

Facilities Focus

Fall 2022

The quarterly newsletter of CSU Facilities Management



From the Desk of the AVP

Greetings FM Team,

Another Fall semester is underway with record student enrollment, and our Facilities Management team provided a beautiful campus to welcome new students, faculty and staff. Thank you all for the hard work over the summer to ensure facilities were ready to support the mission of education, research and outreach. People are the strength of our FM team, from individual commitment to collaborative group efforts, and your contributions continue to impress. Currently, we are working to fill vacancies throughout FM – and I greatly appreciate all of your extra efforts during this time as we push to get our teams to full staffing. We are gaining ground in recruitment as our HR staff partners with supervisors to seek out creative ways to attract and hire new team members. These vacancies also create promotion opportunities and over the past three years, FM has seen over 90 promotions among our team! 83 of those promoted remained at FM, while some moved to other CSU departments. FM continues to promote training opportunities, a key component to being competitive and prepared when you seek out a promotion, including professional development topics such as Safety, Technical Skills, the Creating Inclusive Excellence Program and our own FM Leadership Academy. FM will continue to invest in our people!

With continued recruitment and patience, these vacancies will decrease as we welcome new team members. How will we continue to both perform our important work and recruit for new staff? Just as any past challenge we have overcome – we will do this 'Together'! We will continue to recognize each other's contributions. FM's SPARK program is just one approach to both honoring FM Values and appreciating exceptional performance. Thank you to our Supervisors for making the SPARK program a success and awarding over 2,860 SPARK to date! The time you take to complete a SPARK form advances both team morale and retention.

In closing, please know how proud I am of each one of you, including the dedication and resilience you continue to display while making important contributions to support the CSU mission. Be '*Proud to Run This*' campus, you are facilities professionals that can be counted on!

With Pride,

Tom



Engagement & Recognition Committee and SPARK Program

By: Joan Paulsen

This quarter the Engagement and Recognition Committee celebrated another successful summer in Facilities Management with the annual Summer Picnic. This picnic was held at a new location on the Hartshorn lawn. Everyone enjoyed a variety of food provided by 4 food trucks, games, and good conversation.

The Committee continues “In-Person” SPARK card redemptions every 1st and 3rd Wednesday of the month in the Pitkin Conference room from 10:00-11:00 am and from 3:30-4:30 pm. We look forward to seeing each of you and providing you with the gift card of your choice. Thank you for all that you do!

It is time again for the Employee Recognition Committee to randomly draw a name for this quarters 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 recipients choosing.

Congratulations **Rosalina Munguia**, Quarterly SPARK award recipient for our 3rd quarter drawing!



The committee would like to invite anyone interested in learning more about the ERC.

Meetings are held on the third Tuesday of each month
in person or virtually (via Teams) from 2:30-3:30 pm.

Contact an ERC member for more information
and join us in our adventures!

Supervisors – Please remember to complete the
[online SPARK form](#)
BEFORE giving the SPARK card to the employee.

Thank you!



Facilities Management 2022 Summer Picnic



**Matt Murphy and Amy Ouska
at the SPARK Booth**



FM Staff at the 2022 Summer Picnic



FM Staff at the 2022 Summer Picnic



FM Staff at the 2022 Summer Picnic



AVP Tom Satterly and VPUO Brendan Hanlon

There has been a recent influx of break room remodel requests across the University. In most new buildings on campus, break rooms for employees have been designed into the overall plan of the building. They tend to be spacious and equipped with new appliances, phone chargers, and comfy furniture.

Research says that break rooms are positive for the workplace and according to the website Chorn.com “The basic principle of an employee break room is for employees to temporarily disengage from the steady stream of daily tasks. It only takes a brief respite in this work-free zone for people to relax and recharge, a combination that brings with it a greater level of productivity, job satisfaction and general health.”

