

Facilities Focus

Spring 2021

The quarterly newsletter of CSU Facilities Management

Employee Spotlight: Jorge Figueroa



What do Navy ships and CSU's heating plants have in common? They require steam to operate and for Jorge Figueroa working at CSU's heating plant was the perfect fit. Prior to joining Facilities Management, Jorge spent 10 years in the Navy, in both Texas and California, working on the steam boilers that do a variety of different functions for the vessel. This maintenance is critical for the vessel's operation similar to CSU's heating plant. Jorge works as a plant operator and just some of his duties include maintaining the boilers and chillers that heat and cool the campus. Jorge is one of five operators who all rotate to have the heating plant manned 24/7. When campus was closed one day in February for extreme cold, Jorge and his coworkers were all at work addressing issues as they arose. When an issue arises, he calls on his team to go address the issue on site. Jorge started this position in 2006 and has been working at the heating plant for 15 years. Asked what he has enjoyed most about his position he said it's the bond with his co-workers. Of the 21 people working at the heating plant over half are ex-military. Over the years he said, they have grown a tight bond with one another and function as a great team.

When away from CSU, Jorge finds himself spending time with his family. One hobby that he enjoys with his family is classic cars. Within his family they have six classic cars including a 1964-1/2 Ford Mustang, a 1962 Ford Galaxie, and a 1972 Ford 100. Often these restoration projects take many years to complete such as his Mustang, purchased in 2001, little by little he restored it. (Car in photo) Once restored Jorge enjoys taking them to car shows. Whether detailing a rare automobile or going over the details of an alarm sounding in the heating plant, Jorge enjoys the challenge.

**FACILITIES
MANAGEMENT**

AT COLORADO STATE UNIVERSITY

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

5 Years

Bryson Jack
RCS

Carissa Bailey
Custodial

Paul Hornbeck
Custodial

Joshua Long
Custodial

Tom Satterly
FM Director

Dustin West
District Energy

10 Years

Stephanie Wagner
Custodial

15 Years

Jon Cumpsten
BAS

**Fernando Repizo-
Melendez**
Custodial

Thorban Sellers
Custodial

20 Years

Michael Boyle
Logistics

Jared Warnock
Grounds

35 Years

Dallace Unger
Computer Services





Engagement & Recognition Committee Updates

By: Joan Paulson, Custodial Supervisor

This quarter the Committee has been working with the FM Computer Services team to make changes to the SPARK Award form to create an easier process to nominate staff including staff working remotely. Members David Hansen, Christina Miller, Amy Ouska, and Rita Schmid have been diligently working to improve the redemption process.

The committee performs a myriad of tasks from purchasing gift cards, running budget reports, and managing the mailbox in addition to running the actual redemption process. Amy and Christina have effectively streamlined the redemption process making the process easier for everyone!

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 **Guadalupe Franco**, Quarterly SPARK award recipient for our second quarter drawing.



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 via Teams from 2:30-3:30 pm.



2021 is proving to be a very busy year with many challenges, but also with many positive changes. The FM Diversity Team voted to change its name to the FM Justice, Equity, Diversity and Inclusivity Team at the beginning of the year. JEDI for short, the team felt that this name change better encompasses the initiative of the team and elevates the Principles of Community. The team is continuously working on helping FM employees to develop a JEDI mindset not only during business hours, but in everyday life.

Last April, FM AVP Tom Satterly began releasing the first FM Daily Communication to all Facilities Management staff and student employees. Tom wanted to get information out quickly in the rapidly changing COVID19 Pandemic era in a standardized format that employees could instantly recognize. Tom's idea aligned well with the JEDI team's initiative to provide and encourage more communication throughout the department. Many projects and topics that the JEDI team has worked on have been featured in the now Weekly Communications. You can find the featured JEDI communication efforts [here](#).

