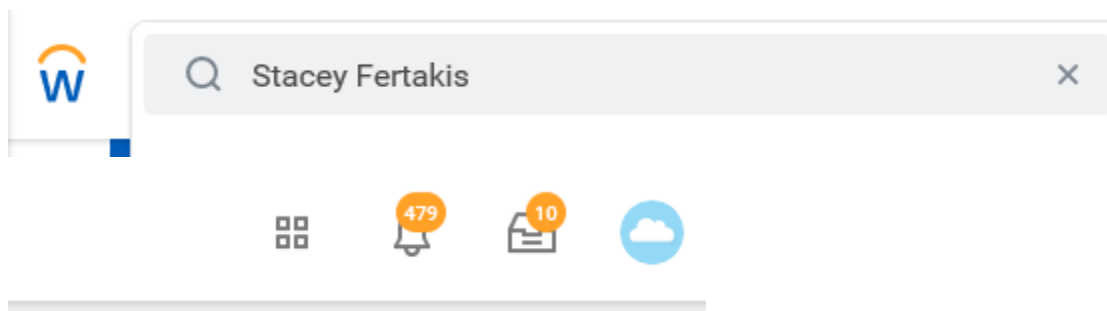
Schedules are set with no end date. If you find that your schedule in Workday doesn't match your actual schedule, please let your supervisor know and we can get it updated.

Pay Slips

On your Workday desk top, in applications, click on “Pay”. Then off to the right you can click on “Payslips” – this will show you all the pay periods to date and will allow you to print. Yes, they look a lot different than our legacy system payslips – more detailed – they break your time, leave, holidays, etc. by week. But please ensure your gross pay is what you'd expect. The only time your gross will change is if you have had LWOP or Overtime. If there is a pay discrepancy, please let us know right away. Better to be caught now, instead of at retirement or resignation. Unfortunately, we are unable to see pay breakdowns in Workday for all our employees, but we will contact Payroll Services to make sure it gets reviewed and corrected if necessary.

Search Field and Cloud

On your main Workday screen, you can review your profile by adding your name in the search bar (top left) or clicking on the Cloud (top right) – Here you can review your personal information, overview of your position, benefits, payslips, time off balances, etc.



Please reach out to me (Stacey Fertakis), a modernization team member or your HR support, if you have any questions and concerns – we are happy to help!

KUDOS

We recently received a survey response from Jeanne Therrien on this work order for 117 Smith Gym with regard to lowering the temps for the rowing crew to exercise comfortably. Jeanne mentioned this is an ongoing issue with the temp changes, and she appreciated the quick attention to this request. Thank you (Dennis VanAllen) very much for your effort, work ethic, and continued pursuit to make Facilities Services the service provider of choice. I know this is not an isolated occurrence for you, and wanted to reach out to thank you. You are an example for all to strive towards on the control team and other shops as well.

J. Griffin

"I was told to let you know that the drain pan that Chad (Congdon) and Steve (Gates) built was extremely well liked. Helmut said to give them compliments that it looked so professionally built and he was very happy with it. They were able to build it to cover a drilled hole in the new countertop that looked hideous."

R. Nugen

This work order came over from CVM just before the Holidays. This was a high priority project for the new Director and new Dean for the college in order to help improve student, faculty, and staff wellness. The team got together very quickly, put an estimate and plan together and performed at a very high level in order to get this project done quickly and professionally. The team was:

Estimator – Rick Kessler

CO-Plumbing lead – Neal Wallen

CO-Plumbing – Matt Turcotte, Tim Ismailov

CO-Electric – Jerrad Graham

Following is the note we received from the customer on the project above: "This was excellent work by your team! Thank you for setting this up and make it happen so efficiently. Many of our hospital employees and students already have expressed their gratitude for towards this work your team did."

F. Aguilar

"I apologize that I don't know her name, but the custodian (Kazzandra Vazquez) working on the floor in 305D does fabulous work. Thank you, too, for getting this done so quickly."

T. Amonett

"I wanted to let you know how much we appreciate the excellent service that Glen Moulton provides to employees in the department and building. Over winter break, the main IPN office was closed. Glen saw a perishable package on our work counter and took the time to email me so that it would not be ruined knowing we were all out of the office. We were able to get the package to the owner in a timely fashion thus saving the perishable item. Glen is a valued part of our team and we appreciate his communicating with us."

