

Facilities Focus

Summer 2023

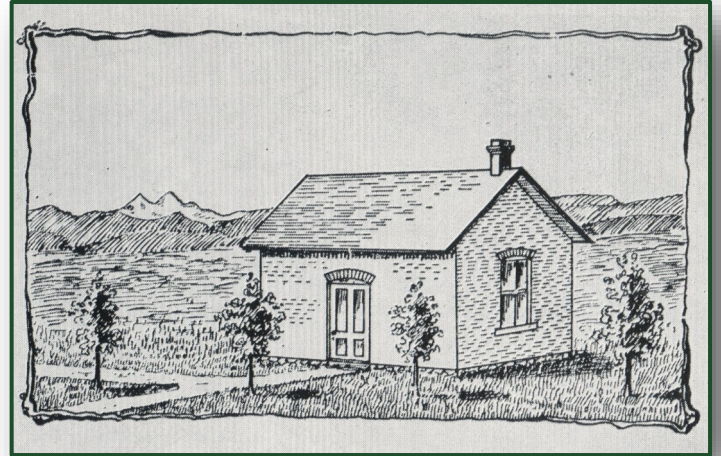
The quarterly newsletter of CSU Facilities Management



CSU Fun Fact - Claim Shanty

By: Kyle Presnell

Facilities Management cares for the grounds and buildings of Colorado State University. Going back to its agricultural roots when CSU was named Colorado's Agricultural College, the college was facing efforts from both Greeley and Boulder to have the Agricultural College moved to their cities. They complained that not enough work had been done since 1870 to establish the state college in Fort Collins under the 1862 Morrill Act. Residents of the town had been collecting and donating land, around 240 acres by 1874, so the territorial government appropriated funds for the first campus building. The building was completed in just 8 days for a total cost of \$420 and measuring 16'x24'. The Claim Building, more commonly known as "Claim Shanty", got its name in part to the west's "mining claim". A mining claim is a parcel of land for which the claimant has asserted a right of possession and the right to develop and extract a discovered, valuable, mineral deposit. While not for mining, the completion of the Claim Shanty showed good faith of the people hoping to keep the college in Fort Collins. By 1877 plans for Old Main were underway, leading to the first students on campus in 1879.



The Claim Shanty had been located at the corner of College and West Laurel, but the building was deconstructed in 1890. However, you can still see many of the original materials that were repurposed into the Potting Shed that was built in 1891. During those 16 years, the Claim Shanty was used as a granary, tool shed, dwelling for three different families, greenhouse, and as the first "Chemical Laboratory" at Colorado Agricultural College.



**FACILITIES
MANAGEMENT**

AT COLORADO STATE UNIVERSITY



Engagement & Recognition Committee and SPARK Program

By: Joan Paulsen

This quarter the Engagement and Recognition Committee wants to ensure everyone knows that Supervisors can award SPARK cards outside of their own teams. Anytime someone is observed representing the FM Core Values they can be “SPARKED” or awarded a SPARK card for their efforts. Please visit the FM website for more information.

We continue to collaborate with the JEDI Team to bring future events to the FM community. Both teams are looking at sponsoring numerous events in the coming months. Check the monitors or your inbox for more details

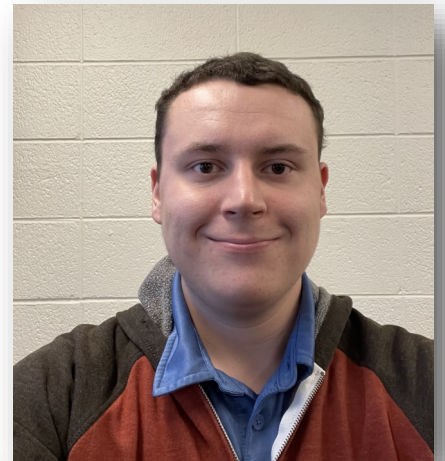
The Committee continues “In-Person” SPARK card redemptions every 1st and 3rd Wednesday of the month in the Pitkin Conference room from 10:00-11:00 and from 3:30-4:30 pm. We look forward to seeing each of you and providing you with the gift card of your choice.

It's time again for the Employee Recognition Committee to randomly draw a name from eligible recipients who have enacted Facilities Management Core Values for the second quarter.

This quarter's recipient will receive a total of \$250 (taxable) gift card(s) of the recipients choosing.

Congratulations **Jacob Edwards**, Quarterly SPARK award recipient for our second quarter drawing!

