
FACILITIES MANAGEMENT

AT COLORADO STATE UNIVERSITY

Tours for Facilities Management Employees

Introduction

The Facilities Management (FM) Employee Recognition Committee is charged with encouraging a culture that embraces the Principles of Community and our FM Core Values.

Principles of Community

- Inclusion
- Integrity
- Respect
- Service
- Social Justice

FM Core Values

- We are good stewards
- We are caring
- We are collaborative
- We are progressive
- We are experts

We do this by creating opportunities that allow the department to recognize the activities, efforts, and needs of FM employees.

The Employee Recognition Committee is launching a new initiative. We are partnering with FM units and campus partners to coordinate tours for FM employees to get to know CSU better. The intent of the tours is to increase expertise about campus, promoting good stewardship among FM employees. It's an occasion for FM employees to step outside their usual purview and meet colleagues they wouldn't normally get to interact with. We believe the tours can act as a bridge for relationships to form, positively encouraging a culture of collaboration and inclusion within the department, as well as with our campus partners. Additionally, it's an opportunity for FM groups to highlight their daily efforts, projects, and successes. By sharing information about what the campus and our FM colleagues are up to, the tours will add a stronger context for how the department impacts and serves the university overall.

Communication

Supervisor support is key to the success of this program. Therefore, the committee will share the program details with the AVP of Facilities Management and that person's direct reports to gather and incorporate their feedback. The committee recommends all supervisors explicitly communicate the tours to their employees, encouraging participation. The Employee Recognition Committee will roll out the tours using the following communication approaches:

- Via initial email to Facilities staff in spring 2019, sent by the AVP of Facilities Management to the entire department.
- Via ongoing announcements in the FM Newsletter as tours are scheduled.
- Via webpage: <https://www.fm.colostate.edu/tours>
 - A short description highlighting the attractions on the tour will help to create interest.

Budget

Funding may be needed infrequently for van rentals from motor pool if participation for driving tours exceeds five participants; however, the expected cost is miniscule. The vans are \$16 per day, plus \$.034/mile, which would come to approximately \$20 per day for the rental to tour Foothills Campus. Expected budget is approximately \$150 or less per year.

Tour Logistics

- Tours will be arranged between an Employee Recognition Committee volunteer and representatives of relevant project sites, prominent buildings on campus, and other applicable locations appropriate to FM employees.
- Initial locations the committee will target for tours include:
 - Canvas Stadium
 - The Heat Plant
 - The Health and Medical Center
 - Richardson Design
 - Warner College Natural Resources
 - RCS projects – TBD
 - South Campus Driving Tour with a stop in TMI
 - Foothills Campus Driving Tour
 - Earth, Sun, and Fire Tour at Foothill Campus
- The committee will keep record of the following information:
 - Building/ Project/ Tour Location
 - Notes – persons giving the tours will provide a short list of tour highlights
 - Tour Guide Name/ Main Contact
 - Date(s) of tour
 - Time(s) of tour
 - Location for where to meet
 - Minimum number of tour participants required
 - Maximum number of tour participants
 - RSVP list of tour attendees
 - Waitlist, if applicable
- Tour times will be appropriate to the location, determined by the expert providing the tour.
- Tours will initially be scheduled for the spring (April, May, June). The committee will consider offering further tours at other times of the year, dependent on new projects, tour guide availability, and anticipated participation numbers.
- The tours are capped at a maximum number of participant spaces, and there must be a minimum number of participants for each tour to occur.
- Supervisor approval is required for anyone taking a tour during their work hours. Employees are responsible for asking for approval to attend prior to the tour.
- Employees will RSVP to fac_campus_tours@Mail.colostate.edu to sign up for the tour(s) they would like to attend.
- After RSVPing, employees and their supervisors will receive an email to confirm participation.
- The committee will send a reminder email to employees one week to 3 days prior to the tour.
- The committee will provide a sign-in sheet for all tours to track final participation numbers.

- The committee will take supervisor and employee feedback into consideration as tours are planned. Comments or suggestions for tour improvements or relevant locations can be emailed to fac_campus_tours@Mail.colostate.edu.