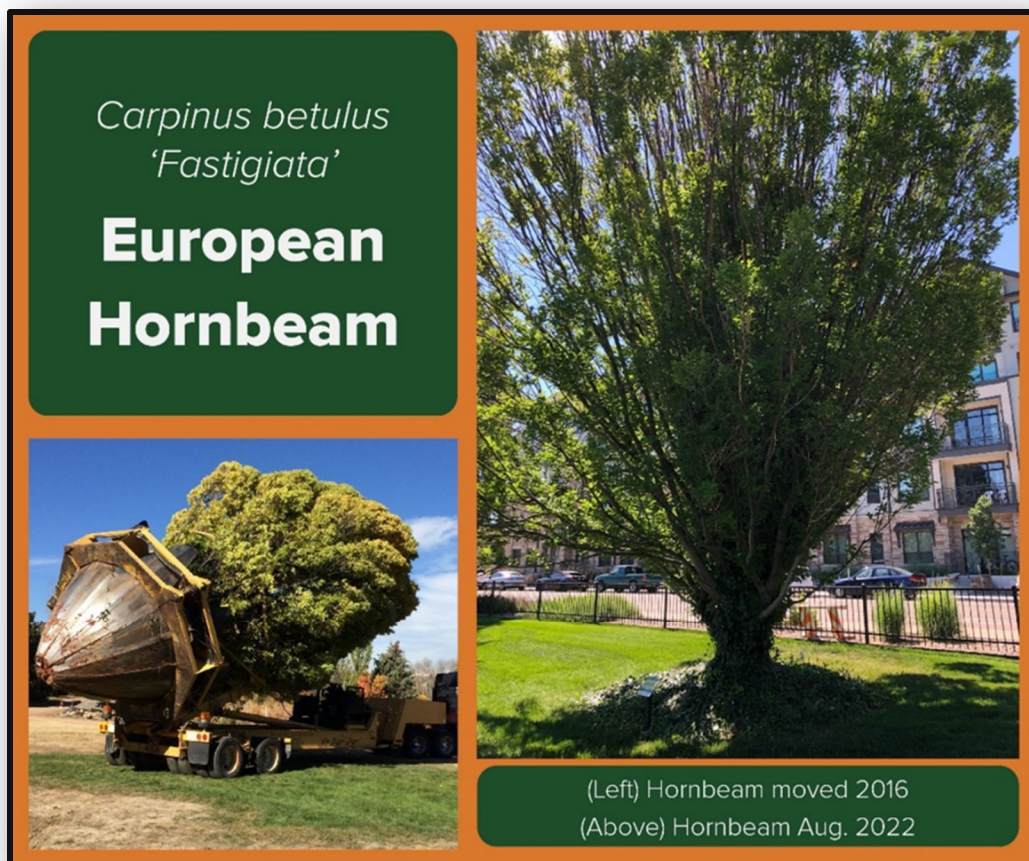
Though all employees have access to a breakroom, not all breakrooms were created equal. Some breakrooms are less than ideal and for some employees that don't have an office or “home base”, the break room is their only space for some R&R. FM's Remodel and Construction Services (RCS) have been working on several break room remodel projects. RCS is currently building new breakrooms in Moby, Durward Hall, Centennial, and University Village. These breakrooms will be in new locations within the building and provide upgrades in appliances, furniture, casework, LED lighting, and USB chargers.

Facilities Management is currently working on break room standards for future projects to ensure all break rooms provide employees with the essentials, are inclusive, and accessible. An accessible break room will include proper countertop heights, roll-under sinks with ADA dimensions, roll-under tables, proper appliance heights, and a monitor displaying campus news for better inclusivity. The days of microwaves in closets and coffee pots in offices are coming to an end with bigger and better break rooms coming to campus that will benefit all employees.



This European Hornbeam (*Carpinus betulus* 'Fastigiata') is on the CSU Notable Tree Tour, a self-guided tour available [in person](#) or virtually through the [CSU interactive map](#) (click on the tours tab). This Hornbeam was planted in the original Perennial Gardens on main campus, arriving in 1986 from Schichtel's Nursery in New York. With the construction of Canvas Stadium and associated practice fields, CSU recognized the value and benefits of this hornbeam, and relocated it in 2016 to the [Heritage Garden & Arboretum](#). It was moved by the largest tree spade then available in the state of Colorado. CSU values the investment made in our urban forest. It is common practice to relocate movable trees impacted by construction. We have a high survival rate with those that have been moved.

View [all 15 \(summer & winter images\) of the Notable Trees](#) or visit <https://www.fm.colostate.edu/arboretum>.



