

# Facilities Focus Fall 2021

The quarterly newsletter of CSU Facilities Management

## Employee Spotlight: Denise Sheahan

In 1989, Denise began working in the Stores / Procurement Warehouse while a student at CSU. What started as a pursuit for a college degree from the College of Health and Human Sciences near her home in Loveland, has turned into a lifelong career. After receiving her Bachelors, she has spent the last 29 years as an employee. Denise is currently one of four CSU employees who are participating in a 6-month interim position for FM's Assistant Trades Manager. Beginning her 6-month interim position on September 15<sup>th</sup> Denise will experience the daily routine of the trades manager, meet team members, schedule tasks, and develop management level skills. Prior to this opportunity and now as a full-time employee, Denise started her career in the CSU Purchasing Department but then returned to Facilities Management. Her current position as the Foothills Shop Supervisor is located at the Infectious Disease Research Center. Denise and her team members are required to have special security clearance when working in the secured IDRC complex. In addition, she is a member of the Front Range Biological Safety Association and the National and Regional Biocontainment Laboratories Network. Though restrictions and limitations are a part of her daily job, the opposite can be said about her personal life.



Denise was born and raised in Loveland, Colorado and has witnessed the growth of the University along with Fort Collins and Loveland. She hasn't been bothered by the growth she has experienced in the Front Range, other than her commute seems to take a few extra minutes every year. With a 6-month-old Australian Shepherd Poodle mix puppy waiting at home, the commute will always seem long. Her two sons currently live in Athens, Georgia and Harrisburg, Pennsylvania. When she visits Harrisburg, she makes the trip to New York City and enjoys seeing Broadway Musicals and has tickets to the upcoming show "WICKED". Though the infinite cityscape of Manhattan is mesmerizing, there is something that Denise enjoys more in Loveland, the landscape. The scenery, weather, access to nature, and the Rocky Mountains, are some of the reasons Denise calls Loveland home. When asked what she enjoys about CSU, she says the landscape of the Foothills. She takes notice of the seasonal changes that the wildlife exhibit, migration patterns for different birds, and she once had a white-tailed deer buck within arms-reach through her office window. With all this beauty surrounding her, it easy to see why Denise has called Loveland and CSU home for all these years.



**Congratulations to the following employees who  
have reached their service milestones!**

**5 Years**

Nathan Madson - RCS

Jeanette Nocodemus - Finance

Kimberly Bartlett - RCS

Duncan Lee - Custodial

Nicholas Nunally - Custodial

Alex McGuirk - RCS

**10 Years**

Jose Pando - Custodial

**15 Years**

Clayton Mincic - Plumbing

Connie Schunter - Finance

**20 Years**

Gene Ellis - Utilities

Fred Haberecht - Landscape

John Avila - Electric

**25 Years**

Kristi Buffington - Planning



## Engagement & Recognition Committee



### SPARK Redemptions!

Staff that have received a SPARK Award can redeem their awards on the first and third Wednesday of every month in the FM North - Pitkin Conference Room for a \$20 Gift Card!

We offer gift cards from:

Home Depot, Wal-Mart, King Soopers, RamCash, Qdoba, or Starbucks

Last month we had 166 SPARK Awards submitted...that's a record!

It's time once again for the Employee Recognition Committee to randomly draw a name for this Quarter's SPARK award from eligible recipients who have enacted Facilities Management core values. This quarter's recipient will receive a total of \$250 (taxable) gift card(s) of the recipient's choosing.

Congratulations Christina Miller, the Quarterly SPARK award recipient for our third quarter drawing!



Amy Ouska, Christina Miller, and Tom Satterly

The Engagement and Recognition Committee would like to invite anyone who is interested in learning more about the ERC and joining us in our adventures to meetings which are held the third Tuesday of each month from 2:30-3:30 pm.

Please reach out to a committee member for more information!



