Facilities Newsletter

Spring 2016

Congratulations!!!

2016 Good Faith Effort Awards - UNC Chapel Hill
HUB and Shanika Baughman

This year’s recipient is The University of North Carolina at Chapel Hill
This award is presented to a public sector Owner/Agency that:
Has developed a HUB/MWBE program, policy, and/or outreach plan to promote participation and utilization of HUB firms in their capital improvement program;
and has demonstrated on-going Good Faith Efforts by supporting or collaborating with others to develop and implement internal programs and systems that promote growth, capacity and opportunities for HUB firms.

Over the past year, the leadership at UNC Chapel Hill has revised their Informal Contracting policy and procedure. The new procedure creates transparency and inclusion to the Informal Contracting procedure on the campus.

Through insight and advocacy provided by the campus HUB Coordinator, Shanika Baughman along with a willingness to facilitate change, the leadership took a top down approach to revise not only the policy but to create an atmosphere of respect for diversity and inclusion within the campus contracting community.

Industry/Agency- Individual Award

This award is presented to an individual who:

Goes above and beyond in promoting the HUB Program by representing his/her organization to assist HUB contractors and suppliers;

This individual makes a conscientious effort to identify, recruit and contract with HUB firms;

is willing to provide consultation, advice and/or mentor HUB firms exemplifies a positive attitude and his/her actions display “Good Faith Efforts”

This year’s recipient: Shankia Baughman, HUB Coordinator, UNC Chapel Hill

I would like to share with you some quotes from those that nominated Shanika for this award:
“I received my first opportunity at Chapel Hill on the Bell Tower redevelopment project. I have never seen an owner representative stay engaged to ensure a company completes the job successfully. Over the years Shanika has helped me break the barriers of participation in the informal arena”.
“I do not know anyone else in the public sector who will put forth a genuine effort to help you make your company better”.
“Shanika’s passion for diversity and inclusion speaks volumes of her drive to develop and assist minority firms in opening doors at UNC Chapel Hill.”

DHRE Helpful Hero Award – James Glass

Winning Recipient – James Glass – Crew Leader (Housekeeping Staff)
By: Connor Community

1. ALWAYS willing to help residents and engage in discussion. He gave me an interview for a paper I had to write for a class after my initial informant responded late and finally declined to participate. He knows almost everyone in the community and details about their life on which he can engage them and make them feel like a member of the community. Mr. James almost creates a better sense of inclusivity than some RAs, making him an invaluable part of the community and staff. He helped me create a flyer for a community wide event
once and then helped me brainstorm exciting ways to program and publicize the event. He works to not only fulfill his job description but also to mentor the staff he advises and students in the community. He is always giving bits of life advice to students that are unique and enlightening in a positive and encouraging way. I have never seen Mr. James without a smile on his face and he is an essential part of this community. As such, I fully believe that his efforts deserve to be recognized in this way.

2. He goes above and beyond by investing in the people in our community and looks out for a lot of the members of staff. He always introduces the rest of his housekeeping staff to help us get to know them better, make them more visible in the community, and bring our community closer together.

3. Mr. James goes out of his way to get to know residents and staff members. He is always in a good mood and brings such joy to others around him. He is an integral member of Connor Community, as almost everybody knows who he is. He is dedicated to his work and goes above and beyond in making sure that our community is the best that it can be. He is very good at listening and implementing feedback about changes that we want to see, in terms of housekeeping. For example, I once mentioned to him that there were residents complaining about our floors. Once he heard about this, Mr. James made sure that the floors were taken care of, and by the next day, it was taken care of. In addition, he is always the first one to offer advice or a new perspective. I have had many conversations with him about my specific goals in life and he has challenged me to look beyond practicality and do what I am passionate about. As a member of housekeeping staff, he does not have to engage students or staff members. However, Mr. James has stated that this is one of his favorite parts of the job and that he wouldn’t have it any other way. I can personally attest that Mr. James has impacted my time at Carolina in a very positive manner and that I am blessed to know him. He absolutely deserves to be recognized for his dedication to his job and students.

4. Mr. James always goes above and beyond to interact with both RAs and residents alike, and he makes it apparent that he cares so much about the students in Connor community.

5. Mr. James is one of the first people I see each morning. Just talking to him for a few minutes immediately puts me in a great mood. He is one of the most considerate people I have ever met and learned all of our names within the first few days on staff. A few weeks ago I got the opportunity to grab lunch with Mr. James and a few other RAs and just talked to him for about an hour. He is
down to Earth, humble, and so nice. My residents have become really good friends with Mr. James including one posted on Twitter in February: "SO thankful for @UNCFacServ for working so hard and taking care of us today and every day, especially Mr. James in Connor community 💖." I am lucky to live and work here and know Mr. James.