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

5 Years

Elizabeth Alcantara Frias - Custodial

Steve Fisher - Grounds

Steve Kim - RCS

Bill Baker - RCS

Clayton Tucker - Heavy Equipment

10 Years

Scott Seeley - Fire Services Group

15 Years

Susanne Cordery - Engineering

Dan Kozlowski - RCS

Pete Andrews - Custodial

Duane Rhoades - RCS

Will Schwab - Fire Services Group

Roland Mulcahy - RCS



Facilities Management Staff at the Welcome and Farewell Gathering



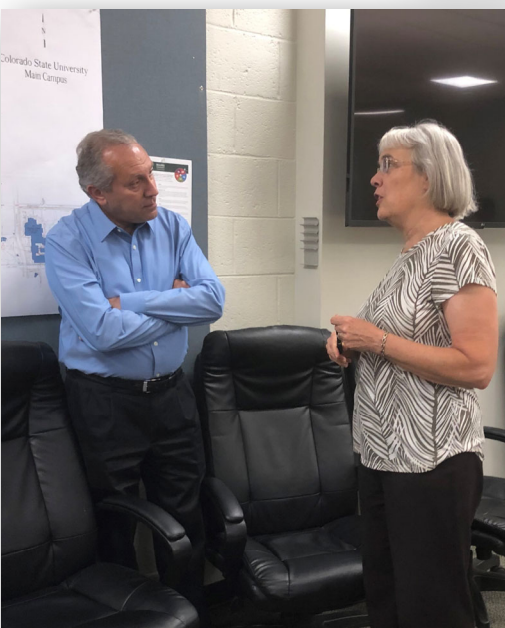
Welcome to FM Gargi Duttgupta & Ashraf Fouad!



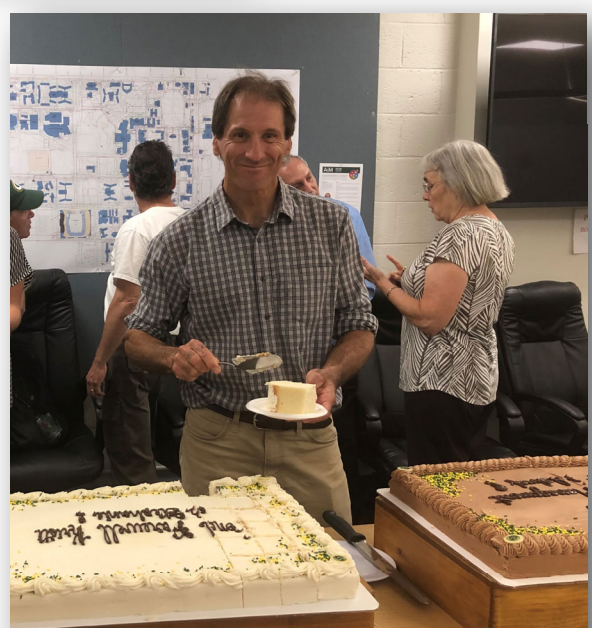
**Good luck on your next ventures
Stephanie Swanson & Kristi Buffington!**



**Barry Shadman-Adolpho &
Jillian Zucosky**



Ashraf Fouad & Shelly Carroll



Dimitri Poppeliers

Service is at the core of FM's day to day routines. Each FM employee embodies service differently depending on their FM section, roles, customer interactions and needs. Gray Hollingsworth, a Materials Handler III with the Logistics group, helps to run the FM North Warehouse. While the Logistics team provide services to anyone at CSU ordering supplies through AiM, most often they provide service for internal FM staff; primarily those in maintenance trades and general services.

Gray talked about a project that started in the spring of 2021 when Remodel & Construction Services (RCS) had a unique request for store-housing certain materials because of supply chain concerns and rising prices for building materials. Gray helped set up a separate, locked area at the RCS Warehouse on south Campus, and now stocks 11 items there, such as dry wall and drywall accessories and metal framing studs. This safeguard of supplies ensures RCS is prepared for future jobs and limits the influence of fluctuations in the supply chain., Buying in advance also ensures materials are purchased at a reasonable price. With Gray's creative problem-solving and act of service, RCS can continue to serve the needs of the CSU community in a timely and budget-friendly manner.

While Gray thinks this specific project on south campus may be phased out in the next year or so as the supply chain issues become more stable, for him service will continue to mean, "Keeping those in the trades from having to go shopping as often as possible for common parts that are used frequently, meaning less trips they need to make to Home Depot."



The recent announcement of “Tour Tuesdays” returning to campus is offering a variety of behind the scenes looks at various parts of campus. One tour offered is the “Mystery of CSU History - Tour inside some of the oldest buildings on campus and discover what our historic buildings have been home to over the years. Find out which buildings have ghost stories, myths and legends.”



