Our Mission: Facilities Management makes UND Exceptional by committing to fiscal responsibility, outstanding customer service and excellent workmanship, and by delivering clean and comfortable buildings and exterior spaces that are aesthetically pleasing.

Building Services News — Don Schaffer

Hi, Again from the Academic BS world.

With summer in full swing we are busier than ever doing everything from deep cleaning, extracting carpets, and stripping and waxing floors.

I would like to send out a special thank you to Julie Hill, Lisa Flannigan, Tim Korsmoe and all the other BS staff that helped over at the Chester Fritz Library when there was a pipe leaking. It was great to see such awesome Team work. Good Job!!!!

Warehouse Update — Dianna Cockerham

Stock Part #’s Added:
1.2751 ELKAY MODULE 36296C F/WATER FOUNTAIN Category: Plumbing/Repair/Fountain
1.2752 TANK TO BOWL GASKET 2” KORKY 463BP Plumbing/Repair/Toilet

Transportation Auto Filters has changed Manufactures to “WIX”. Part #’s will remain the same but will have different Descriptions with new WIX Part #’s. Part # 1.2428 & 1.2591 will be depleted because using the new WIX filters they are the same filter as part # 1.2423. Descriptions have been updated to reflect this change once the parts are depleted.

FY 18/19 brings a big change in Purchasing Levels. As of July 1, 2018 the new levels will be in effect. Please keep a copy of the email that is sent out.

Most notable change is Services and Inventory have combined to the same levels:
- $5,000 - $9,999.99 will require 2 quotes or Alternate Procurement Form
- $10,000 - $49,999.99 Will require 3 quotes, posted on State Procurement Website, or Approved Alternate Procurement Form
- $50,000 - $999,999.99 will Solicit Informal Bids to Procurement Office
- $100,000 + will require a Formal Bid to Procurement Office

Core Value: Excellent Quality of Service
Human Resources
Update

Nancy Bauer Update
Nancy Bauer, Mechanical Operations Coordinator, will not be returning from her leave and her last day with Facilities Management will be July 15th. She is still accepting leave donations to get through to her last day. We are hoping to host a gathering in the near future to thank Nancy for her 24 years of service and for staff to be able to wish her well; the date and location of such event have not yet been set. We will update you with the details as soon as they are available.

Donated Leave Requests:
Sick and Annual leave donations are sought for:

Stephen Vogt, Mail Courier
Sick and Annual leave donations (taken through July 15th) are sought for:

Nancy Bauer, Mechanical Operations Coordinator
Sick and Annual leave donations are sought for:

John Beaton, Academic Building Services Technician
Please return completed donation of leave forms to Sarah Quanrud, Facilities Management, Stop 9032.

Forms can be found at http://und.edu/finance-operations/human-resources-payroll/_files/docs/donated-leave-form.pdf. All donations are kept confidential. Thank you in advance for your generosity.

Facilities Awards Recipients
On Wednesday, June 6th, Facilities Management awarded the following:

Safety Award – Troy Coulter - Grounds

LeRoy Award: The LeRoy Award was created by the Employee Committee to recognize an individual for their imagination, loyalty and dedication. This award carries a $100.00 monetary reward.

Andrew Johnson – Academic Maintenance

Golden Hammer Awards: This award is based on work performance, quality, resourcefulness, outstanding workmanship, team work, and exceptional skills. This award carries a $100 monetary reward. Three categories were established. Each group having different skills and talents.

Administrative support and Planning Design & Construction:
Rebecca (Becca) Jacobson
Human Resources

Operations
Kendall Klemmer – Food Service

Building Service Technicians
Jayson Sharp – Housing Custodial BST

Core Value: Excellent Customer Services
Employee Spotlight: Don Schaffer—Academic Building Services Mgr.

What is your job at Facilities?
Academic Building Services Manager

What do you like about working at Facilities?
I enjoy working with all the different departments.

What is the funniest thing you have seen/experienced at work?
I once saw someone running behind a car to hold a hatch down while they were moving a full size fridge.

Before working here, what was the most unusual or interesting job you’ve ever had?
I spent a summer working on a farm delivering calves and milking cows.

Tell us a little about yourself and/or your family.
I have large family 3 boys, 7 girls and 3 grandkids. We also have 3 dogs.

Tell us something about yourself that would surprise us.
I was born in McHenry Illinois, and I am a Bears, Cubs and Blackhawks fan.

Motto or personal mantra?
Treat everybody the way you would like to be treated.

What do you like to do in your spare time: hobbies/interests, etc.?
I like to spend time with my family, go on hikes, picnics, go fishing, and hunting.

Energy and Sustainability News — Michael Nord

Recycling is averaging 20% for the Fiscal Year. We did see an increase in May as compared to the previous 2 years. In the recycling world there has been an increased focus on contamination in the recycling streams. China has influenced the recycling markets considerably by increasing the quality standards of recyclables in which they import, this has sent waves through all recycling markets and we are also seeing the affects. While we try to increase the recycling efforts we must also be cognitive of what we are placing into the recycling. If a load of recycling becomes contaminated with items such as branches, plastic bags, etc., the load may end up in the landfill in which case all the effort is wasted and ultimately increasing landfill costs. We encourage you to make suggestions of possible opportunities to your supervisor or contact Michael at 72333 or email to Michael.k.nord@und.edu.

Core Value: Excellent Teamwork
Habits of Highly Effective People — Spot 4 of 6

Beat deadlines.
Show your boss how productive you are by finishing tasks before they are due. Keep to a schedule to help you plan out tasks and make sure you are staying productive.

Safety — Protecting Yourself from Effects of Heat

Hot summer months pose special hazards for outdoor workers who must protect themselves against heat, sun exposure, and other hazards. Employers and employees should know the potential hazards in their workplaces and how to manage them.

Sun

Sunlight contains ultraviolet (UV) radiation, which causes premature aging of the skin, wrinkles, cataracts, and skin cancer. There are no safe UV rays or safe suntans. Be especially careful in the sun if you burn easily, spend a lot of time outdoors, or have any of the following physical features: numerous, irregular, or large moles; freckles; fair skin; or blond, red, or light brown hair. Here’s how to block those harmful rays:

- Cover up. Wear loose-fitting, long-sleeved shirts and long pants.
- Use sunscreen with a sun protection factor (SPF) of at least 30. Be sure to follow application directions on the bottle or tube.
- Wear a hat. A wide brim hat, not a baseball cap, works best because it protects the neck, ears, eyes, forehead, nose, and scalp.
- Wear UV-absorbent sunglasses (eye protection). Sunglasses don’t have to be expensive, but they should block 99 to 100 percent of UVA and UVB radiation. Before you buy sunglasses, read the product tag or label.
- Limit exposure. UV rays are most intense between 10 a.m. and 4 p.m.

Heat

The combination of heat and humidity can be a serious health threat during the summer months. If you work outside you may be at increased risk for heat-related illness. So, take precautions. Here’s how:

- Drink small amounts of water frequently.
- Wear light-colored, loose-fitting, breathable clothing—cotton is good.
- Take frequent short breaks in cool shade.
- Eat smaller meals before work activity.
- Avoid caffeine and alcohol or large amounts of sugar.
- Work in the shade (when possible).
- Find out from your health care provider if your medications and heat don’t mix.

There are four kinds of major heat-related disorders—heat cramps, heat rashes, heat exhaustion and heat stroke. You need to know how to recognize each one and what first aid treatment is necessary.