The JEDI team held Focus Groups back in October 2020 to assess if and how employees are receiving department and university-wide emails. The focus groups proved that many employees were either not given dedicated work time to check email, did not have adequate technology or Wi-Fi access, or needed computer training in English or Spanish. The JEDI team has arranged for one-on-one trainings with Nestor Flores in Computer Services to anyone who may need assistance. The team is also working on a new Wi-Fi pilot program. This program will be used to eliminate barriers employees encounter when trying access university email communication. This program is set to begin Spring/Summer 2021.

Have comments, suggestions or ideas for the FM Diversity Team? Send them to the team's email at: fac_diversity_team@mail.colostate.edu

Resource Allocation Plan (RAP)

Reminder!

The RAP budget suggestion box is located in the FM North Breakroom. Please submit your ideas on the forms provided. You can also approach your supervisor or email Karin Rees at Karin.Rees@colostate.edu if working remotely. Thank you!



A recent update to AiM moved from version 10 to version 11. While there were no major changes to the user interface as originally planned for version 11, there is a very nice change to timecard queries. Now totals can be found quickly right in the query without having to click on each transaction. Please note, this is for the desktop version for AiM and not the iOS GO app.

This will work for any existing timecard query in the Time and Attendance module as well as any new timecard queries created. Navigate to the query building screen through the zoom button in the Time and Attendance module or through the Search button in an existing timecard query. Make sure to click Advanced Search at the top (if you see the link to Basic Search, you are already there).

Customize your query as needed. For example, you can search for your own timecards by putting in your employee number in Shop Person in the Timecard section. Now set up your headings by putting numbers in the Display Order for any headings you want shown in the query. I used Last Name, First Name, Transaction (so you have a link to the actual timecard), Shop Person, Work Date, and Status. I also like to sort descending by Work Date.

[My Time Cards](#)

Last Name	First Name	Transaction	Shop Person	Work Date #	Regular Hours	Overtime Hours	Work Hours	Status
VERGO	KEN	73964	821642095	Feb 26, 2021	8.00	0.00	8.00	Not Posted
VERGO	KEN	73963	821642095	Feb 25, 2021	8.00	0.00	8.00	Not Posted

Timecard Totals

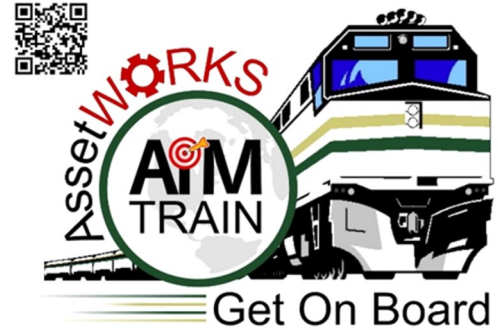
<input type="checkbox"/>	Shop Capacity Hours
<input type="checkbox"/>	Employee Schedule Hours
<input type="checkbox"/>	Trade Capacity Hours
<input type="text" value="58"/>	Work Hours
<input type="text" value="54"/>	Regular Hours
<input type="text" value="56"/>	Overtime Hours
<input type="checkbox"/>	Differential Hours
<input type="checkbox"/>	Leave Hours
<input type="checkbox"/>	Total Hours
<input type="checkbox"/>	Total Cost

At the bottom, there is a Timecard Totals section. Work Hours, Regular Hours, and Overtime Hours are good headings to see how many hours entered for each day. Total Hours include leave hours which we don't use in AiM, so it isn't likely any more useful than Work Hours. Other fields may be useful depending on what information is queried. Once set, select the Execute button.

For a refresher on building queries, please see this video: <https://www.fm.colostate.edu/sites/default/files/Searches-in-AiM-Session-1.mp4>

For any questions or suggestions for the AiM Communication Team, please email us at fac_iwms_faq@colostate.edu The website is <https://www.fm.colostate.edu/iwms> or use the QR

code above on the AiM Train Logo.



