Facilities Management

...Creating a Campus of Distinction

All Employees Meetings
October 18 and 31, 2017
Fiscal Year 2018 First Quarter Information Session and Employee Recognition
Agenda

Benefits Update – Krissy Kaylor

BES Cleaning for Health – Solomon T. Franklin, Vanessa Dodd, and Larry Blomberg

Unit Spotlight “Capital Projects” – Jennifer Price

Learning and Development – Clyde Derberry

OPEN FORUM

Employee Recognition – Phil Jones

SRAPPA Highlights

Announcements

Please turn off or silence your phones and radios. Thank you
Cleaning for Health
Red Microfiber Cloth Transition
Cleaning is based on:

- Engineering
- Science
- Professionalism
Define the Terms
In science we start with definitions.

Clean for Health First, Then Appearance
Clean

What is Clean?

Clean is an environmental condition free of unwanted matter.
Clean

What are you doing when you are cleaning?

Putting the unwanted matter in its proper place.
Health

Health is a state of complete physical, mental, social well being and not merely the absence of disease and infirmity.

When you clean an environment, you create that “sense of well being.”

There are tremendous benefits.
Appearance

A visual communication or message.
One-time money used as a funding source for the Cleaning For Health – Red Microfiber Cloth project
Why UNGER—Red Microfiber Cloths?

- Color Coding System (Restroom Specialist)
- Reduces cross-contamination
- *Key Features:* Scrub Factor, Durability, Absorbency, Wash Cycles
Step 1: Gather Data
(Conduct fixture counts)
<table>
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<th>McEniry Zone</th>
<th>Building Name</th>
<th>Room #</th>
<th>Description</th>
<th>Square Footage</th>
<th># of Sinks</th>
<th># of Toilets</th>
<th># of Urinals</th>
<th>Totals</th>
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</table>
Step 2: Develop Methodology
(Determine Metrics)
Fixtures  
1 - 4 = 2 total 
5 - 8 = +1 = 3 total 
9 - 12 = +2 = 4 total 
13 - 16 = +3 = 5 total 
17 - 20 = +4 = 6 total 
21 - 24 = +5 = 7 total 
25 - 28 = +6 = 8 total 
29 - 32 = +7 = 9 total 
33 - 36 = +8 = 10 total 
37 - 40 = +9 = 11 total 

Cloths  

Laundry Schedule  

**Mon, Wed, Fri**  
- McEniry -> McEniry  
- Kennedy -> Kennedy  
- Grigg -> EPIC  
- Woodward -> CAEO  

**Tues, Thurs, Sat**  
- Library -> Kennedy  
- Colvard -> McEniry  
- EPIC -> EPIC  
- CHHS -> CAEO  

**Order**  
17 + 92 = 109 x 2.5 = 272.5 days  
Cloths
Step 3: Develop Methodology
(Consider the frequencies & costs)
<table>
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<th>Area</th>
<th>Zone</th>
<th>Daily/Detail</th>
<th>Porter (1 Day)</th>
<th>Order</th>
<th>Days</th>
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<td></td>
<td>Woodward Zone</td>
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<td>Days</td>
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**Total All** 316,641.97
Step 4: Educate Our Staff
(Cleaning for Health presentations)
Step 5: Distribute Cloths

(Document cloth transition)
Katherine Humphries  
McEnery Zone Supervisor

As we move towards implementing High Performance Team Cleaning throughout our zones, we are beginning with a new “Cleaning for Health” model. This means that we will consciously work towards avoiding opportunities for cross-contamination and the soiling of our buildings and surfaces. Every zone will have specific Red Microfiber cloths for use only in the restrooms and locker rooms. We will also work to ensure that the mops and mop buckets that are being used in the restrooms are only used in the restrooms and not in any open areas.

Over the past two months, Randy Tillery, Ron Kelly, Joe Scalo, Larry Blomberg, Vanessa Dodd, Brian Guns and myself have met to determine the appropriate amount of Red Microfiber cloths to designate to each zone. We have recently received some one-time funding from our Associate Vice Chancellor, Mr. Phil Jones, and have used the money to purchase the appropriate amount of red Microfiber cloths.