Eleven buildings have been showcased on this tour in the past, but two stand out as possibly the spookiest. Johnson Hall and Student Services have been known since their completion to cause some frightful tales. Completed in 1936, Johnson Hall was the first on-campus student union, equipped with a ballroom, and incidents include hearing a woman’s voice singing as well as dancing footsteps in the empty building. A female dancer is said to be haunting Johnson Hall. Student Services was completed in 1948 and was the final building of architect Eugene Groves’ career. Upon opening students staying in the dorms reported a cold and dark feeling. Students were also perplexed by the stairs to nowhere. The reasons for this design are unknown because Groves was admitted to an insane asylum, before completion, and was rumored to have plans to kill his wife and bury her in the basement. Since then, staff have reported hearing footsteps and voices along with items being thrown off walls and desks.

After an incident during a “Mystery of CSU tour” back in 2013 the Ghost Hunters of Colorado came to CSU to study the strange events. They brought with them the latest technology for ghost hunting including night vision DVRs, full-spectrum video cameras, flashlights, digital audio recorders, ghost box communication devices, infra-red lighting, FLIR thermal cameras, and atmospheric meters. During an EVP (electronic voice phenomenon) session in Student Services, the ghost hunters recorded audio of an intelligent spirit answering questions. Their audio recorder also caught doors slamming, footsteps, chattering, groaning, and other noises in the building when no one else was there. They were also able to capture shadows and orbs in pictures but never released them outside of select personal at CSU.

Falls are considered by OSHA to be one of the most common causes of serious injury in the workplace. Guidelines for fall protection are documented in OSHA standard 1910.28(b)(1)(i):

Except as provided elsewhere in this section, the employer must ensure each employee on a walking-working surface with an unprotected side or edge that is 4 feet (1.2 m) or more above a lower level is protected from falling by one or more of the following:

- * *Guardrail systems*
- * *Safety Net systems; or*
- * *Personal fall protection systems such as personal fall arrest, travel restraint, or positioning systems.*

A guardrail is a very specific installation: 39"-45" high, with a mid-rail at either 21" or halfway between the top and bottom, and a toe board that is 3.5" high, to prevent tools and debris from falling onto people below. No openings can exceed 19", and the whole guardrail must be able to resist 200lbs of force applied outward or downward.

It is important to understand the necessity of the toe board. Falling materials is a very common cause of workplace accidents. Worker's overhead without a toe board may accidentally kick tools off the edge, which could impact people below.



Several other types of fall protection are frequently found on campus., You may see horizontal/high lifelines, anchor points and fall protection harnesses, or simply work exclusion zones. It is important to understand the use of all of these methods, but there is another critical piece to safety on elevated surfaces: slips and trips.



Rooftops and elevated surfaces should never be used as storage areas. Unnecessary items located on rooftops should be removed. Slips should be reported whenever they happen so measures can be taken to secure the footing in the area. Reported slips can help managers identify critical areas and mitigate the hazard with non-slip mats or other preventative measures. Most importantly, awareness of your environment and your workspace are the best tools to keep you safe when working on an elevated surface. Stay aware, communicate with your coworkers, and watch out for each other.

Snow planning:

In August and September, the Outdoor Services Group (OSG) begins planning for snow by putting in the order for the snowmelt used on streets and sidewalks. The team verifies that adequate equipment is on hand, functional, and ready for snow. By mid-October OSG establishes their route assignments and snow-caller schedules.

CSU FM Snow Facts - Winter 2022-2023:

- 4.5 million square feet of parking lots to clear
- 165 miles of sidewalk to be shoveled or broomed
- 16 miles of campus roads to be plowed
- 38 trucks, tractors, pickups, and other vehicles moving snow
- 600 tons of ice-melt ready each winter for use on campus
- 42 organized routes on campus including routes to shovel, sand, plow, and broom

When the snow starts:

By 2 a.m. the designated snow caller alerts the OSG, Remodel & Construction Services, & Trades teams to report to campus. By 3 a.m. the snow team is out on their routes beginning to clear snow. Most routes can be accomplished in 5 hours with several hours of fine-tuning clean-up that follows. Route times are extended during continuous snow events. **Please know that you will not always see bare or cleared pavement while they are working, especially while the snow continues.** Snow removal is a big task. At times, the snow removal teams may be clearing snow for up to 14 hours on these days. Also know that snow removal is shared among many FM groups. For instance, FM Custodial Services staff shovel building entrances, steps, and ADA ramps attached to buildings, and areas that the equipment cannot reach.



How can FM employees assist?