Parking and Transportation Services is excited to announce a new secure bicycle shelter at the Lake Street Garage. Located in the north end of the building on the ground floor, the bicycle shelter features 60 spaces, commercial-grade CORA hanger racks, 24/7 secure access with RamCard, and an indoor self-service fix it repair stand. With the HORN stop right outside the north entrance, the new bike shelter provides even more transportation flexibility getting to, from, and around campus.



Don't forget to register your bicycle with the CSU Police Department at 750 Meridian Street. Registration costs \$10.00 and will ensure that the bicycle falls under compliance with campus regulations, and it adds additional protection from theft. If your bicycle is registered but does not have a barcode, you will still need to visit the CSU PD to get a new barcoded sticker at no charge. Annual secure bicycle parking permits start at \$80. Spring and Fall semester permits are \$35, and Summer semester permits are only \$25.



Reserve your secure bicycle permit for the Lake Street Garage or University Station by contacting Parking and Transportation Services at (970) 491-7041, visiting <https://pts.colostate.edu/>, or stopping by our office.

Not many people on campus think about all the utilities provided to keep buildings lit, warm, cool and wet; wet, being water utilities. There are nearly 350 miles of buried electric, steam, chilled water, natural gas, sewer, stormwater and water distribution systems under the ground across our 3-local campus. That's almost the length of the state of Colorado from east to west! Utility Services, with the support of many sections in FM, operates and maintains all of these distribution systems.

As an example, the water utility has been quietly undergoing a small change with a sizable impact. For the last 3 years, FM Utility Services and RCS have been systematically replacing old water meters in campus buildings. These upgraded water meters use smart technology to report readings over a radio network to a central database, so do not have to be read by a person every month. This project is also correcting mistakes on original installations, making water measurement more accurate.