Per our calculations you will receive ____________ of new Red microfiber cloths for the McEnery Zone.

Wash these cloths separately from the other cloths you have. This should be feasible with implementing the laundry schedules that allows you to wash three days per week. Your zone will be the only zone washing on yes assigned laundry days.

Please sign below indicating that you turned in the Red and Yellow cloths you previously had and received the number of new Red Microfiber cloths listed above:

_________________________  ____________________  __________________
Print Name  Signature  Date
Cleaning for Health
Red Microfiber Cloth

- Healthier Campus (Reduces Cross-contamination)
- Professional (Highest quality superior-grade textile)
- Standardized Color Coding
FACILITIES MANAGEMENT PRESENTS...
A UNIT SPOTLIGHT

“CAPITAL PROJECTS”

WHAT DO WE DO?
HOW DOES IT AFFECT YOU?
The University of North Carolina at Charlotte
Division of Business Affairs
Facilities Management

**Capital Projects**
17 Positions

[Organizational chart image]
Learning and Development

Clyde Derberry
Learning & Development News

• Safety
  • 25 accidents
  • 2 minor (first aid)
  • 16 near miss reports

• Current/completed training:
  • Maintenance Reliability Management part 2 of 3 part diploma program at NC State
    • Steve Talent
    • Barry Hannibal
    • G. David Smith

• Upcoming Environmental Health & Safety training:
  • Lock Out / Tag Out (LOTO) Nov 14 @ Cone 320, 10:30-12:30 pm
  • Confined Space - Nov 28 @ McKnight Hall, 10:30-12:30 pm
Clyde Derberry
Giving Green Co-champion
Business Affairs
OPEN FORUM QUESTIONS
RECOGNITION
Jon Coty, Facilities Information Systems
Facilities Management’s 2017 Employee of the Year
Facilities Management’s Employee of the Year

This is the third year of this recognition.

Those eligible were the last two Facilities Management Employees of the Quarter

- Jon Coty, Facilities Information Systems (October 2015)

Their previous nominations are on the following pages.

The Staff Recognition Committee voted among these two candidates based on previous submissions and selected Jon Coty.

**Eligibility Criteria:**

- The winner consistently maintains a high level of work, exhibits outstanding customer service and/or demonstrates creativity, safety, and noteworthy behavior.
- Must be in good standing in accordance with FM Policy Statement #9 - Performance Dependability.
- Employees who received the Employee of the Quarter award during the past four quarters (July – June) are eligible.

**Eligibility Process:**

- Nominations are voted on by the Recognition Program Committee and approved by the Associate Vice Chancellor of Facilities Management.
- Recognition for fiscal year “Employee of the Year” is announced in the October All Employees Meeting.

**Amenities:**

- Four (4) hours of comp time
- Plaque
- Letter of commendation from the Associate Vice Chancellor of Facilities Management
- Facilities Focus newsletter notation.
Jon Coty ~ Employee of the Quarter  
(October – December 2016)

• Congratulations to Jon Coty, Systems Analyst, who was named Employee of the Fiscal Year 2017 1st Quarter! Fred Brillante, Director of Facilities Information Systems (FIS), nominated Coty for his outstanding Innovation. Brillante explains how Coty saved the University thousands of dollars with his ingenious way to leverage available technical tools:

“Jon's work on the ARCHIBUS Asbestos module has been outstanding. The purpose of this project was to migrate from the old program to ARCHIBUS which can be accessed and updated by multiple users across campus.

