

PIPELINE

Keeping Facilities Management Employees Informed

August 2003

Providing the U with a Safe & Healthy Environment Spotlight on FM's Safety Unit

This month the Pipeline shines the spotlight on the work of the FM Safety team. It is the mission of the Safety team to continuously work toward improving the safety of the FM workplace. To fulfill that mission, Clayton Handt, Jason Simpson and Troy Flicek make up the team responsible for increasing safety awareness, promoting compliance and safety regulations, identifying safety problems and working to find safety solutions.

Most FM employees work with the Safety team at least once a month. Clayton, Jason and Troy can often be seen in every zone on every shift, delivering safety training. They cover many topics including First Aid, Material Handling, Hot Works training and the standard operating procedure (SOP) review of winter equipment.

In addition to providing training, the Safety team tracks FM's safety performance on a monthly basis. They work to make certain that FM is in compliance with industry standard and set goals to ensure that FM is a safe place to work. One of the initiatives that the Safety team has launched to help promote safety in FM is the Zero Injury Initiative. The Zero Injury Initiative is a program that enables employees at all levels of the FM organization to participate in activities that empower them to improve safety here at the University. The ultimate goal for FM is to reduce the number of personal injuries to zero.

To support their safety efforts, the Safety team involves a number of FM

employees in their work. The Incident Reduction Committee is a group of FM employees who meet to review incident reports, track injury trends and determine resolution. Incidents are reviewed to determine whether they are preventable or non-preventable. All preventable injuries are reviewed and recommendations are submitted to operating managers for appropriate actions. It is a goal of the Incident Reduction Committee to decrease the number of preventable accidents occurring on the job.

The Safety team has also put together a Material Review Board (MRB). This group includes management and labor representation from each zone, safety and purchasing who work to improve the safety, health and functionality for FM's custodial work force. The objective of the MRB is to consistently improve upon, by careful evaluation and reduction, the inventory of approved cleaning products used by custodians. Reducing the number of custodial cleaning products not only improves the safety and health of the custodian by eliminating products that have been evaluated as potentially harmful, but it also minimizes the specialized training required for each product.

The work of FM's Safety team is most certainly effective. Monthly reports show a steady reduction of FM safety incidents. You can view the monthly



CLAYTON HANDT, JASON SIMPSON, AND TROY FLICEK

reports, and read more about all of the activity of the Safety team on the safety web site at www.facm.umn.edu/safety. Congratulations to Clayton, Jason and Troy on their great work. They are a team of professionals who provide an excellent example of successful functional team building, problem solving, communication and training implementation on a daily basis.

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What's Going on in FM... *Steve Spehn, Associate Vice President*

It is hard to believe that the summer is coming to an end. It certainly has been a busy few months in FM as we successfully completed our reorganization. Congratulations to all of you for the outstanding job you have done in adjusting to new areas, new jobs and new responsibilities. Our success is the result of the hard work, patience, teamwork and positive attitudes of each and every one of you. I appreciate all that you have contributed to making the reorganization a success.

Last month, I mentioned that we were working with University Services Human Resources on the search for a Building Services Director. That process is still in motion and I will continue to keep you informed as the search progresses.

Looking ahead, the fall season promises to be even busier than the summer. In addition to our daily duties, we have a

golf outing, a parade, and numerous events scheduled in support of the University's Community Fund Drive to look forward to.

The 8th Annual FM Golf Outing will be held on Thursday, September 11. We have had an overwhelming response for golf this year. I look forward to seeing the golfers out on the course and hope that everyone will attend the post golf activity at the All American Bar & Grill. For more information on the golf outing, see page 4 or contact Aaron Strozinsky at x5-1522.

October is the month for the University's Community Fund Drive. While FM received special recognition for being one of the top five university units to improve their participation in last year's drive, we are looking to increase our efforts this year. Thank you to Marshall Skule, Mickey Billings, Alston Dutchin, John Haw, Aaron Strozinsky and Jenn



Rowe who have volunteered to lead the efforts for FM this year. Watch for more information on the Community Fund Drive in future issues of Pipeline.

And finally, there is some fun to be had for those who are interested in participating in this year's Homecoming parade. We are looking for volunteers to plan and build a FM float. The parade will be held on Saturday, November 1. If you are interested, please contact Jenn Rowe at x5-3466.

Thanks again for the good work that you do each and every day to support the campus facilities. It is a pleasure to work with each and every one of you. I hope that you all had an enjoyable summer and look forward to an exciting fall in FM!