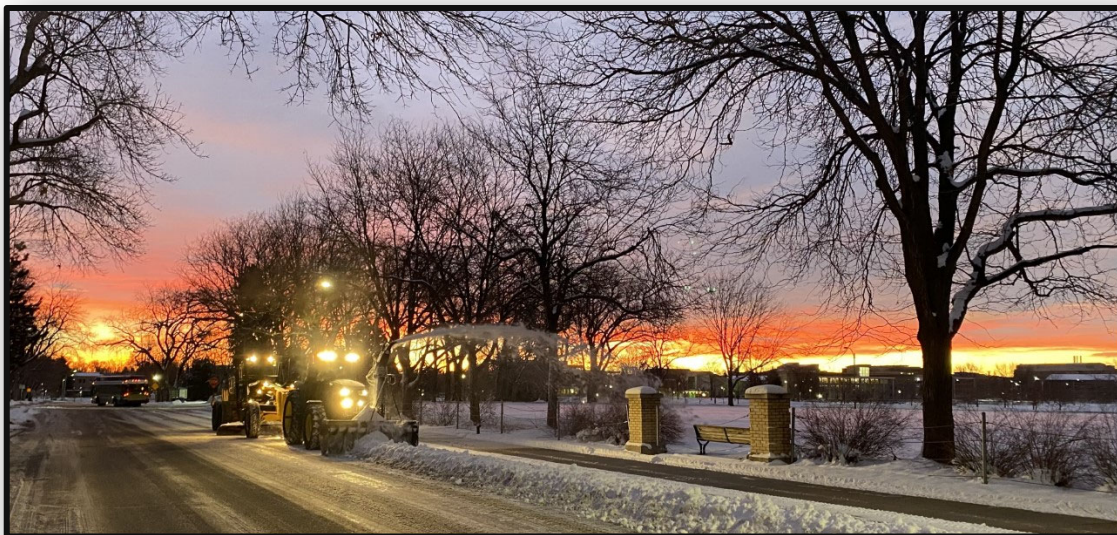
- Give equipment operators a wide berth. Understand they usually are operating in low visibility conditions, so never assume they see you!
- Be mindful of where you are parking and driving your vehicle. Avoid travel thru or parking on the campus core. Tire tracks in the snow freeze to the concrete and become hazardous, making more work for snow teams to remove.
- Attend to your snow shovel assignments.

What to do if paths aren't clear of snow?

Did you know that most calls reporting snowy paths and areas not yet cleared come from FM employees?

During active snow fall, please refrain from calling to report walkways and areas that are not clear. Understand that OSG employees are continuously working to clear their routes. Calls can distract from systematically attending to their routes and focusing on primary access and ADA needs. If FM employees see an area that needs to be cleared immediately, please feel free to grab a shovel from the warehouse to clear it for the CSU community.

The day after a snow event when snow is no longer falling, please DO report to dispatch if an area has been missed and needs to be cleared. OSG will send resources quickly to help make these areas safer.



Advocating for inclusion and diversity: Facilities partakes in the “Creating Inclusive Excellence Program (CIEP)”

Over two and a half days in July, 22 Facilities staff members participated in the CIEP training. The goal of this training is to develop awareness, knowledge, and skills around issues of diversity and inclusion at Colorado State. The participants were engaged in six different sessions, which included equipping employees with tools to proactively affirm and promote diversity and inclusion. The two facilitators, through the Office for Inclusive Excellence, often emphasized that the basis of this training is helping CSU employees build better working relationships.

One of the participants, Matt Dillingham, Custodial Services Manager, feels this is valuable training for everyone in Facilities. He notes that “while it can seem daunting to spend three days away from one’s day-to-day work responsibilities, it’s good to make the time to ensure we are being inclusive throughout our work.”

Kim Pearsons, Finance Manager for Remodel and Construction Services, says that she learned effective tools for talking about such tough topics. “I learned that small behaviors and interactions add up and affecting co-workers. And the instructors were amazing!”

Various Facilities sections were represented in this training, including from Custodial Services, Remodel and Construction Services, Accounting and Operations. A Spanish translator attended all the sessions, translating for those who utilize Spanish as their primary language. Facilities Management is committed to offering this training to FM staff once a year now.

More information about this training can be found at the [Office for Inclusive Excellence DEI Trainings website](#).

EVENT ANNOUNCEMENT!

CSU Facilities Management All Staff Meeting

Thursday - October 20, 2022

1:00 - 2:30 pm

LSC Theatre

Light refreshments will be served

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