He has worked with others in Facilities Operations and Safety to build a system that allows better access to Asbestos information. During the process of building the module, Jon realized that we needed a better way to store all the past and future Asbestos forms. Jon, on his own, came up with a way to integrate ARCHIBUS with Dropbox. Jon developed a link between ARCHIBUS and Dropbox using the Dropbox API (application programming interface). Jon then collaborated with Benny (Reese) to build functionality to make Dropbox an integrated module in ARCHIBUS. Benny then worked to enhance the integration to make it re-usable for future modules in ARCHIBUS. This link allows users to add documents using ARCHIBUS but stores the documents in Dropbox. Users have the choice to search documents in ARCHIBUS or to log into Dropbox to view data.”

• Brillante added, “Such creative ideas are a true asset to Facilities Management and I expect it to be extremely valuable in future projects.” Jon appreciates the acknowledgment and said: “It's great to be recognized for the work you've done when otherwise most people wouldn't know about it.”

• When Jon is not working or helping his wife, Jessica, take care of their beautiful 9-month old daughter, he enjoys art, films, video games and programming.

• Thank you Jon for you innovative idea!
Eric Giles – Employee of the Quarter
(April – June 2017)

• Eric Giles, electronics specialist in the Fire Systems group, was named Employee of the Quarter. He was nominated by his supervisor, Stan Gant, who stated, “Due to vacancies within the fire systems group, Eric was the lone fire alarm technician. He has handled a significant workload increase with professional ease and an extraordinarily positive attitude. He has worked independently to ensure our fire alarm systems remain in an excellent state of repair. He has voluntarily worked overtime without complaint and kept various design and capital projects on track.

• Overall, he has proven himself repeatedly to be consistently productive, courteous, and professional since his arrival last May.”

• In response to winning this award, Eric stated, “It feels great to be acknowledged for good work.” He likes working with his fire systems team and working on a beautiful campus.

• His colleagues enjoy working with him. Jeffrey Briggs commented, “Working with Mr. Giles has been a pleasure. He keeps you laughing but is committed to getting the job done. We don’t work together everyday, but when we do I usually learn something new.”
This award is presented to an individual with exceptional performance above and beyond expected duties, exhibits outstanding customer service, and demonstrates creativity and initiative that results in outstanding measurable outcomes over the course of the quarter. Recipients for this award will be submitted for recognition under the Governor’s Award for Excellence Program.
Employee of the Quarter

Congratulations to Carolyn Lewis, human resources specialist in our Facilities Business Office, for receiving employee of the quarter for the first quarter of fiscal year 2018.

Carolyn was nominated by Lee Arnold, recycling supervisor, for assisting them during the hiring process of at least six employees since February of this year. His nomination stated, “Carolyn has been available for counselling and advisement in dealing with NinerTalent concerns as well as devoting a minimum of 52 ½ hours sitting in laborious job interviews and data integration sessions. She helped design our interview questions and graciously answered endless questions about posting positions and the eventual hiring proposal process.” Carolyn does not work exclusively for the recycling unit and managed to fit other interviews and paperwork in from other units within Facilities Management.

Nominated by: Lee Arnold, Recycling Supervisor
This award is presented to a team with exceptional performance above and beyond expected duties, exhibits outstanding customer service with fellow workers and the university staff and demonstrates creativity and initiative that results in outstanding measurable outcomes.
Team of the Quarter

Steve Singer (HVAC Tech), Barclay Brantley (HVAC Mechanic) and coordination by David Smith (Supervisor)
Facilities Operations

During New Graduate Student Orientation on Saturday, August 19th, Steve, Barclay, and David, all coordinated to repair a “no air issue” with a HVAC. This affected more than 400 people in the building with temperatures approaching 100 degrees. Immediately upon contacting David, (at home) he reviewed the BAS system and promptly agreed to call the “on-call” Tech rather than have the boiler room person check out the situation, which was much appreciated. This prevented further delays of the urgent repair.

Steve Singer completed a diagnosis as an air compressor problem and was able to get it to function. However, the problem resurfaced on Sunday. Steve took the initiative to return to campus to follow-up. He found that the compressor was working intermittently, and decided to reach out to Barclay Brantley.