The changing of seasons will also bring a change to the co-chairs of the FM JEDI Team. Please welcome Savannah Romero with Finance and Dan Kozlowski with RCS as they will take on their new co-chair roles in the next couple of months. In the meantime, they will become familiar with the team's previous and most recent initiatives. The team would also like to welcome new members Richard Adzgowski with Custodial Services and Brian Orso with Trades. Welcome aboard!

Don't forget it is Mid-Year Performance Evaluation time! In late September, Tom released an FM Weekly highlighting the JEDI Core Competency along with a 5-minute video and a very resourceful tip sheet. The message was to remind all employees of this newly rated competency and to provide real life examples on how each employee can meet the Core Competency for End of Year Reviews in April. If you would like assistance or guidance on how to meet this core competency, please reach out to your supervisor or the JEDI Team.

### **A JEDI Headline: The United States Department of Justice is hiring its first-ever Chief Diversity Officer**

When Joe Biden campaigned to be the next president of the United States of America, he vowed to make his cabinet the most diverse in history. Since becoming President, Cecilia Rouse has become the first Black chair of the Council of Economic Advisors, Pete Buttigieg is the first openly gay cabinet member and Deb Haaland is the first Native American Secretary for the Department of Interior. Now, the Department of Justice is looking to hire the first Chief Diversity Officer. Along with the Deputy Assistant Attorney General, Human Resources and Administration, the Chief Diversity Officer will assist in advancing Diversity, Equity, Inclusion and Accessibility efforts in the federal government.

See President Biden's [Executive Order](#) to advance Diversity, Equity, Inclusion, and Accessibility in the Federal Government.

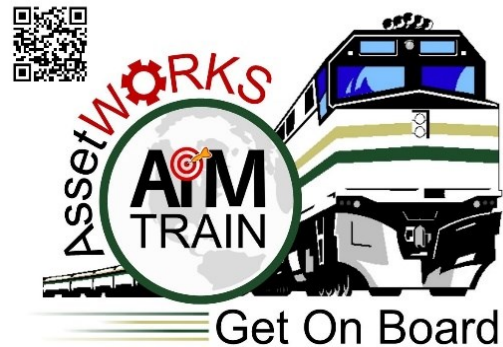
Sources: <https://www.foxnews.com/politics/doj-hiring-first-ever-chief-diversity-officer>



For those that may be wondering what CPPM is, it is the Capital Planning and Project Management Module that is currently being implemented in our new IWMS AiM. It's a module that our Capital Design/Construction Team and Capital Accounts will be using to track costs, budgets, contractual agreements and more for capital projects. Capital projects generally exceed \$2 million in total project costs.

In August the Capital Design/Construction Team and Capital Accountants spent 4 hours a day for 2 weeks learning the system and fine-tuning processes. All team members were able to create a project and work through each multi-tiered process from beginning to end. Some of those processes included:

- Creating design contracts
- Creating consulting contracts
- Creating construction contracts
- Setting-up budgets
- Adding accounting information
- IWA's – Internal Work Agreements
- Tracking invoices for payment
- Attaching documentation



Now that training is complete, the Design/Construction Team and Capital Accountants are gearing up to go live. Go live is slated to happen September 7<sup>th</sup> through the 10<sup>th</sup>. Let's wish them all a smooth implementation!!

If you have any questions or suggestions for the AiM Communication Team, please email us at [fac\\_iwms\\_faq@colostate.edu](mailto:fac_iwms_faq@colostate.edu).

