

Facilities Management & Construction



AT YOUR SERVICE

Volume II, Issue 2

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A message from the desk of Harold D. Johnson

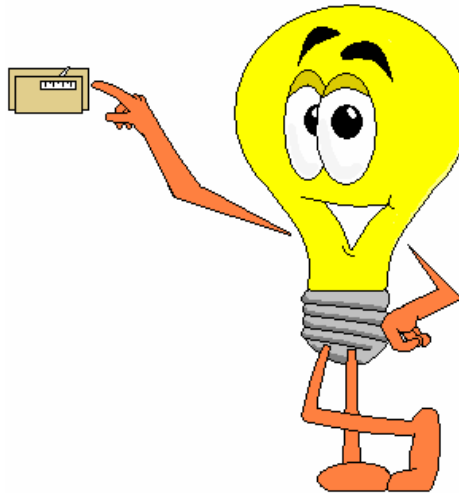
Associate Vice President for Facilities Management and Construction

Our work never ends. As you will surmise from the information that follows, this holiday season was one of our most productive. We have sufficiently recovered from a major portion of the flood damage caused by the Spring 2007 storms. However, the roofing of several buildings (insurance settlement pending), construction of the golf course clubhouse, and a few minor items remain.

The design for the new Institute of Health Sciences – Dallas Center and the Denton campus Science Building, our two major construction projects, is progressing well. Of course, FMC has many other construction projects, large and small, that are underway.

While Phase I of the Old Main Renovation project is nearing completion, the demolition process for both the Reagan Houston and the Redbud Auditorium buildings has begun. These two sites will serve future University needs. Also, worthy of note are two studies that should provide valuable information to assist us in improving campus drainage, pedestrian circulation, and the electrical infrastructure.

Lastly, the FMC website will be revised to provide a more user-friendly service. As part of that service, we will share many of our “green” initiatives with the university community. We are very proud of the many environmentally conscience efforts FMC has accomplished over the past several years.



Ernie the Energy Saver

Energy-Efficient Electronics Save Money and Help Protect the Planet

Look for home or office electronic products with the Energy Star label when you shop. Many electronics use energy even when they're "off" to power continuous features like clock displays or remote controls. Replacing old items with energy-efficient models can save over 25 billion pounds of greenhouse gas emissions, and save money on your energy bills.

A typical household spends about \$1,900 a year on energy bills and contributes twice the amount of greenhouse gases to the environment as an average car. Use the [Energy Star Home Advisor](#) for ideas projects to increase energy efficiency and comfort in the area where you live.

Courtesy www.epa.gov

INSIDE THIS ISSUE

- 2 Right on Target – Operational Accomplishments
- 2 Creating a Campus
- 3 Homeowner Gardening Tip

Right on Target

By Ron Tarbutton, Director of Physical Plant

Winter break is a great time for our students to take a much needed break from their studies and come back recharged to take on another semester of classes. The campus never fully shuts down, but the winter break is a great time for your Facilities Management and Construction team to get a lot of work done and this year was no exception.

We completed the needed electrical preventive maintenance on the campus high voltage substations. This work required the electricity to be shut off for one day for each half of the campus for maintenance and repairs. It took a lot of hard work by several people to complete the two day effort; electricians, generator technicians, HVAC technicians, power plant operators and even plumbers to complete the work within the established December 26 and 27 timeframe.



There were 21 old non-functioning chillers removed from campus and sent off to be recycled. This was a very difficult and dirty job. In fact, I'm quite certain that Mike Rowe of the popular television show "America's Dirtiest Jobs" would have been happy to see this work done. It was important to have the old equipment removed and we are pleased that we were able to have the metals recycled, but as stated above this was one tough and dirty job that we are glad is over.

Repetitiveness is a natural part of our work in that some tasks never end, they are just completed again and again. For example, our custodial staff cleans the buildings and removes the trash each day. Please take the time to say thanks when you see them in your work area.

Continued on Page 5

Creating a Campus

By Bill Morgan,
Director of Facilities Planning & Construction



What image comes to mind when you envision TWU?

A class sitting by the fountain?

Clusters of students walking the Redbud Trail?

Quiet time at the Little Chapel in the Woods?

All of these images come to mind when prospective students and parents start talking about college. Our job in FMC – Planning and Construction, is to define that image so families leave Texas Woman's University with a positive impression. Whether our campus matches the campus ambience of their dreams plays a large role in their decision to attend TWU. We want the TWU campus to be a differentiator that affects a student's experience.