As always, Barclay was responsive to a priority situation for Cone Center and came out to work with Steve. They discovered several loose wires they were able to repair to provide normal functionality. Steve and Barclay's initiative, expertise and priority demonstrated high degree awareness during this situation. I received a follow-up email on Monday morning from Barclay providing all the details - including the fact that he would continue to monitor the air compressor that affected air controls to three different air handlers. Great communication as always.

I appreciate David's immediate recognition of the situation and prompt action to insure swift resolution. I greatly appreciated his coordination and communication with everyone, which allowed me the opportunity to communicate to our building managers and our customers. Great teamwork and coordination was in evidence for the first weekend of the new Fall 2017 semester.

Nominated by: Donna Merck, Cone University Center
Awards for Excellence

The submissions must meet at least one of the following criteria to be eligible for the employee of the quarter award.

Customer Service

Staff member provided customers with service or assistance far beyond what is normally expected or required of the job. (Details of the event should be listed)

Collaboration

Individual or team exhibited outstanding performance effort, initiative, or creativity that involved reaching across unit or department lines to fellow FM team members or other UNC Charlotte staff to produce positive change. (Details of the event should be listed)

Innovation

Event or activity generated a novel, creative or valuable idea used to develop new or improved processes, methods, systems, products, or services that improved or made FM or UNC Charlotte a better place to work. (Details of the event should be listed)

If the nomination does not meet any of these criteria, the nominee receives an applause card signed by Phil Jones acknowledging recognition of doing their job well. Employee will receive the card prior to the All Employees Meeting. All who receive applause cards for the quarter will be noted on a slide during the All Employees Meeting.
Bike Rack Installation Team
Joey Cochran, Dan Baughman, Gary Edwards, Randy Walter, Mark Blackwelder, Steve Plott, Jim Stafford, Cameron Gentle, David Mulbah and Nelson Austin
Facilities Operations - Grounds

I would like to let you know that you have an outstanding grounds team!

Starting with Joey who helped us to coordinate the installation of brick pads in nine locations on campus and nine sets of bike racks with 15 stands and a panel each. Our bike share program is scheduled to have a soft launch tomorrow at 3 pm. It is through the efforts of Joey Cochran and his team of the following members: Dan Baughman, Gary Edwards, Randy Walter, Mark Blackwelder, Steve Plott, Jim Stafford, Cameron Gentle, Dave Mulbah, and Nelson Austin who have allowed us to open on time. Unfortunately, we had to have the installation completed when there was upper 90-degree temperatures and high humidity. The racks are heavy and require 2-3 hours per rack for installation.

The attention to detail, coordination between Joey, Dan and our office, and their positive teamwork were all extremely professional and reflected greatly upon your organization. Dan kept me updated with the progress of the installation and let me know which brick pads and racks they would begin work on prior to installation. He asked questions when they were not sure of specifics and called me to look at two projects when they were completed. Dan even suggested that I bring out a bike after the first install of racks on Poplar Lane to make sure the racks were in the right position. His attention to detail and concern for perfection was outstanding! Gary also stepped in and continued with exceptional service.

Please pass on our gratitude to the grounds team. They are major part of launching a new Campus Wide Bike Share program and played a key role in meeting the goal of the July 27th launch date.

Nominated by: Helena Connors, Parking and Transportation Services
Special Recognition – SRAPPA Committee

Phil Jones presented the SRAPPA Committee with a Director’s Coin for their successful planning of the 2017 SRAPPA Conference. Pictured left to right are Brian Guns, Sandy Mullins, Clyde Derberry, David Smith, Brian Kugler, and Paul Taylor. Not pictured is NiCole Lynch.
October 11, 2017

Dear Friend of the Environment,

Thank you for what you have done for the environment and society with your 2017 Green Fleet Awards application.

You lead by example and are making a difference in the world with your efforts.

Enclosed is your certificate for the Green Fleet Awards contest for 2017.

There is no issue more vital to the well being of our country than energy.

Thanks to you and others like you, we are well on our way to doing some major transformations in energy.

Always we are asked, “Is alternative energy worth it?”