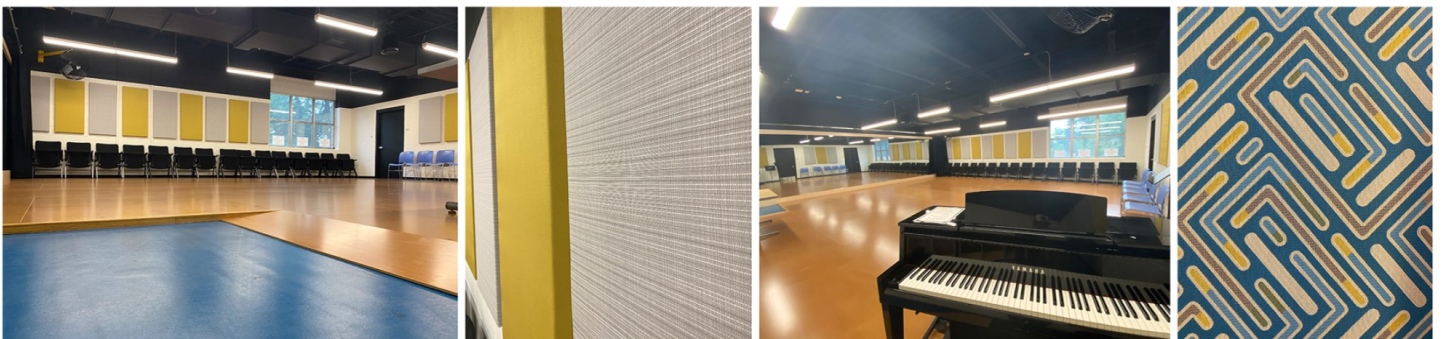
The website is <https://www.fm.colostate.edu/iwms> or use the QR code above.



The Principles of Community are the heart of CSU. When it comes to design and construction, these principles should be considered and implemented as often as possible.

When we think of tap dancing, the creation of audible rhythms of synchronized sole and heel tapping comes to mind. Though it is not often we think of dancers in wheelchairs, a growing trend is spreading across the country as people with similar disabilities create meetup groups that includes dancers. When RCS was asked to design a new multi-purpose dance studio, function and aesthetics were a top priority, but so was inclusivity.

Located on the second floor in the University Center for the Arts, is a multipurpose dance studio that underwent a full renovation. RCS met with clients in the original dance space in the Spring of 2021. The existing space could have been mistaken for a “black-box” apart from the blue floor. The clients wanted color and energy in the new design. The renovated design included a moveable tap dance floor. This dance floor allows full flexibility for the space and the tap floor itself can be assembled inside and outside the room for performances. While wanting to maximize the dance floor area, RCS had to be cautious not only to be ADA friendly but to be inclusive. A 1.5” floor height difference can be a barrier to an individual in a wheelchair. RCS designed the dance floor, seating and personal storage options to be inclusive for all people. RCS worked with the dance floor company to ensure a proper ramp was installed for safe access. While ADA is required, intersectional opportunities to improve inclusivity should always be considered. This work takes a team effort between the PM, designers, and trades crews to be successful. Since the space has been completed, the users have only given positive feedback and enjoy teaching in a space that can accommodate all people and all dance-types.





Facilities Management Staff



## FM Committees

Facilities Management has a number of committees that staff can serve on.

Following are a list of all current committees:

**FM Communications Committee**

***Facilities Focus* Newsletter Committee**

**Engagement and Recognition Committee (ERC)**

**Justice, Equity, Diversity and Inclusivity Committee (JEDI)**

**FM Process Committee**



## Safety - Fire Extinguishers

By: Mike Broadbent, Training and Development

If you have never used a fire extinguisher before, this is for you! All of the buildings on campus have fire extinguishers in their hallways and you should know where they are located in your particular area.

A fire extinguisher is meant for small fires that might occur in work-spaces, and not for a full-on blaze. If you decide a fire is small and non-toxic, and that you are going to put it out with an extinguisher, use these steps to act:

1. Pull the pin!
2. Aim the nozzle or hose at the base of the fire
3. Squeeze the lever slowly to release the fire extinguishing agent
4. Sweep the hose from side to side along the base of the fire until the fire is out or the extinguisher is empty

Pull, Aim, Squeeze, Sweep. You can remember those steps by using the acronym PASS. These simple devices can help put out small fires and protect people and property from harm. In any fire, however, the most important thing is to make sure the fire alarm has been activated and emergency services alerted. Then get yourself and others away from danger.

Lastly if you use a fire extinguisher, please report it to the building proctor so the extinguisher can be tested, refilled, and recertified for future use.