A consistent appearance is the primary factor that makes us 'feel like a campus'. This means establishing an architectural context that unifies our different buildings and open spaces. Initiatives are underway to unify the campus and create a strong sense of place. We are in the early stages of defining the Redbud Trail – from Pioneer Circle to the Little Chapel in the Woods. The project's goal will be to make the Redbud Trail regain the prominence it deserves as our campus major north-south artery. Consistent signage and graphics, hierarchical paving, clearly defined pedestrian paths, safe and sensitive pedestrian/automobile intersections, site furniture, trash receptacles, and other visual cues such as plantings and lighting will be evaluated as well.

Passively assisting students, current and prospective students, and visitors are crucial contributors to identity, and reinforce a positive experience.

Here for You

by Dennis Maddux, Supervisor



The beginning of 2008 brings a fresh start with new and exciting challenges for the Custodial Services Department. We have a complete crew for the first time in many years, meaning no employment vacancies.

Many changes have been made. What's new is, Custodial Leaders and Custodian II employees are now on call for an entire month at a time. This provides a more client friendly approach to handle after hour problems such as floods from overflowing water closets, water fountains and busted pipes.

Tours of several buildings are conducted monthly by the Chancellor. Deficiencies are noted and work orders are generated to insure that our buildings stay in excellent condition.

Since we want to offer you, our customer, the best possible service; suggestions are welcome. Should you have any questions please call me at x 3136 and I will be happy to discuss them.

Homeowner's Tip



Don't forget that now is the time to cut back your roses, Crepe Myrtles and Liriope or "Monkey Grass". It's also the time to plant new roses. In addition, the next few weeks will be the opportune time to apply any type of weed and feed that you desire for your lawns.

The Landscape is Changing

by Robert Trevino, Supervisor

With the spring season fast approaching, the Landscape Services Department is busy preparing for the growing season. The staff is currently preparing all equipment and any essential items related to maintenance of the campus for this busy time.

In addition to preparing the equipment, they are working on the upkeep of the flowerbeds on campus which includes the cutting back of monkey grass and the trimming of roses and lantana. Also, we are in the process of selecting the types of annuals that will be used in the spring and summer seasons. In addition to all the preparations being done for the growing season, the staff has been getting the softball field ready for the upcoming season.

The goal of the Landscape Services department is to provide an atmosphere for all faculty, staff, students and the Denton community to sit back and enjoy the beautiful manicured campus. The staff takes pride in maintaining the landscape on a daily basis, Kudos to them for doing an outstanding job that is recognized nationally.



Have a great spring semester!

CALENDAR OF EVENTS

STATE FIRE MARSHALL VISIT
DORM INSPECTIONS
FEBRUARY 25 & 26, 2008

BUILDING GENERATOR LOAD TESTING
(COULD CAUSE NOISE OUTSIDE BUILDINGS)
INTERMITTENTLY THROUGHOUT REMAINDER OF
FEBRUARY

MAJOR CAPITAL PROJECT REQUESTS
FORWARDED TO FMC
DEADLINE: MARCH 24, 2008

Dallas Running Smoothly by Ward Sheeder, Supervisor

We are fully staffed now at both the Dallas campuses. I would like to introduce and welcome Eva Ford and Derrick Hayes to our custodial staff and Robert Farrington to the maintenance staff. Eva has gotten settled in at the Presbyterian campus and Derrick has joined us at the Parkland campus. Robert has been training for a maintenance position while keeping up with all of his custodial duties for over a year. He will now be helping out at both campuses doing scheduled maintenance work as well as filling in when other FMC staff members are out on sick leave or vacation. This will enable us to keep up with the needs of students, faculty and staff.

Over at the Parkland Campus we are getting ready to begin the task of relocating utilities which needed to begin construction of the new Institute of Health Sciences – Dallas Center. The FMC Dallas staff will be ever vigilant in ensuring continuation of all academic services throughout construction. We will take every opportunity to impress safety on the contractors but rest assured that the FMC staff will be keeping a close eye to make sure that the campus is safe and clean throughout this process.

Slips, Trips, and Falls by Vicki Byrd, Safety Coordinator



TWU saw a slight increase in injuries resulting from slips, trips and falls in 2007. Falls are one of the major causes of the university's occupational injuries. We do our best to prevent situations that can lead to falls and provide equipment that will protect you in case of a fall. Everyone must do their part which begins with being aware and caring about your wellbeing.