AUGUST Safety Team of the Month

Rongguo Wei, Dennis Trager, John Sundsmo, Larry Dibble, Pete Gagnon, and Mike Kiley are being recognized for their maintenance efforts within the safety arena for the month of August 2003. This composite team from Waste Management and Facilities Construction Sheetmetal took the initiative to re-engineer the pivot points on the hydraulic lift for the paper sorting line at Waste Management's Como facility. The hydraulic lift raises the recycling cart from the ground to an elevated position and pivots it so that the contents can be emptied onto the conveyor for sorting. These carts can often weigh several hundred pounds and can be hydraulically lifted roughly 150-200 times per day. This frequency and heavy poundage places an inordinate amount of stress on the two pivot points of the lift. So much so, that upon routine inspection, the sheave, pin, and housing was found to be virtually wearing right through the metal. Failure of this pivot system could result in the lift failing and the cart becoming dislodged and falling. The sheetmetal shop reconstructed the sheave, pin and housing to include an added sleeve around the pin and a lubrication point to reduce friction. This is called an engineering control. Engineering

controls are the preferred method of risk control and this particular control will undoubtedly protect the present and future operators of this paper sorting line. This team of professionals provides yet another excellent example of functional team building, problem solving, communication, and implementation of training.



PICTURED (LEFT TO RIGHT): RONGGUO WEI, DENNIS TRAGER AND JOHN SUNDSMO
NOT-PICTURED: LARRY DIBBLE, PETE GAGNON AND MIKE KILEY

Tone Alert Radios Placed in FM

The University of Minnesota Police Department (UMPD) and the Department of Emergency Management have placed 14 Tone Alert Radios (TARs) throughout Facilities Management.

A TAR is a radio receiver that broadcasts an emergency message when UMPD dispatch activates a tone. The radios are activated anytime there is urgent information regarding a situation affecting the Twin Cities campus such as severe weather (tornado, thunderstorm) watches or warnings, street or building closures because of fire, gas leak, chemical spill, etc. FM areas that have a TAR include each Zone office, Waste Management, the Steam Utilities building, Landcare, BSAC, Safety, the Quality and Work Control Center, the Elevator shop, and the Construction offices.

The purpose of these radios is to rapidly notify large groups of people of developing situations. If you are near a radio when it goes off, stop and listen to the message, then calmly spread the word in your area. Office personnel are especially encouraged to notify other employees in the field or at job

sites. These messages are intended for everyone.

The only thing the radios need to operate is a power source. As long as they are plugged in, they will operate. They even have a six-hour battery back-up. If you see a radio with a flashing red "ALERT" light, it means that the radio has received a message, but has not been reset and the radio is still capable of receiving messages. To reset the radio, simply press the yellow "RESET/TEST" button. Think of it as silencing an alarm on a panel. It still works.

The alert system is tested at 1:05 p.m. on the first Wednesday of the month. Other tests may occur based on the needs of the University community. To test the alert tones yourself, press the "MONITOR" and "RESET/TEST" buttons at the same time. The tone will be activated. After you do this, press the "RESET/TEST" button to turn off the flashing "ALERT" light.

If the radio detects a problem with itself, the "TEST" light will flash once per second. If this occurs, please contact Rob Wilkinson at the Police Department



at 626-1024, or send an email to wilki027@umn.edu.

If you have any questions, wish to request additional radios or report problems, please contact Rob Wilkinson at the Police Department at 626-1024, or send an email to wilki027@umn.edu.

New to University Services

Gregory Hestness Appointed Assistant Vice President for Public Safety

On Thursday, July 24, 2003, Vice President Kathleen O'Brien announced the appointment of Gregory S. Hestness as assistant vice president for public safety. Hestness assumed his new responsibilities on August 18.

Hestness joins the University of Minnesota after having served the past nine years as deputy chief of the Minneapolis Police Department (MPD), where he led the patrol bureau and administrative services bureau. He has extensive experience as a manager of sworn and non-sworn personnel and in command leadership.

The assistant vice president for public

safety is responsible for the development of public safety and service delivery programs for the University of Minnesota system. The assistant vice president reports to the vice president for university services and leads the University Police Department, the Department of Emergency Management, and Central Security.

"The mission of this position is to develop and support an environment in which university community members can safely achieve their educational, research, and employment goals free of fear and concern for their personal safety and well-being," said O'Brien. "We are delighted that Gregory Hestness will take on this role.

His experience and accomplishments position him to be very effective in leading the university's public safety efforts."

Hestness is a graduate of the University of Minnesota with a bachelor of arts in sociology, specializing in criminology and deviance. He went on to receive a master of arts degree in management from St. Mary's University, and is a graduate of the FBI National Academy at Quantico, Va., and the Senior Management Institute for Policy, conducted by the Police Executive Research Forum at the Kennedy School of Government at Harvard University.

brief moves to e-mail format only

A reminder that Brief, the weekly internal news digest for all of the University of Minnesota's campuses, is moving to an e-mail format beginning September 10. This week's issue on September 3 will be the last printed version of Brief. This change is part of a larger communications redesign effort that will provide improved access to information for all faculty and staff. (See the summer

2003 issue of Kiosk at www.umn.edu/urelate/kiosk for details.) FM is committed to ensuring that all employees without regular access to e-mail will continue to receive the information provided in Brief. If you have any questions about this, please contact Jenn Rowe at x5-3466.