Remodel and Construction Services in conjunction with Facilities Engineering came together to assist the Department of Design and Merchandising students with a Tiny House project. RCS Electrical Supervisor Sean Dexter and Electrical/Utility Engineer Rochelle Mellott took time out of their busy schedules to conduct hands on lectures, provide input on electrical design, and demonstrate inclusion by educating students with diverse backgrounds. In addition, RCS Electricians Robert Sanchez and Sean Caricato demonstrated Service by assisting the students with the installation. This Tiny House project was meant to raise awareness and spark discussion around affordable housing, homelessness and other challenges facing our community.

To learn more about the CSU Tiny House Project, visit <https://www.csutinyhouse.com/>.

To view a virtual tour of the tiny house visit, [CSU Tiny House virtual tour](#). In the tour, search for a yellow tag with Sean and Robert's picture!



Inside of Tiny House



Outside of Tiny House



Inside of Tiny House

This Summer, CSU's Electric Shop, including John Avila, Jason Brueggeman, Doug Kolstee, Tyler Keegan, and David Hendrix, had the job of replacing 17 of our underground electric utility switches. These switches form the electrical distribution network feeding Main Campus buildings and were deemed past their useful life based on age and some recent failure events. This project was funded through State Controlled Maintenance funds.

Since our Main Campus electrical system is designed to be a robust Primary Loop distribution, many buildings were able to stay online with a blend of coordinated on-campus and City-assisted switching.

For the buildings that were directly fed from the switch (and therefore required an outage), outages started at the crack of dawn (6am) and were scheduled until 9am. Once the outage was initiated and all power to the vault de-energized, the Electric shop team worked together to disconnect all of the 15kV cables going into and out of the switch and out to the buildings. The old switch was then removed through the existing manhole, if possible, and the new switch lowered into the vault and cables re-terminated. Because these switches can be under water for long periods of time, proper cleaning and sealing of connections is critical for performance and longevity. Electric Shop personnel go through special training at the Grand Junction Hotline School on a regular basis to keep skills like these current.

In some unfortunate circumstances, the manhole was too small for the new switch and the entire concrete vault lid had to be lifted. Using a hydraulic jack and special supports to pre-loosen the cover, the Remodel and Construction Services (RCS) crew was happy to help with their articulating forklift.

The Electric Shop personnel have become very efficient in performing this work. The longest actual outage was two hours and the best time for the power to be turned back on was 40 minutes.



Old switch ready to be removed



Shiny new switch

Greetings FM Team,

**Resilient** – the first word that came to mind as I set to write this message to you. Your performance over these past several months continues to demonstrate the resiliency of our FM team. Much has been asked of you during this last year, and through it all our FM team personified professionalism and dedication. Your roles have been particularly demanding, and you continually demonstrated a positive, stalwart approach to getting the job done. **Attitude** is the next word that best describes how our team achieved success when called upon. Your positive attitude has been instrumental during these tough times, particularly the changing COVID protocols and mandates, and increased vacancies at FM. *Thank you for your valued contributions to CSU!* Here are just a few (and there are many!) examples of the boundless enthusiasm I've witnessed:

- Welcoming, cheerful greetings demonstrated daily by our Work Reception and Key Desk team, their calming responses to sometimes demanding requests from the campus, and always a healthy dose of laughter to uplift those within earshot.
- Supervisors confidently taking on the additional role of Interim Assistant Trades Manager, continuing to take care of their shop teams, and embracing demanding supplemental duties while learning new managerial skills. I'm particularly impressed with their energy and dedication, and how their teams rose to the occasion and supported their supervisor.
- Continuing to meet campus needs in the midst of many vacancies.
- The passion with which our JEDI team prepared expert communications (tip sheet, video) to emphasize the importance of recognizing JEDI Core Competencies on performance evaluations.
- Continued use of SPARK awards to recognize our FM values, e.g., an RCS trades professional counseling one of our contractors on the value of respectful language in the workplace.

After a year of a reduced campus population, we recently transitioned from 3,000 to 30,000 on-campus students for Fall semester. FM led the campus with an exceptional 91% response to the vaccination mandate, keeping the campus healthy and safe for all. I encourage each of you to reflect on all you've accomplished, particularly during these last three months; this is an opportunity to reinforce all your appreciated contributions while acknowledging the challenges we've overcome.

