

November
30, 2020

FACILITIES MANAGEMENT

AT COLORADO STATE UNIVERSITY

FM WEEKLY
COMMUNICATION

Issue 87

Dear FM Team,

The auxiliary department of Central Receiving, led by Steve Burn, will join us as the newest section of FM, beginning December 7, 2020. For many years (2005–2016) Central Receiving reported directly to the Vice President of University Operations, Lynn Johnson. In 2016, Lynn’s responsibilities grew when she became the CSU System CFO. At that time, Steve’s group along with Environmental Health Services and Risk Management and Insurance who all worked very closely with each other began to report to Bob Schur, Executive Director of Policy and Compliance. With Bob’s upcoming retirement and related organizational change, this prompted a review into the best fit for Central Receiving. After discussions between Steve, Bob, and myself, Lynn decided Central Receiving best fit within Facilities Management.

Please join me in welcoming our colleagues from Central Receiving into FM, which includes 18 full-time employees and 40-to-50 student employees. Most of you are familiar with some of their services, such as Shipping & Receiving, Mail Services, Surplus Property, Document Services, Shredding Services, Lab Alcohol Services, Warehouse Services, The Spoke, Bike Rentals, Event Rentals, and their newest addition of PPE & Safety Supplies/Central Store. Steve Burn shared, “Nearly all the feedback we receive is how thankful people are for the services we provide to our campus community. Each and every day they make me extremely proud to be a part of their team.”

With the introduction of COVID precautions, Central Receiving staff wear their masks all the time, even when in private offices. They have locked down all doors to their building, requiring customers to check in at an exterior location (the northwest corner of the Central Receiving building), helping to prevent exposure. Additionally, they have designed, developed, built, and implemented the new Central Store and PPE / Safety Supply facility, providing our campus community and classrooms with things like protective gloves, face masks and shields, sanitizing sprays, hand sanitizer, and much more. I encourage you all to read more about their units on the next page. Further details about each of their units is available at cr.colostate.edu.

Best,



Tom Satterly, P.E.
Associate Vice President for Facilities Management

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[Shipping & Receiving](#) is the main point of entry and departure point for all university business packages and freight. In one year, they handle nearly 200,000 packages! Their services include international and hazardous materials shipments, packing, crating, and palletization products. This unit is managed by Matt Wixson. Matt also manages the Shredding Services unit, which offers on-campus secure destruction of sensitive documents. They shred to a Level P-3 (HIPPA/FACTA/FERPA) compliance, which satisfies federal, state, and CSU document destruction policies and practices. Services include one-time pickups and regularly scheduled destruction services of both paper and CDs/DVDs. They destroy nearly 5,000 banker boxes of paperwork per year.

[Mail Services](#) is the University's central postal operations facility for all CSU business mail. They receive, distribute, process, and post all U.S. Postal mail coming to and from the campus, and receive and deliver all Inter-Campus and Intra-Campus mail, as well as bulk mailing options. They have two primary work units, Mail Distribution and Mail Production, and Gretchen Fogle is primary resource for both. Mail Services touches over 2.5 million pieces of mail each year, and go to 197 departments daily, which is more than 50,000 stops per year.

[Surplus Property](#) is the reuse, resale, and recycle point for all items owned by CSU. New items are received daily and inventory is constantly changing. If you haven't been to the surplus store, they are open Monday through Friday, 7:30 a.m.–3:00 pm. Jake Drenth manages this unit.

Their most unique unit is [The Spoke](#), a living lab that is CSU's on-campus bicycling maintenance and educational training center for both students and employees. Their goal is to work with customers, sharing knowledge, techniques, and best practices on bicycle maintenance, safety, and repairs. Since opening, The Spoke bike shop has taught over 10,000 different bike maintenance tips to the campus community. This unit is managed by Heather Reimer, Associate Director, who also manages all of Central Receiving's remaining services and operations.

<https://www.fm.colostate.edu/fmNews>
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