Old Water Meter

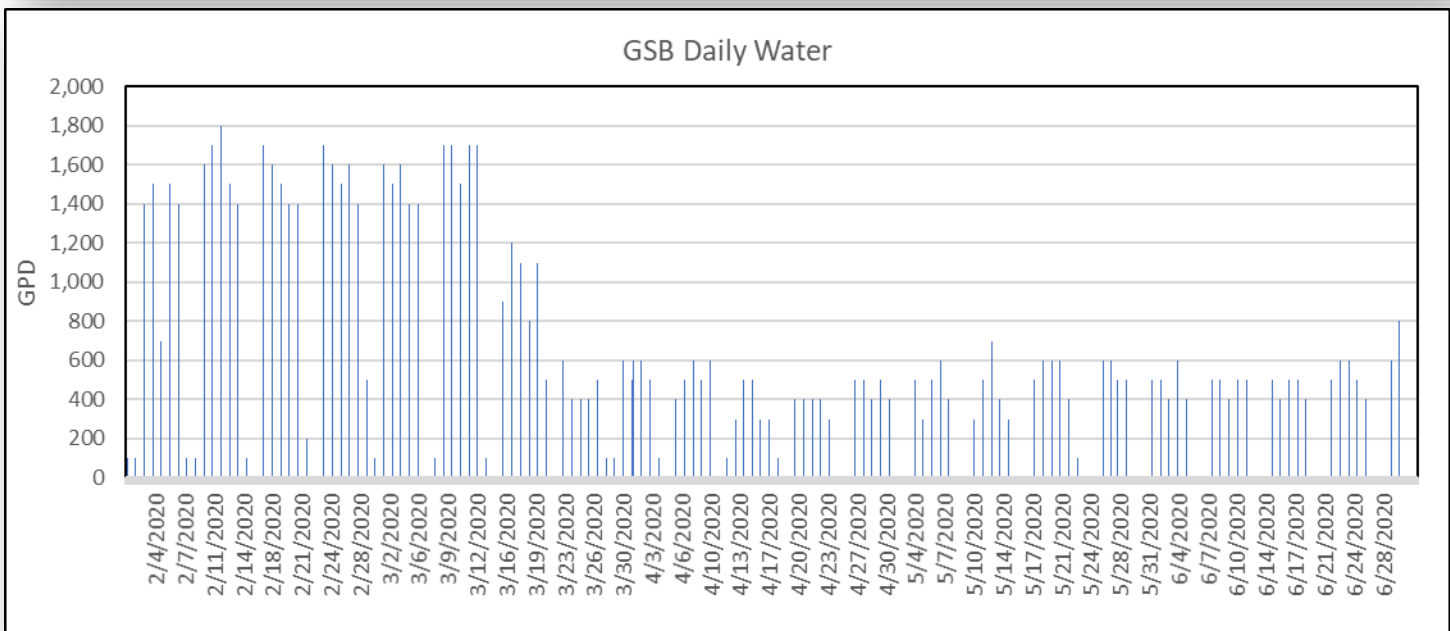
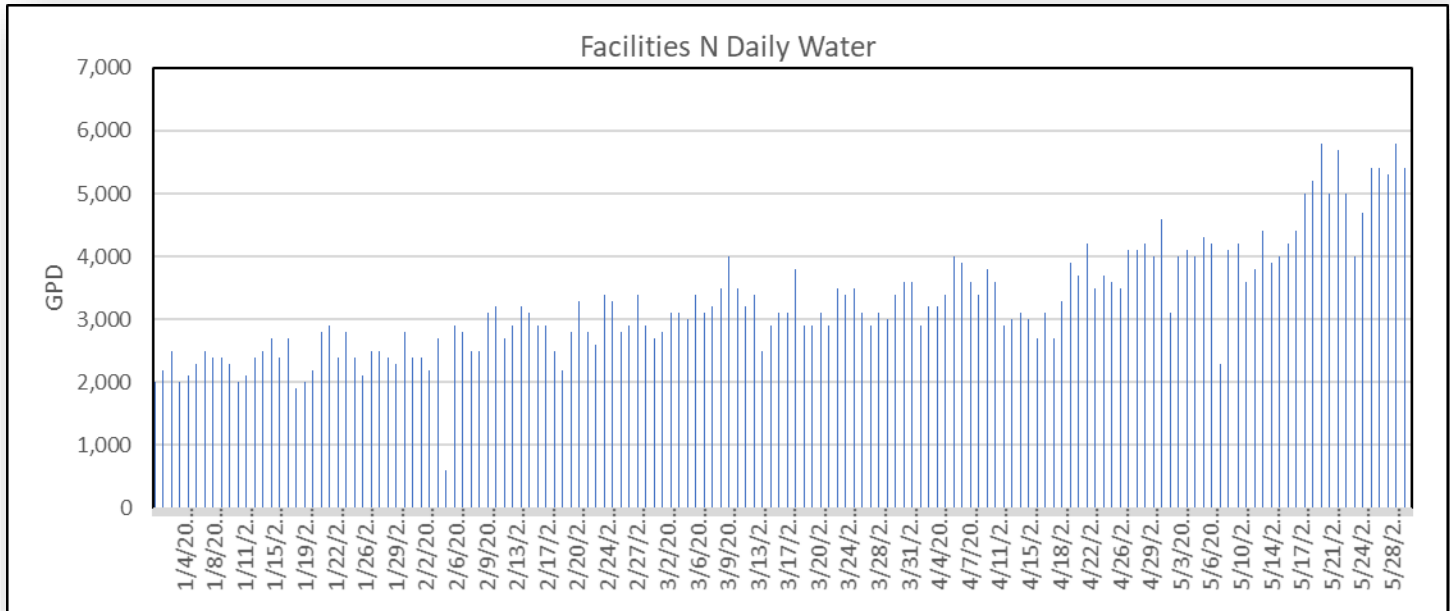


New Water Meter

The benefits of the meter changes are not only reduced personnel time to read meters, but more precise information about water use in the building. The meters take readings every hour, allowing Engineering and Utility Services staff to identify high water use patterns more quickly and to look for the cause. FM Utility Services and Engineering staff also collaborate on innovative water savings projects and campus education to reduce usage.