Avoiding Slips

To avoid slips and resulting falls, be on the lookout for foreign substances on the floor. Watch for deposits of water, food, grease, oil, sawdust, soap, or debris. Even small quantities of these substances, sometimes almost too small to see, can be dangerous.

When you come inside on rainy or snowy weather, wipe your shoes thoroughly on a doormat—not just to keep the floor clean but to prevent wetness of your shoes from making you slip and perhaps fall.

Preventing Trips

Tripping hazards that are all too common are trash or unused material left in aisles or other areas intended for pedestrian traffic, extension cords strewn across paths of travel, tools not put away, and holes or unevenness in the floor.

It will help keep passageways clean if you make sure trash or waste goes in the trash barrel. There are enough waste receptacles at TWU that taking this safety step shouldn't take more than a few steps.

Walk the standard route. Don't take shortcuts; especially don't take shortcuts through machinery areas. Hold onto the handrails when walking on stairs or traveling on steeper-than-ordinary ramps. If material or equipment is stored on stairways or ramps, move it or report it promptly.

Horseplay or just plain "goofing around" can be fraught with danger. It can cause a trip, stumble, or fall by distracting a worker's attention from moving safely.

Foiling Falls

To avoid those falls that can cripple for a lifetime or even prove fatal, you should pay close attention to the rules of ladder and scaffolding safety. When you need to climb, use a ladder—the proper length ladder. Don't climb on machinery, chairs, crates, filing cabinets or boxes. Be sure that the ladder is in good condition. Don't reach too far from a ladder. Use a safety belt if both hands are to be occupied. Never stand above the third step from the top.

Central Plant Recycles Old Machinery

By Ron Tarbutton, Director of Physical Plant

Over the Winter break a plant initiative to remove 21 old inoperable chillers and other retired HVAC equipment was accomplished. The old chillers and a variety of equally old support equipment (like cooling towers) was abandoned with the construction of the new Central Chiller Plant dating back six years and longer for other items. The equipment has been sitting abandoned in equipment rooms and outside of several buildings on campus. The chillers were cut up and then taken by a scrap metal dealer for recycling. We are pleased to have the old equipment removed and recycled assuring a safer work environment and a greener plant.



The new Central Plant is far more energy efficient than the old independent building systems as evidenced by the energy savings being realized while still meeting our clients' needs for chilled water and steam to heat and cool the campus facilities. Recycling these metals is just another way that FMC continues to work to save money for the University and contribute to a safer, "greener" environment.

Busy Break for FMC

by Kenneth Burt, Supervisor



Welcome back from winter break and we hope everyone had a great holiday. This is a brief update of FMC Building Maintenance activities regarding campus repairs that have begun or been accomplished since our last publication.

Over the break Building Maintenance made many needed repairs to the electrical service infrastructure serving Stark Hall. Repairs to a major water line leaking between ACT and the Patio building were made so you would not have to walk through water and mud to get to your destination and save the university money as well. The old electrical transformer outside DGL was replaced with a new one averting a potentially major power failure.

I am also pleased to report that repairs will start very soon on the east side pit area of the Student Union to upgrade our waste water pumps and move the electrical control out of the pit. By doing so we are providing better service to the Student Life organization as well as a safer environment for FMC technicians. These upgrades should also help with the odor in this area.

As always, we look forward to serving the needs of the campus community.

Continued from Page 2

The grass may stop growing but during the winter our landscape services crews stay busy. Winter is the best time for pruning and planting trees. The staff is busy preparing our lawns and flower beds for the upcoming growing season.

We attempt to minimize the disruptions and inconveniences our work may cause by scheduling the work at times that will have the least impact on students, faculty and staff. Unfortunately the inconveniences cannot always be avoided so want to thank you for your patience

and understanding while we complete our work on campus.

To the FMC staff I'd like to say thank you for all you do for TWU. Much of the work you do is out of sight and out of mind but it would definitely get noticed if it wasn't done. Day in, day out, nights and weekends, and even over the TWU holidays you always step up and get the job done.