Looking ahead with more and more technological advances that will make it worth it and by the way, it is the right thing to do. So, thank you again for your efforts and distinguishing your team among tens of thousands of fleets in North America.

Sincerely,

Tom C. Johnson
Author of the Greer Fleet Awards contest
You Deserve A Round of Applause

Great Job! Bravo! Way to Go!
Zone 5 and Zone 6 Team:
Steve Singer, Barclay Brantley and David Smith

Grounds Team:
Joey Cochran, Dan Baughman, Gary Edwards, Randy Walter, Mark Blackwelder, Steve Plott, Jim Stafford, Cameron Gently, David Mulbah and Nelson Austin

Zone 2 Team
Leon Baker, Richard Bohling, Lacy Brumley, Brien Clapton, William Elledge, Jarrett Eudy, Michael Greer, Paula Lail, Terrell Morris, Dwight Nealey, Jeffrey Saer, G. David Smith and Earl Sneed
We Applaud You
Individual

Recycling: Robert Cooke
Capital Projects: Jennifer Price
Facilities Business Office-HR: Carolyn Lewis
Building Environmental Services: Solomon T. Franklin
Safe Teams of the Quarter

Building Environmental Services, Facilities Operations, and Recycling

Center City Building
EPIC (Energy Production & Infrastructure Center)
Grigg
Kennedy
Library
McEniry
Recycling
North Area Floor Crew
South Area Floor Crew

FCAP
Fire Control Systems
Grounds – Central Campus
High Voltage
Lock Shop
Renovations
Steam Plant
Utilities

Zone 1
Zone 2
Zone 3
Zone 4
Zone 6

“Nothing is FINER than a safe 49er”
2017-2018 Safety Slogan
Bobby Robinson, Automotive Shop
New Hires
July - September 2017

Building Environmental Services
Arthur Butcher, Bldg. Environmental Technician, EPIC
Ramel Carter, Bldg. Environmental Technician, Kennedy
Paula Sinclair Hankieson, Bldg. Environmental Technician, McEniry
Anfernee Watford, Bldg. Environmental Technician, Kennedy
Susan Nicholas, Bldg. Environmental Technician, BES Admin
Jessica Nixon, Bldg. Environmental Technician, Colvard
Cody Hoyle, Bldg. Environmental Technician, Recycling
Kaley Casey, Bldg. Environmental Technician, Grigg
Sara Sibley, Admin Support, BES Admin
New Hires

July - September 2017

**Center City**
Benny Goode, FMT Mechanical Trades
Richard Crenshaw, FMT Mechanical Trades
Regina Goodridge, Bldg. Environmental Technician
Audrey Sanders, Bldg. Environmental Technician

**Facilities Business Office**
Yolanda Brown, Cost Accountant/Financial Analytics Manager

**Real Estate**
Jade Reed-Kreis, Admin Support Specialist

**Facilities Information Systems**
Austin McComas, IT Support Specialist

**Facilities Operations**
Willie Austin, FM Mechanical Trades - Renovations
Jacob Saltz, FMT Mechanical Trades, Boiler Room
Donald Gariepy, Engineer – Central Operations
Matthew Smith, FMT Mech Trades, Zone 5
Promotions
July – September 2017

Building Environmental Services and Recycling
Sam Coleman, Recycling
Sumia Mayfield, McEniry
Andrew Smith, Kennedy
Stanley Smith, McEniry

Facitlites Operations
Jeffrey Carmein, Zone 5
G. David Smith, Zone 2
New Hires & Promotions – Third Shift
July – September 2017

NEW HIRES:

Glenn Brown, Bldg. Environmental Technician, BES South
Tyrone Ferguson, Bldg Environmental Technician, BES South

PROMOTION:
Jonathan Delano, BES South
SPECIAL THANKS!!

Southern Region APPA Conference

October 25-28, 2017

Hosted at Westin Hotel Charlotte

Visit http://www.srappa2017.com/
SRAPPA HIGHLIGHTS
Thank You!

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