The Committee invites anyone interested in learning more about the ERC and joining us in our adventures to in-person meetings held on the third Tuesday of each month and virtually via Teams from 2:30-3:30 pm.



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

FM Staff enjoying our 2023
World Facilities Management Day!



FACILITIES MANAGEMENT

AT COLORADO STATE UNIVERSITY



FM Staff enjoying the 2023 FM Annual Summer Picnic!



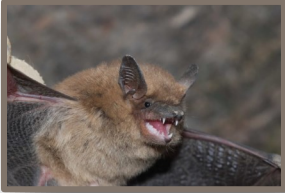
Studying is one thing all students must do while attending college. Whether they enjoy the process or run from the thought, the right study space can make all the difference. With a wide variety of study spaces around campus ranging from large to small, group to private, and open to enclosed, the options are endless for diving into a textbook with a coffee nearby. But what makes a study space a successful space? According to the website Stantec, students like to study near others who are studying or working on similar projects while in a low distraction area. The area should be located near windows, have efficient lighting both natural and artificial, have main level access, hard and soft surfaces, and access to technology.

RCS has been working on designs for two new study spaces on campus in two very busy buildings. The first location is in the Morgan Library. The existing reference section of the library was downsized and relocated, opening an area for new study space. The new 10,600 sq. ft. study space located on the main level considered an ideal. In addition to being centrally located on the main floor, the space also has its own secondary entrance that will be available for 24/7 access in the future. Natural light pours in from multiple areas, including the building's interior courtyard. RCS' designers, project manager, and construction crews worked on the interior design to transform the space into a destination with many amenities to support studying. Features include access to charging stations for laptops, iPhones, and tablets at the furniture, new furniture to accommodate group and individual study, and four study rooms to provide privacy. Quoting the movie *Field of Dreams* "If you build it, they will come"., Checking the boxes doesn't always guarantee success though. Luckily Morgan Library didn't have to wait too long as the study space opened the week before finals and the +130-seat study space was busy, vibrant, and full of studying.

When a new study space is designed, the location is key. What happens though when the client wants a new study space in a non-ideal location? RCS has been working with the College of Business to renovate a dilapidated basement room into a warm and inviting student study space. However, being located underground with no natural light and no direct connection to the main level's entry, the design was challenging. The first task was bringing the outdoors in. This was accomplished using new "cloud lights" that are recessed into the ceiling that give the illusion of looking through a skylight and seeing the natural sky. The selection of natural materials in the room pulls the space together and for a brief time, one might forget being underground. This space will be under construction soon, so time will tell if it will be successful.



Every summer there is an increase in animal activity around campus, whether people out walking their pets or encountering raccoons at a dumpster. Please be aware that all animals, even domesticated ones, can be dangerous, and being bitten by anything has the potential to transmit diseases such as rabies. Skunks, foxes, bats, dogs, and cats are all known carriers of the rabies virus.



Any animal bite should be washed, disinfected, and treated by a medical professional. If you are bitten or scratched by an animal, especially if the skin is broken, you should seek medical help immediately. In the U.S., contact with bats is the leading cause of rabies deaths - if you spot a bat, even on the ground, it should not be approached or touched.

Do not approach or interact with wild animals! You should even be cautious around pets that you don't know or animals you are not familiar with. If you do run across animals on campus that appear out of place, are behaving strangely, or posing an immediate threat:



- Animals posing an immediate threat to health and safety (vicious or dangerous animals): CSU Police Department, call 911 or (970) 491-6425.
- Wild animals, diseased animals: CSU Environmental Health Services (970) 491- 6745.
- Animals in buildings, other than service dogs (and emotional support animals in university housing only, with approval): contact the Building Proctor or CSU FM at (970) 491-0077.
- Unauthorized feeding of wild animals: Facilities Management, (970) 491-0077

The most important safety protocols around wild and unknown animals are prevention and prompt medical care. If you are bitten by an animal, it's important to take the matter seriously and seek care from a licensed medical professional.

More information can be found at the CSU Policy website:

<https://policylibrary.colostate.edu/policy.aspx?id=552>

WHAT IS THE PROCESS COMMITTEE?

The Committee originally formed at the beginning of the AssetWorks IWMS purchase. The charge was to map out current Facilities Management core processes, such as work orders and logistics inventory, so AssetWorks could be best configured for our uses. The committee has grown beyond this initial purpose since the AssetWorks launch.

