



FACILITIES MANAGEMENT

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LOGISTICS CELEBRATES STUDENT EMPLOYEES



Kaeci Madrid and **Logan Cestone**, two student employees within the Logistics group of FM Operations, were nominated for the Student Employee of the Year award. They were recognized at a luncheon in April, receiving certificates of recognition. They impressively balance their work at FM while also working as Resident Assistants at Alpine Hall and are full-time students. Kaeci and Logan are shining examples of how thoroughly student employees contribute to FM and CSU. Learn more about their impact below.

Kaeci Madrid has been with the team since Fall 2020. When she started with Logistics, Kaeci began by helping with vouchering purchase orders, an area of great need. It is a task that requires diligence and attention to detail. Without prompting, she created a spreadsheet to track purchase orders when they were still awaiting items or invoices. Kaeci then supported others in the group on learning the correct manner of vouchering.

In addition to her primary responsibilities, Kaeci is always petitioning for more. She is a vital part of the inventory team and her efforts contributed to the success of their last two independent audits. Kaeci performs cycle counts throughout the week. These counts include four locations and thousands of parts. She has been instrumental in the restructuring of the warehouse's inventory as well. This includes monitoring bin labels for accuracy, collaborating on part placement, adding and removing shelves, and making sure all items are equipped with Material Safety Data Sheets (MSDS). Recently, Kaeci added pulling and receiving parts to her repertoire.



Kaeci helps keep the Logistics group on track and is always willing to put in extra work when required. It would be difficult to exaggerate the positive impact that Kaeci has had on the team. She brings an enthusiasm and work ethic that is greatly appreciated by her coworkers.

Logan Cestone has made an immediate and lasting impact in Logistics, starting in Spring 2021, filling multiple needs for the group. He began his time with Logistics, pulling parts from inventory and performing cycle counts—a thankless task that requires extreme attention to detail. Thanks to Logan’s efforts as part of the larger group, their last two independent audits have been flawless.

During Logan’s tenure, the FM warehouse has undergone a massive overhaul. He has been instrumental in determining which parts are outdated and how the space can be utilized more effectively. Logan has been involved in every aspect of this project from grouping like parts to assembling shelves. Without his efforts this endeavor would be ongoing instead of complete.

Logan was also assigned to locate and attach MSDS to the warehouse software. At the time no one knew how this could be accomplished. Prior to Logan taking this on several had already failed in the attempt. Within a week he had not only conquered this challenge but had written the Standard Operating Procedure (SOP) for Logistics. Soon Logan will meet with the FM Process Committee to map this out so every member of FM will have access to creating their own MSDS records. We pride ourselves in operating a safe workplace and he has been critical to our success.

Logan’s willingness to perform any task, regardless of how small, is greatly appreciated. According to his coworkers, Logan is kind, inclusive, “performs his work with a magnificent attitude” and “is a joy to be around.” They feel privileged to work with him.



Issue 178 – Did you learn something new about FM from this communication? Tell us yes or no here.