6. Mr. James knows numerous students by name and takes the time to get to know all of them. He works hard to improve the residential experience and cares deeply about everyone he encounters.

7. He always comes to work with a smile on his face and is happy to talk to you and uplift you as a college student.

8. James lives and breathes Connor Community. He knows nearly every resident, and takes time out of his day to talk to residents, getting to know them on a personal level. He stops by the Community office every day, always engaging with whoever is at the desk. He just celebrated his 10-year anniversary at Carolina and has given so much to the community. He has received many cards, baked goods, hugs, and notes from students throughout the years, telling him how much he has impacted them. He always "drops knowledge" on the staff, making sure to impart wisdom and positivity in every conversation. From organizing staff lunches with the RA's and OA's, to getting coffee with residents, Mr. James truly cares for our students. I have loved our "1:1's" and our talks about goals and ambitions. There is no one more deserving than Mr. James for this award.

9. Mr. James goes above and beyond his duties in Housekeeping to make Connor a community where everyone feels valued. He makes an effort to learn everyone’s' name, goals, and gives advice on how to make our dreams happen. Mr. James always has his eye out for us and communicates to our CD if anything or anybody ever looks troubling. He embodies the community immersion aspect without ever having been trained like this!
2016 C. Knox Massey Distinguished Service Award Winners – Renita Corbett and Angelette Cheek

In recognition of their “unusual, meritorious or superior contributions,” Chancellor Carol L. Folt selected two Facilities Services employees to receive 2016 C. Knox Massey Distinguished Service Awards, one of the most coveted distinctions earned by faculty and staff.

The late C. Knox Massey of Durham created the awards in 1980, and in 1984, joined the families of his son, Knox Massey Jr., and daughter, Kay Massey Weatherspoon, in creating the Massey-Weatherspoon fund. Income from the fund supports the Massey Awards and Carolina Seminars.

Congratulations on your significant professional achievements!

Renita Corbett

Angelette Cheek
The students are moving out, but remember:
Do not remove items from University dumpsters and donation stations.

The Office of Waste Reduction and Recycling has spent quite a bit of time talking about under what circumstances it is necessary and/or safe to get in a dumpster or rolloff. Our purpose for doing so is to retrieve lost items or to remove contamination and recyclables. Doing so helps the University avoid fines, ensures proper disposal, maximizes recycling and minimizes disposal.

There has been a bit of discussion and several instances lately associated with the removal of items from dumpsters, rolloffs, and donation stations — especially as it relates to University employees. Therefore, let me summarize the concerns:

1. **Misuse of university resources or use of university resources for personal gain** — Once an item is in the dumpster it is considered state property and removal of the item for personal use can be considered theft. Also, using work time or resources for personal gain is not permitted and can be grounds for dismissal.

2. **Safety** — Getting in containers, opening trash bags, etc. can expose one to many different hazards. Do not risk it!

3. **Cleanliness of area** — Ripping open bags to see what is inside creates a huge mess! This creates more work and is extremely frustrating for those who have to clean up the area.

In short: You wouldn’t do your personal shopping during work time with a work truck -- so don’t “shop” in the dumpsters or donation stations either.

And as for others who are “shopping” on their own time, in their own vehicles: If someone is making a mess, rummaging through students’ discards, or doing something that could prove harmful to themselves or others, we handle it this way:

1. We ask them to stop what they are doing.
2. We ask them to clean up any mess they made. (They rarely comply — but it is fun to ask.)

3. And we ask them to leave the area. In some cases, we have asked for assistance from campus police to stop particularly destructive or recurring scavenging — especially in the late night or early morning hours.

The only groups that are permitted to remove items from dumpster sites and donation stations are Housing Support, OWRR, and TROSA. TROSA (Triangle Residential Options for Substance Abusers) is UNC’s move-out donation partner. All usable items donated by students will be used or sold by this non-profit. TROSA members will be easily identifiable in bright orange t-shirts. OWRR and Housing have identification and will be wearing uniforms or OWRR T-shirts.

I hope this helps clarify expectations and practices regarding scavenging. I encourage each of you to talk about this with your supervisor or staff members. Common understanding and clear expectations are important and many people have strong feelings around this topic.

**UNC HVAC Services Pioneers New Contractor Process to Reduce Paperwork and Improve Response Time**

HVAC has pioneered a more efficient approach for HVAC contactor assistance and now has three vendors on rotation. Please see the below RFP for details.