This detailed data also allows the COVID19 response team to closely monitor water use in buildings during the shutdowns. The team determines if enough water is being used, even with lower occupancy, to keep the water fresh in the building. An example of two buildings is shown in the graphs below. Facilities North daily water use did not change that much during the first shutdown, but most certainly did for GSB for the same time period. This data helped the COVID19 response team to focus their efforts on keeping water fresh in the buildings that need it.



The next time you walk around campus, take some time to think about all the systems humming in our little city, sight unseen. They are critical to safely operating the University.

Using Toolbox Talks to Focus on Safety

A toolbox talk is a short, informal meeting within a team that focuses on immediate safety needs for particular tasks or projects. They are not in-depth safety trainings, but conversations that usually focus on one specific aspect of a job prior to work being started.

The goals of a toolbox talk:

- Communicate expectations and responsibilities
- Recognize safety issues that may exist at a particular job site
- Remind workers of proper procedures
- Collect input from teams and answer questions regarding the work to be performed

A toolbox talk should be between 5 and 15 minutes, a conversation not a presentation. An example might be a conversation with a team prior to confined space entry; ensuring the team has the necessary PPE on hand, defining each person's responsibility, and safeguarding each other while the work is being done. It is quick, specific, and applicable to the work at hand.

If you haven't given a toolbox talk before, there are resources available to make it easier to implement. Facilities Management maintains a subscription to the website Weeklysafety.com and the login information can be obtained by contacting Mike Broadbent (mike.broadbent@colostate.edu). This website provides quick links to OSHA safety manuals, weekly safety guides, and even a 'Quick 100' list of short topics to address. In short, the website provides all the information a supervisor or lead would need to address the safety of their teams.

I encourage all teams to take advantage of this resource to communicate and emphasize the importance of safety awareness on a regular basis. Special thanks go to FM Trades for making this resource available to the entire department.



Tucked away on the 3rd floor of the Chemistry Building, a group of 10 empty offices and labs totaling 3,500 sq. ft. awaited remodeling. The prior occupants had moved to the new Chemistry Research Building in 2017 and the spaces have remained nearly empty. For the past year, Remodel and Construction Services worked with the clients at the Chemistry Building to create a new Graduate Research Lounge.

One of the challenges the design team faced was turning the old interior lab spaces, into something new and inviting. The location within the building meant no natural light entered the interior spaces and with limited windows on the exterior, natural light would have to be creatively maximized. The addition of 225 sq. ft. of interior glass was installed to bring natural light into the interior lounge. The new larger office layouts allow for student and professor collaboration within their own office.

RCS's project manager Barry Willier enlisted help from FM's electrical engineering group to complete the design. RCS trade groups completed the construction during the COVID19 pandemic, and the space now awaits future student use. Workplace resources provided the furniture in the lounge, conference room, kitchen, and collaborative offices; all were new spaces designed and built for the client.

This project is a good example of the reuse and rethinking of our existing buildings and spaces. Since 1969 these spaces had remained the same, with only the occupants changing. When the labs were officially moved out of, the opportunity was taken to give the students a space they needed. With "new" space a rare commodity around campus, RCS is always looking at ways to improve the spaces we have. Not only do the spaces look and function better, but they also have new energy efficient lighting, sustainable products, and better interior environment conditions. Improving these spaces helps the longevity of the building and RCS is always working on new ways to help sustain our large number of buildings across the state.



Facilities Management Staff



SERVICE

Central Receiving recognized that international students are challenged with returning to CSU campus due to travel restrictions surrounding COVID19 and that the University must look for innovative ways to help accommodate these new challenges. When one student storage customer would not reply to repeated requests relating to the pickup of personal belongings, Central Receiving reached out to International Programs for assistance instead of turning items over to the Police Department (per abandoned property guidelines). International Programs was able to provide different contact information for the student. It was discovered the student had not scheduled a pick-up of their belongings because the student was unable to travel back to the U.S. to attend CSU due to COVID19 travel restrictions. Central Receiving was able to coordinate with the student and continues to store their belongings until an expected return this April (almost a year later).