B. Morton

A special thanks to the following that worked on the GAH re-verification and preventive maintenance for BSL3 LAB work order:

Justin Baxter – MM Lead

Eric Lockie – MM Lead

Calvin Baisley - MM

Alec Comstock – MM

Dennis Van Allen – Controls Lead

Skip Nelson – Controls

Craig Mellick – Controls

Milan Barton – Controls

Lee Bannister – Controls

Jim Sharp – Life Safety

Kevin Poxleitner – Life Safety

Bob Stilson – Life Safety

Dave Stodick – Carpenter

Rich Miller – Carpenter Lead

Chad Congdon – Sheet Metal

Kelly Kirpes – Keys Lead

Brandon Goucher – Refrigeration

Jason Lang - Refrigeration

We received the following note from the customer on the project: "Thank you Jeremy for all of the coordination of the annual shut down event. I really appreciate the efforts of you and all your team in this complicated year."

T. Baszler

KUDOS

Rusty Poesy – Van Doren Repair of wall socket - “Thank you for the ‘superfast’ service. We appreciate your help.”

Tom Moore & Chris Ayling – SCUE – “The switch on track lighting not working - This tech was very helpful and very communicative and kept us abreast of what was going on! Thank you!”

Kelly Kirpes – Clark Hall Project Lock in door does not fit keys - “Many thanks - we love the new door and Kelly was able to install the old locking mechanism in it so that new keys weren't needed.”

Kelly Kirpes – Clark Hall - “You are definitely my hero. Good job and many thanks!” Helen



“FacOps (Facilities Services) (Dean Standon and Rick Fox) did an amazing job refurbishing the old Victory Bell (pictured above). 128 years old and it looks brand new. Please share the Alumni Association's thanks with the crew. Very much appreciated.” --Mark

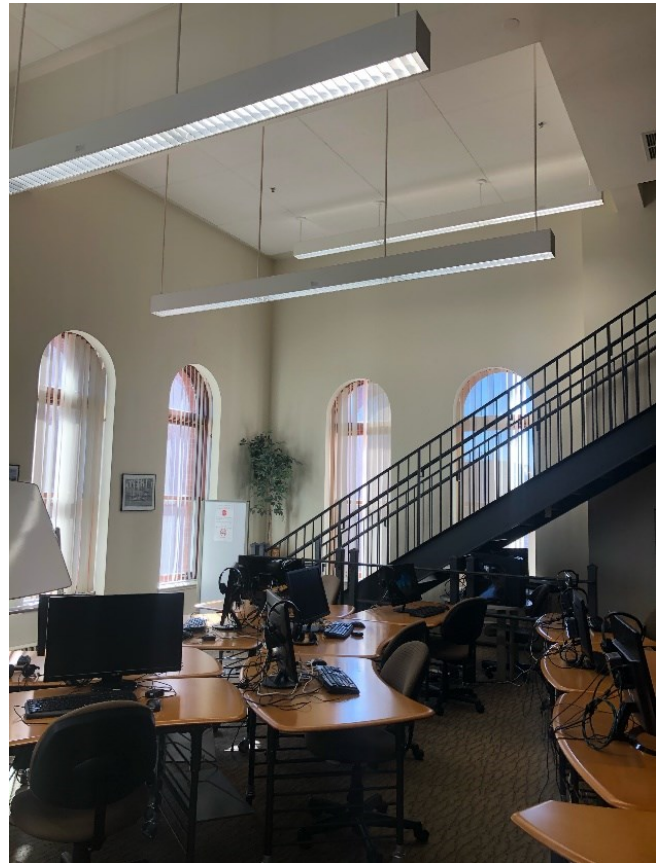
“Thank you to Rick West for painting an accent wall for us. I appreciate his patience, friendliness and professionalism during the project.” Cindy Al-red

Kelly Kirpes – SCUE – Von Duprin exit device not working properly – “I know that Kelly is under a lot of pressure with the departure of Riley, but he is doing a wonderful job, is very responsive on these emergency oriented requests, and I really appreciate his meticulous work and his communication with me. Thank you!”

Mike Rima – Daggy – Section of lighting out in main stairwell – “I did not see who or when it was done, however it was done very quickly.”

Just wanted to pass along a heartfelt thank-you for the excellent job that you and your staff did to improve the illumination for the LLCR. “As you may appreciate from the photo (below), the Lab looks alive and fantastic with the new LED lights. This was a particularly demanding job that involved long ladders and much assembly/disassembly and we would like to acknowledge the sweat equity that Mike, Adam, and Tom dedicated to it. We trust that our faculty and students will appreciate these welcomed enhancements once they return to campus. Again, thank you.”