This Request for Proposal (RFP) is being issued to obtain an HVAC Labor and Materials contract for the University of North Carolina at Chapel Hill. This purpose of this contract is to increase process efficiency/reduce paperwork and increase procurement speed for some campus HVAC jobs by prequalifying contactors and implementing standing agreements. While any HVAC job may be contracted, the primary intent is to supplement in-house staff for peaking workloads. For example, in-house staff may discover that a 25ton compressor or a 4 ton split system requires replacement. This type of job would require multiple staff, multiple focused days to complete. Most contactors have the ability to perform this generic work, and because it is focused and of significant duration, the overhead of parking, security, and access for a contactor are reasonable. This offloads in-house staff to perform multiple shorter duration jobs requiring specific expertise, knowledge of campus, and unrestricted access/security.

Historically UNC has employed contractors as described above, but each job required either multiple bids or an emergency bid waiver, plus an individual contract. This RFP is intended to take the place of bidding or emergency waivers and per-job contracts for
HVAC projects under $30,000 each. Following proposal reviews, UNC intends to develop contracts with multiple contactors. The contactors will be put on a rotating list. Then, as jobs become available, UNC will notify the first contactor on the list of the specific job performance requirements. If that contractor can meet those requirements, then they are awarded the work under the contract. If that contractor cannot meet the requirements, UNC will try the next contactor on the list. After that contactor completes a job, UNC will contact the next contractor on the list for the next job, rotating to ensure fair and equitable treatment of the contactors. This model has previously been proven successful at UNC with disaster remediation contactors.

This contract shall include all HVAC systems designated by the University's HVAC Systems Engineer. Generally, the scope is for DX type equipment and excludes large chillers, cooling towers, and building automation systems. The contract shall include all required equipment, materials, and services to accomplish the work described in Section 3 of this RFP. UNC shall request a cost estimate from the next contractor on the rotating list on an as-needed basis throughout the contact period. When UNC determines the estimate is acceptable, it shall issue the contractor a notice to proceed (informal and immediate, authorizes work to begin) followed by a purchase order. Contract changes, if any, over the life of the contract shall be implemented by contract addenda released by the Purchasing Office to the Contractor.

Grounds Department Dazzles at the Old Well
Summer Splash 2016

June 15th Anderson Park, Carrboro
7:45 am – 8:45 am
Welcome Employees/3rd Shift Meal

8:30 am – 11:30 am
Field games – Open Field
Spades Tournament – Small Tents
Horseshoes – Horseshoe Pit @ Shelter
Softball – Ball Fields 1, 2 & 3
Pick-up: Basketball, Tennis, Fishing, Volleyball
Frisbee Golf, Badminton, Croquet, Ladder Ball & Corn Hole
Bingo – Dining Tent

9:00 am – 10:30 am
Community Garden table: fresh produce samples & info
Safety Table: information & chances to win prizes
Sustainability Office: information/pledge prizes

10:00 am – 10:30 am
Bingo – Dining Tent

11:30 am – 12:30 pm
Welcome Employees/1st and 2nd Shift Lunch

12:00 pm – 2:00 pm
Softball & Horseshoe finals, Field games – Open Field

1:00 pm – 1:30 pm
Bingo – Dining Tent
Spades Tournament – Small Tents

2:00 pm
Awards Presentation – Dining Tent

This event is for Facilities Services employees only, please no family members or pets.
WELCOME NEW EMPLOYEES

Grounds:
Sakori Moore
Kim Sparrow
Nicholas Hannon

Building Services:
Arnold Hamlett, Jr.
Brian Lawrence
Philip Sykes

Housekeeping Services:
David Lee Gumm
Vincent Dixon
Mu New
Naing Phwe
Thi Toe
Shu May
Pay Ler Wah
Rocale Williams
Kristen Franze
Sher Ku Paw
Aye M. Hlaing
T’Kiara Foushee

Planning & Design:
Robert Cwikla

Business Operations:
Jeffrey Birdsong

Announcements

Training:

Upcoming Training Schedule:

Tuesday 5/10 * 8:30am-2:30pm * Adult CPR/First Aid * Sycamore Training Room (a few spots left – contact Kelly)

Tuesday 5/10 * 4:30-6:30pm * Confined Space * EHS Large Conference Room

Wednesday 5/11 * 4:30-5:30pm * Asbestos Awareness and Stormwater Awareness * EHS Large Conference Room

Monday 5/16 * 1:00-2:00pm * Lockout/Tagout * Sycamore Training Room (almost full – contact Kelly)

Monday 5/16 * 2:00-3:00pm * Fall Protection * Sycamore Training Room (almost full – contact Kelly)