Hats off to Central Receiving for going the extra mile to help, rather than taking the easy route and creating potential headaches for a student during these stressful times.

SOCIAL JUSTICE

This past summer, Engineering and Capital Construction led a procurement process to select a vendor for a large solar project. The selection team approached Tim Kemp during the Request for Proposal (RFP) process and asked if CSU could question the vendors about their firm philosophy related to Social Justice. The team crafted some language for the RFP, with the assistance of Procurement Services.

“CSU is working hard on Justice, Equity, Diversity, and Inclusion (JEDI) efforts in order to build a more welcoming environment for everyone at the University. As a potential long-term partner of the University, please explain JEDI efforts at your company”.

This question was not a part of the formal scoring criteria; however, it gave the team an opportunity to dig deeper when interviewing 5 prospective vendors for the project. Engineering and Capital Construction learned that the candidates had the same sense of urgency as CSU: the need for creating a more Just work environment and working to break down barriers in the solar industry. Historically, the solar energy sector has been dominated by white males. Many candidates we talked to realize the need for change and have taken a proactive approach in engaging with their local communities as a way to educate people and recruit for a more diverse workforce. Engineering and Capital Construction plans to include similar language in future solicitations to encourage the practice and further discussions revolving around the Principles of Community.

Tim Kemp would like to thank team members Carol Dollard, Stacey Baumgarn, and Michael Randall for leading this important effort.

INCLUSION

Announcing a new idea or process is great to initially talk about in a meeting of the team, but some team members may feel uncomfortable providing feedback in that setting. When looking to implement a new idea, it is imperative all voices are heard. To ensure all voices were heard in Central Receiving, an online email survey was created so each team member could provide feedback anonymously if they preferred. This allowed the quieter voices to fully participate in the idea platform. During this exercise, Central Receiving learned there were people who had feedback that was different than the majority and that this feedback was valuable and needed to be discussed, honored and considered in the potential implementation.

Greetings FM Team,

We are half-way through the Spring 2021 semester, and a busy one at that! We weathered an extreme winter freeze in February by maintaining heat to essential operations, adjusting building temperatures to remain within district energy steam capacity, performing numerous snow removal days, repairing several burst water pipes, and of course the clean-up and restoration that followed. President McConnell shared with me how thankful she was for the quick professional response our FM team took to mitigate the effects of the cold and keep the campus safe and operating – *Well done, everyone!* You can be proud of your performance during this challenging event, as I witnessed exceptional leadership, communication, decision-making, and an overall ‘Can Do’ attitude among the FM organization!

Updated topics of interest include:

Strategic Planning: President McConnell released the university’s strategic planning process, known as Courageous Strategic Transformation (CST), <https://source.colostate.edu/courageous-strategic-transformation-president-joyce-mcconnell-discusses-strategic-planning-at-csu/>, which will provide guidance on the future of CSU’s mission, purpose, and core values. We will use the CST to chart FM’s role and how we perform our mission in the future. FM was afforded the opportunity to submit feedback to the CST Framework, so thank you to all who participated whether in group sessions or through the individual online form. After reviewing and incorporating campus feedback, President McConnell will present the CST Framework to the CSU Board of Governors in May 2021.

Upcoming Fall Semester: In Fall 2021, CSU is planning for students to return to our campuses for a rewarding academic experience by offering the majority of courses in-person and remains committed to keeping the university community healthy and well.

Professional Development at FM: Led by Michelle Tate, Assistant Director for Human Resources, we will continue to invest in creative approaches to increase our team’s knowledge and skills. Michelle has developed an academy framework for aspiring leaders in Facilities Management. We will share the proposed training description (e.g., course topics, instructors, application process, schedule, etc.) for feedback before making a final decision on this new training. This proposed FM academy also supports career progression and succession planning, an exciting approach to grow our future FM leadership!