Surplus

by Bill Beckham, Assistant Director



Surplus is located in the rear of Hubbard Hall

The State Property Accounting manual (SPA) defines surplus as “any property which is in excess of the needs of any state agency and which is not required for its foreseeable need. Surplus property may be new or used but must have additional useful life.” According to 7.07 *Disposition of Surplus Property* in the Texas Woman’s University Policy and Procedures manual, Asset Management is required to post on the Texas Higher Education Coordinating Board’s website a listing of all surplus instructional materials or materials that may be used for instructional purposes. The university will give priority to transferring such surplus property to a public school or school district. The school or school district may purchase the property at a price or for other consideration to which TWU and the public school or school district agree, or for no consideration as TWU deems appropriate. TWU will give preference to a public school that is considered low-

performing by the Commissioner of Education or to a school district that has taxable wealth per student that entitles the district to an allotment of state funds under Subchapter F, Chapter 42, and Education Code.

To my knowledge, TWU has never sold any surplus equipment or furniture to another agency or political subdivision. We have provided over 60 document cameras and projectors to various K-12 schools in the state. Providing surplus equipment to an ISD has resulted in many letters of appreciation.

How does a department turn in surplus equipment and/or furniture? Go to the FM link from Pioneer Portal, and click on **Work Order Request**. Click on **Move Request**, complete and submit the form. Movers from the warehouse will schedule a time to pick up the requested items from the department

How does a department obtain surplus from the surplus

storage area in Hubbard Hall? Contact Bill Beckham 81-3134, wbeckham@twu.edu; Terissa Crisp 81-3598, tcrisp@twu.edu; or Elizabeth King at Extension 81-3140, eking1@twu.edu and one of us will schedule a date and time to meet you in the surplus area. Pictures of furniture and equipment may be found at the following website link: <http://www.twu.edu/o-fm/surplus/twu.htm>

We may sell surplus equipment and furniture to the public after it has appeared on the Coordinating Board’s website for at least 30 days. Surplus sales conducted on January 9 and 11, 2008 were a huge success. Most of the equipment and furniture in surplus storage is now in someone’s home or office. One buyer was able to furnish a home office for \$27. We will post the date of the next sale on the website so you can once again take advantage of some great bargains.

Facilities Management
and Construction would
like to Congratulate and
send our Best Wishes
with
Nancy Jones
Assistant Supervisor of
Custodial Services
as she embarks on her
new adventure.
Retirement Date:
February 29, 2008

Submitting a Key Request through TWU's Pioneer Portal:

1. Log onto your TWU Pioneer Portal Account
2. Choose the Sitemap at the top, right hand corner of the screen
3. Choose the Facilities Management link
4. Choose the Key Request link from the left side of the screen
5. Read the statement
 - a. Choose either Agree or Disagree (Disagree will send the requestor back to FMC's main page)
 - b. After choosing Agree, click the SUBMIT button below
6. Choose the correct building from the drop down menu for each key (for the new Institute of Health Sciences – Houston Center it will be “HED”)
7. Key in the correct room number for the key being requested
8. Choose the correct department from the drop down menu (to route the request to the correct approver)
9. Enter the correct TWU phone number and extension
10. Click the SUBMIT button at the bottom of the form

Checking the status of a Key Request through TWU's Pioneer Portal:

1. Log onto your TWU Pioneer Portal Account
2. Choose the Sitemap at the top, right hand corner of the screen
3. Choose the Facilities Management link
4. Choose the Key Status link from the left side of the screen
5. Click on the link in the middle of the screen

To Support the Mission

by Christina Williams, Supervisor

The Spring semester is in full swing and FMC is busy as ever. One of General Services most critical functions - and biggest challenges - is to support all components of the Facilities Management and Construction department administratively. We are the behind-the-scenes support for everything you have previously read as well as the keys, signs, vehicles, budget, work order management, and the list goes on.

Automotive Services is an integral part of the FMC mission and is currently in the process of hiring a Bus Driver/Auto Mechanic to increase the availability of drivers for our clients and keep our fleet in tip-top shape.

Access Control is imperative on any campus and security for our students, faculty and staff is a priority at TWU. Due to recent reports of lost or stolen keys both the Dallas Presbyterian and Denton campuses, some buildings will be undergoing lock changes. It is vital that all lost or stolen keys are reported to the TWU Department of Public Safety. Incident reports are generated from that information and presented to our Access Control personnel so the necessary precautions and steps may be taken to rectify the security breach a key loss presents. Please watch for the campus-wide emails that will indicate which buildings/locks will be replaced and for whom new keys will need to be requested. For those of you that are new to the university, instructions for requesting a new key are outlined to the left.

Last but definitely not least, following the completion of a work order, a survey is automatically emailed to the requestor. Please take just a moment out of your day to complete the survey and send it back to us. It assists us greatly in our effort to continually improve our Customer Service and overall value to the university mission. “Negative comments are welcome.”