FM leadership recognizes that COVID continues to affect your lives, both at work and home. Be sure to take care of yourselves and teammates, share concerns with your supervisor and enjoy annual leave. We will continue to explore creative approaches to perform our essential mission while constrained by resources, e.g., funding, vacancies. CSU depends on FM to provide a safe and healthy campus for the students, faculty and staff. I consider myself fortunate to be able to contribute as a member of the FM team, and am truly '*Proud to Run This*' campus with each of you!

With pride and respect,



**FACILITIES  
MANAGEMENT**

AT COLORADO STATE UNIVERSITY

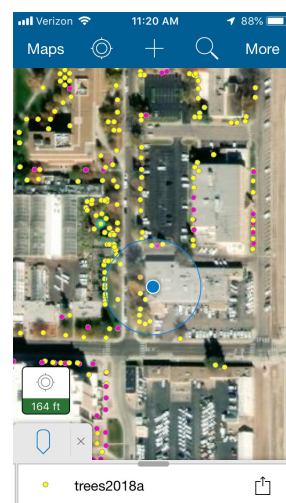
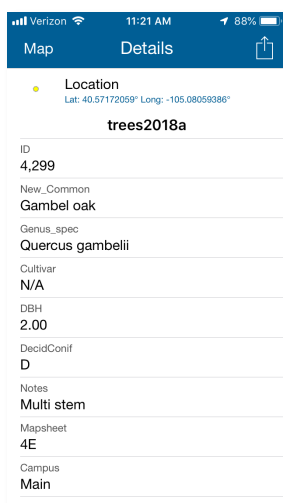
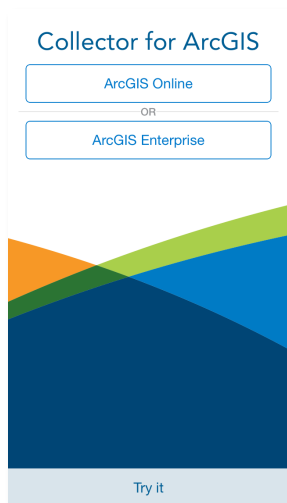
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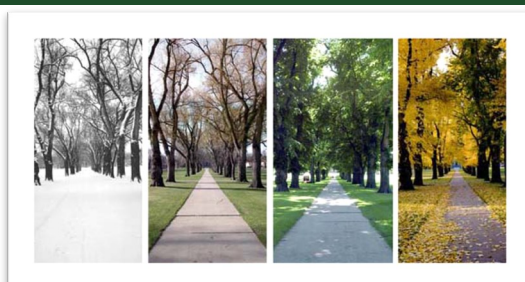
In 2018 FM started using a mobile app called ARC GIS Collector; an assistive tool for adding information to our Geographic Information System database. The app provides a way to drop a point on a map to indicate where something is located with true coordinate information.

The point is stored in a geospatial database that allows FM to track real life items while out in the field such as trees. FM employees input more than just the location of a tree. They add scientific and common names of tree species, the caliper/size of trunk, whether or not it's a memorial or tribute tree, year planted (if known), and other identifying features. The FM arborists also record trees that get removed for construction or health reasons and trees that are transplanted. This information assists with future planning and funding requests and provides a thorough list of all trees on campus which in turn helps maintain the University's Level III arboretum status. Accurate to within 10-15 feet, data collected using the tool helps FM provide detailed mapping for contracted arborists when pruning areas of campus, such as at the Oval or in the housing zones.

The tool is also useful for assessing tree health over a period of time. This is key for managing which trees are next on the 3-year Emerald Ash Borer treatment cycle. ARC GIS Collector has multiple uses beyond trees and has so far been used to track other outdoor assets for CSU, such as irrigation valve boxes and bike racks.



Thank you!



**Thank you to the FM Newsletter Committee and all of the *Facilities Focus* contributors for helping create this quarterly newsletter!**