In closing, I recognize it has been a year since COVID19 impacted our lives, both at work and home. All of you have performed exceptionally well by practicing COVID19 protocol, adjusting work schedules and duties, teleworking, and even getting tested weekly. Please be sure to take care of yourselves; continue to stay the course with adhering to campus guidelines related to COVID19 prevention and make time to reflect and appreciate all we have been through together and accomplished. We provided a safe and healthy campus for the students, faculty, and staff who depend on us. Vaccines will be coming soon, providing prevention to keep us healthy and a return to more normal times. Together we have leaned into and weathered this year of COVID19, and together we will soon emerge a stronger, more capable, and closer-knit team.

Thank you for all you do!

Sincerely,



FACILITIES MANAGEMENT

Tree Talk

By: Campus Arboretum Committee

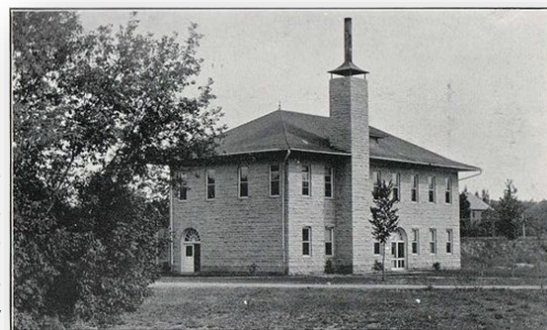
[Back in April 2019 the “Tree Talk” article then mentioned the future threat of Emerald Ash Borer \(EAB\) in our community.](#) EAB was finally found in Fort Collins ash trees last spring. Though not yet identified at CSU, up to three quarters of the ash trees on campus will require treatments based on their condition and contribution to the campus environment. CSU received funding to begin treating vulnerable trees and to address the ongoing cost of removal and replacement for the untreated ash trees.

The fact is CSU has been planning for this eventuality over a number of years. By Spring 2021, 275 ash trees had already been removed from campus with another 249 trees yet slated for removal. The number of ash trees has been reduced to 839. For the ash trees remaining, treatment will begin this summer of 2021. Treatment occurs on a 3-year phased cycle. For more information about the EAB treatment plan, check out page 5 of our [Tree Care Plan](#).

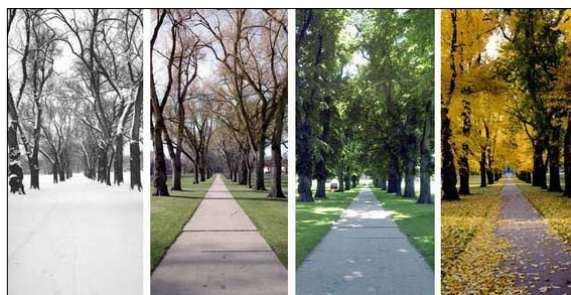
CSU Fun Fact

By: Newsletter Committee

There are a number of historic building on campus. One of those is the Gibbons Building located on the east side of the Oval. It was originally slated to be the “Heat and Light Building” and was constructed in 1905. Intended to be the central heating plant, it was never used for that function. It was constructed with a chimney on the west side of the building that is still there today. Once completed it was named the “Entomology Building” which was used by the Entomology and the Zoology Department for many years. In 1940 the building housed the Electrical Engineering Department. In 1948 a second story was added to the north addition as emergency housing for Veterans. In 1959 the building became the Geology building and in 1980 the name was changed to the Gibbons Building. Sadly, the building was impacted by floods in 1938, 1951, and 1997. The building has also had to deal with minor bat and squirrel’s occupancies in the attic. The Gibbons Building is the last building built during the Pioneer Era under the college presidency of Barton O. Aylesworth.



Thanks!



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