Employee Recreation Club Newsletter

The latest issue of the Employee Recreation Club Newsletter has been distributed to all FM employees. The newsletter features discounts on tickets to Valley Fair, the Renaissance Festival, Padelford Riverboat Cruises, Twins games, Wisconsin Dells, Employee Printing Services, the Minnesota Zoo, Camp Snoopy, and much, much more!

For information on all of the discounts available to U employees, visit the MERSC web site at www.mersc.org. If you did not receive the newsletter, please contact Jenn at x5-3466.

Downloading and/or sharing of copyrighted materials by University staff

U staff and faculty--including student employees--are reminded that non-employment-related downloading or sharing of copyrighted music and movies on University equipment is not acceptable. Employees may be subject to disciplinary actions.

For more information, including background on the escalating technological and legal issues between Internet users and copyright owners, such as recording artists and the motion picture industry, see www.umn.edu/oit/P2P_staff.

Facilities Management Gears Up for the 8th Annual Golf Tournament

The 8th Annual FM Golf Tournament will be held on Thursday, September 11, 2003. We have a full tournament this year with 13 teams!

If you are not a golfer, you are welcome to join us after the tournament at the All American Bar at Como & Highway 280. Food and beverages are at your own expense.

Remember, if you are already signed up for the tournament you will need to pay the \$15 entry fee. If you have not yet paid your entry fee, please submit a \$15 check (made out to the University of Minnesota) or cash to Aaron Strozinsky on the 3rd floor of Donhowe as soon as you can.

For more information, contact Aaron at x5-1522.

VOLUNTEERS NEEDED for FLOATMAKING and FUN!

“Once Upon a Homecoming” Homecoming Parade

**Saturday, November 1, 2003
10:00 a.m.**

The Communications Office is looking for FM staff interested in participating in this year's Homecoming parade. If you are interested in joining us for FLOATMAKING and FUN, please contact Jenn at x5-3466 or rowej@facm.umn.edu.

TGIF!!



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The FM Call Center looks forward to Fridays! The special agents made the Friday's in August more fun for their floor mates in the Donhowe Building by providing ice cream for build your own sundaes and the fixings for non-alcoholic bloody mary's.

If you have any special summer work stories to share, please submit them to Jenn at x5-3466 or rowej@facm.umn.edu.



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Mailbag



TO: Nick Manthey, Zone 3 Plumber
FROM: Maureen Scaglia, Building Management Services, BSBE, Jackson, MCB

Nick,

You and your people are just too fast! I can't get up to the work order location fast enough to get a copy of the work order posted before you have the work done!

We really appreciate your prompt response to this particular incident and to others. I told the lab when I processed the work order and they were impressed as well as grateful for your immediate response.

Thanks for your great work!

TO: Jim Bossert, Zone 3 Shift Supervisor
FROM: Erin Anderson via the Call Center

Hello Jim,

I would just like to share with you a call I received from Karen (4-1412) at the Neuropsychology department in C667 Mayo. She called to express her thanks to John who has been working with her for a while regarding her cold office temperature. For years she has been experiencing very cold temperatures in her office with no solution. John looked into the issue and found the problem that had been missed for years. Now her office is at a temperature which she can work better in and is incredibly thankful.

TO: Kathy Lamkin, Zone 3 Operations Supervisor
FROM: Steve Spehn, Associate Vice President

Kathy,

I understand that you, Mike Kane and Stu Sorenson took it upon yourselves to expedite the repairs to the PWB fan that failed, including working on Sunday and coordinating with Schwaab Volhommer to have the system back on-line Monday.

I really appreciate your extra effort and your understanding of FM's role to provide that exceptional service to the University and the departments affected by this equipment failure. Please extend my gratitude to Mike and Stu. We are extremely fortunate to have dedicated employees like you working for FM.

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The communications team welcomes story ideas and submissions, editorials, and feedback on the contents of this publication.

This publication is available in alternative formats upon request. Please contact Aaron at 5-1522. This publication can be viewed online at www.facm.umn.edu.

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SEPTEMBER HAPPENINGS

1st	Labor Day
1st	State Fair Ends
2nd	First Day of Classes
6th	Gopher Football vs Troy State, 7:10pm
20th	Gopher Football vs Louisiana-Lafayette, 7pm
23rd	Fall Begins