José J. R.



KUDOS

"The Facilities employee (James Beck) who comes to CHS is always very friendly, very efficient and very knowledgeable of the work that needs to be done."
Mai-Lee Armatis

I just have to tell you how great Norm (Norman Fung) is! Not just because he found my lost earring – but because he is always so pleasant and so very conscientious about his work. I hope he gets to be our custodian for a long time -- he's like family to us!!
Vicky Murray

"Dear Ian, Mark, Chad, and others, Just a quick note to thank you for your recent great help in getting the (Hitchcock) racetrack in good shape. Your services were prompt, collegial and effective. Thank you! I am aware that FacOps gets plenty of complaints and probably not enough compliments so I wanted to be sure you know that I am grateful for your help. Best Wishes," Warwick Bayley

"I just wanted to give a shout out to our custodian, Shayne, who did a fantastic job cleaning up around the exterior of the Jordan Schnitzer Museum of Art a week or 2 ago. It looks AMAZING!! Thank you," Ann Saberi

My thanks to Kent (Foms) for diagnosing an electrical issue on a Sunday afternoon got us operational for Monday morning cheese production very important to avoid wasting valuable dairy products thanks again ! John Rohner

"I would like to mention that your team of movers (Heavy Equipment) were absolutely terrific yesterday. We couldn't have asked for a better group of guys. It was a huge move and they were hustling all day long and very friendly and accommodating to our requests. Even carrying a very long metal table down 4 flights of stairs with turns because it was too large for the elevator. They worked their tails off and it is very much appreciated. They deserve a big pat on the back. Thank you so much for yours and their assistance and being so accommodating to our needs. Best to you all, " DeeDee

Last week Rich Miller and JB Self completed a furniture reconfigure project at Town Centre. The requestor, Margaret Hirose commented "Loved working with the gentlemen that came out to do the work. They

were so helpful, fast and did everything perfect! Thank you so much!" Please pass on our gratitude to the team for their work ethic and customer care. I also noticed that estimator, Craig Gray, helped to coordinate this project. Please let him know we appreciate his consistent support of these jobs. We know the communication happens on many levels to make these jobs come together. Please continue to encourage the team to keep striving to be the service provider of choice for our campus clients.

This project was completed in a timely and professional manner by Rich Miller, JB Self, Dave Stodick, John Black, Daniel Roe, and Mark Hadaller. Please pass on our gratitude and thanks for their coordination between shops, and work to get this safety hazard corrected. There was an encouraging comment from the requestor on this project stating "The carpenter shop was fast and very efficient on this repair. The work Rich Miller and his crew performed was top level carpentry. Thank-You. ". These measures do not go unnoticed and we appreciate your team's attention to detail, especially when consistently working to put forward work that continues to make Facilities Services the service provider of choice.

Eric Bashaw and Ramsey Stamper recently completed this job and the requestor, Diane Curewitz had some great comments. She stated "The response to our request was immediate. The crew took care of the needed repairs right away. They are investigating whether the roof can be coated to improve its resistance to leaks and we really appreciate that." I wanted to pass on a special thank you to your crew, for their quick attention to the immediate repair as well as the extra work to improve the performance of the roof for future use. This is a successful example of what it means to be the service provider of choice in both instances. Please share our gratitude with the team.



KUDOS

Last week, Bob Coffey completed a work order in an extremely fast manner. Jeanne Therrien commented "I was very impressed and thrilled with the amazing turnaround time of my request to change the ceiling tile. THANK YOU so much for the awesome job once again!!" This is a wonderful example of striving to be the service provider of choice. Even though there may not have been classes ongoing in room 201 right now, Bob completed this work within a day of the

customer submittal. Please pass on our gratitude for doing his part as a first responder efficiently and professionally. As a building mechanic, he is often the first face a requestor will see and therefore a direct reflection of Facilities Services.

Open to the public every Friday 10am-3pm



WSUSURPLUS



<http://surplus.wsu.edu>



Facilities Services Safety Committee

Safety Question Contest for the Month of April 2021

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 May 14, 2021** so get started finding the answer now and win a nice prize! Link to APP Chapters <https://sharepoint.wsu.edu/FacilitiesServices/Operations/Safety/SitePages/Home.aspx>

Reference APP Chapter 30 Compressed Gas Cylinder

Question: Name 2 Guidelines for Compressed Gas Cylinder Storage and 2 Guidelines for Compressed Gas Cylinder Transport.

Answer: _____

Employee submitting the above answer:

Name: _____ **Division:** _____