Monday 5/16 * 3:00-4:00pm * Lockout/Tagout * Sycamore Training Room (contact Kelly)
**Monday 5/16**  * 4:00-5:00pm * Fall Protection * Sycamore Training Room (contact Kelly)

**Wednesday 5/18**  * 8:30-9:30am * Asbestos Awareness and Stormwater Awareness * EHS Large Conference Room

**Monday 5/30**  * 9:00-10:00am * Bloodborne Pathogens * Sycamore Training Room

**Monday 5/30**  * 4:30-5:30pm * Bloodborne Pathogens * Sycamore Training Room

**Wednesday 6/15**  * 8:30-9:30am * Asbestos Awareness and Stormwater Awareness * EHS Large Conference Room

**Friday 6/24**  * 5:30-6:30am * Asbestos Awareness and Stormwater Awareness * Hamilton 100

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**SAFETY:**

**STAY HEALTHY IN THE HEAT**

Hot weather is here. When you are working outside, extreme heat is not only uncomfortable...it can kill. Each year, thousands of workers in the United States get sick and many die from exposure to heat on the job. These illnesses and deaths are preventable.

**BEAT THE HEAT: THREE SIMPLE STEPS**

Heat illness can be prevented. Remember these three things: water, rest, and shade.

- **WATER:** Drink plenty of fluids throughout the day. Don’t wait until you’re thirsty to drink water. A good rule of thumb is to drink 4 cups of water every hour. It is best to drink a small amount of water every 15 minutes.

  Remember: Caffeine and Alcohol are diuretics – They strip the body of fluids. If you drink coffee in the morning and/or alcohol last night you MUST replenish the body with lots of fluids. Even if you only had a few beers last night – You need to drink several glasses of water before you start your day.

- **REST:** Rest breaks help your body recover.

- **SHADE:** Resting in the shade or in air-conditioning helps you cool down.
MORE STEPS TO REDUCE YOUR RISK
Here are some other ways you can prevent illness from the heat:

- Report symptoms of heat illness right away.
- Wear light-colored cotton clothing.
- Wear a hat.
- Wear sunscreen to prevent sunburn.
- Watch out for your coworkers.
- Know where you are working in case you need to call 911.

HEAT-RELATED ILLNESS: KNOW THE SIGNS
It’s important to know the signs of heat-related illness—acting quickly can save lives.

- **Heat stroke** is the most serious heat-related illness. Usually, when your body builds up heat, you sweat to get rid of the extra heat. With heat stroke, your body can’t cool down. The symptoms include: confusion, fainting, seizures, very high body temperature and hot, dry skin or profuse sweating. **HEAT STROKE IS A MEDICAL EMERGENCY. CALL 911** if a coworker shows any signs of heat stroke.

- **Heat exhaustion** happens when your body loses too much water and salt through sweating. Symptoms may include: headache, nausea, dizziness, weakness, thirst and heavy sweating.

While you are waiting for help...

You can help a co-worker in distress while you are waiting for help to arrive:

- Move the worker to a cool, shady area.
- Loosen the person’s clothing.
- Fan air on the worker.
- Apply cool water or ice packs to his or her skin.
Heat fatigue, heat cramps, and heat rash are less serious, but they are still signs of over exposure to heat.

If you feel any of the symptoms of heat-related illness, or you see a coworker in distress, **tell your supervisor right away**. An employee experiencing the above symptoms should be taken to the UNC Hospital’s Emergency Room as soon as possible. Contact the University Employee Occupational Health Clinic at 6-9119 if you have any questions.

**OSHA HEAT SAFETY TOOL**

If you have a smart phone, download the OSHA Heat Safety Tool app. The App allows workers and supervisors to calculate the **heat index** for their worksite, and, based on the heat index, displays a **risk level** to outdoor workers. Then, with a simple "click," you can get reminders about the **protective measures** that should be taken at that risk level to protect workers from heat-related illness—reminders about drinking enough fluids, scheduling rest breaks, planning for and knowing what to do in an emergency, adjusting work operations, gradually building up the workload for new workers, training on heat illness signs and symptoms, and monitoring each other for signs and symptoms of heat-related illness.

**CONTACT ENVIRONMENT, HEALTH AND SAFETY**

Departments with employees who normally work outdoors or in unconditioned indoor environments need to address heat stress in their Hazards Management Plan by including written safe job procedures appropriate to their work. Supervisors are to provide heat stress training for these employees. For assistance, please contact the UNC Department of University of North Carolina at Chapel Hill Environment, Health and Safety (EHS) at 962-5507. EHS can also suggest appropriate controls to reduce your risk of heat-related illness. For more information, visit [http://ehs.unc.edu/ih/heat.shtml](http://ehs.unc.edu/ih/heat.shtml).