Now committee members work with FM sections and groups to assist them in documenting their standard processes and daily job activities. They work together to help identify all the steps in the process, creating a flow diagram that shows the tasks from start to finish. They include who performs the task and what systems they may use. The flow diagrams are used to create Standard Operating Procedure (SOP) documents that provide step by step directions for completing all the tasks in the process. The end goal is to have current FM processes documented and added into an electronic library for guidance and reference to FM employees.

WHO USES THESE PROCESSES AND HOW?

The processes can be used in a few different ways. Most simply, new employees can use them to learn components of their new position. Employees may use them for a task they only do annually, to refamiliarize themselves with all the steps. Colleagues can reference the processes when they are filling in for a different position if an employee is out unexpectedly or while a position is being filled. FM teams can also use them more holistically to examine their processes, eliminate redundancies or unnecessary steps they find, and improve processes, potentially gaining more time and cost efficiencies.

WHAT TYPES OF PROCESSES ARE WE TALKING ABOUT?

So far, the Process Committee has met with Logistics, HR, IT, the Customer Service Desk, Finance & Accounting, and others. Examples of processes they're capturing include onboarding new employees (HR), receiving parts (Logistics), surplus process (IT), as well as the FM recognition and retirement process (FM Administration). Other processes for the future include meeting with the Utility Services group to document how they receive data from utility meters and working with the Campus Planning team to document their process for updating floorplans.

WHO CAN JOIN THE COMMITTEE?

Anyone curious about creating process flow charts, writing procedures, interested in learning these types of skills, or wanting to help Facilities Management become a better documented and efficient CSU department. Anyone wanting to learn more about what other FM sections do and what their processes are past, current, or future. Leadership Academy participants who want to continue to learn more about Facilities Management. Subject matter experts are always welcome!

WHAT IS THE ANTICIPATED TIME/WORK COMMITMENT?

The committee meets virtually on Microsoft Teams, every two weeks, Thursdays from 1–2 p.m. Committee members can expect to dedicate 4–6 hours a month to meetings and tasks. Please reach out to Michael.Dobbins@colostate.edu if you want to help with one or more processes or if you are interested in learning a new skillset by joining the committee.

WHO IS ON THE PROCESS COMMITTEE?

Chair: Michael Dobbins

Members: Karin Rees, Jackie Robledo, Ken Vergo, Jillian Zucosky

DO YOU HAVE PROCESSES THAT YOU'VE ALREADY DOCUMENTED?

If your team has documented processes, the committee would love to add those into the future electronic library they are creating. Email Michael.Dobbins@colostate.edu for any FM processes that have already been created or for processes that you would like to create.

The Justice, Equity, Diversity, and Inclusion (JEDI) Committee continues build a lending library resource for FM staff to explore different aspects of JEDI concepts and increase overall awareness through creative options. Resources will range from paper, digital, fiction, non-fiction written or spoken books and videos. The JEDI team hopes to make these resources available by fall.

At the beginning of May, the Committee participated in a Multicultural Organization Development Model with members of FM leadership in an effort to take an inventory of FM's JEDI competencies. From this training, the team can help evaluate and set goals for FM in conjunction with CSU's overall JEDI objectives.

The team also started up "JEDI Breaks" that take place every third Wednesday in the Edison Room of FM North. Members from the committee will be in the conference room to offer everyone an opportunity to get to know the JEDI team and the principles defining justice, equity, diversity, and inclusion, as well as try candy from different countries around the world. Each month will feature a new candy and topic to learn about. This also provides the team with an opportunity to hear from staff and talk about any JEDI related issues or questions staff have. Many great conversations have already taken place with more to come!



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

It is important to prepare our campus environment for the future by planting “climate ready” trees that can adapt to the changing climate. Diversifying our tree collection on campus with native and adapted native trees helps with our resiliency. In April, for our Arbor Day event, we planted 3 Jack Maze oak (a hybrid of Gamble and Bur oak) and two Chinkapin oaks. These trees are drought resistant and resilient species that can adapt with climate change, and they’re well suited for urban landscapes.



Campus arborist Scott Simonds shares, “My vision of what constitutes a ‘climate ready’ tree shouldn’t be limited to utilizing only native species because there are other non-native drought tolerant species that could be used as well.”

Recommended “climate ready” trees for our local environment:



Golden Raintree
Manzano maple
Bigtooth maple
Rocky mountain maple
Arizona cypress
Pinon pine
Jack Maze oak
Gambel oak
New Mexico locust
Chinkapin oak
American Hophornbeam
Caddo Sugar maple
Prairie Sentinel hackberry
Northern Catalpa
Bur oak
Kentucky Coffeetree
Bristlecone pine
Ponderosa pine
Rocky mountain and Single seed junipers

