C. Knox Massey Distinguished Service Award Nominations

Nominations for the 2016 C. Knox Massey Distinguished Service Awards are due Feb. 5. Chancellor Carol L. Folt will recognize six recipients for “unusual, meritorious or superior contribution made by an employee, past or present” and the honor includes an award of $7,500. Submit nominations online or contact Carolyn Atkins, Massey Awards Committee Chair, at 919-962-1536.

2016 NCAPPA Conference Registration

2016 NCAPPA Conference
May 18-20, 2016
UNC Wilmington
“Riding the Wave to Excellence”

Register Now!

Join us in Wilmington for our 2016 NCAPPA Conference. I hope everyone will gain insights and contacts that will help you support your institution’s missions.

We will be offering 25 current educational facilities topics in Housekeeping, Grounds Management, Building Maintenance, and Utilities. There will also be tours of the UNC
Wilmington campus facilities to see their best practices and innovations. See attached draft agenda.

Our third annual **NCAPPA Golf Tournament** will take place on May 18 (11:30 pm - 7:00 pm) at Magnolia Greens Golf Course. We have had a tremendous response from our business partners to participate in the golf tournament - **now we need your participation to make this a successful event.** A box lunch & evening meal along with many prizes and awards will be given out during this event. **See attached flyer.**

Also on the afternoon of May 18 we will sponsor a **"Stop Hunger Now Service Project" event.** This event will be open to business partners and school participants (11:30 - 3:30 pm) Lunch will be provided after the opening session of the conference.

**Please get approval from your Supervisor prior to registering.** Registration can be completed on the NCAPPA web site: [www.ncappa.org](http://www.ncappa.org)

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**Facilities Services**

**In the News**

**Office of Waste Reduction & Recycling**

**Residential Compost Program**

During the 2014-2015 school years, the Office of Waste Reduction & Recycling launched the Residential Compost program that resulted in an entire ton of food waste collected from eight residential communities. The program was featured in the national publication, BioCycle, and can be viewed [here](http://www.ncappa.org). OWRR is so pleased with campus engagement in the program and the food waste recovery happening throughout residential communities and dining halls!
Facilities Planning and Design
In July of 2015, the UNC General Administration needed to create a new primary boardroom for their Board of Governors meetings. The Facilities Services team was tasked with developing a design and executing the construction. The new boardroom would be reconstructed out of an existing large classroom with a movable wall partition system. This project is in the existing Center for School Leadership Building, which is now known as GA East.

The primary orientation of the room was rotated off the corridor wall to allow for the creation of a new Chancellor’s Box area where the 17 heads of the UNC System schools can have a special seating area during the BOG meetings.

The design aesthetics pull from the warm tones of natural walnut contrasted with the cooler tones of the tables and carpeting to bring a modern taste that compliments the building style and embodies a neutral palette that will remain fresh and relevant long into the future. A 12’ square pendant light fixture anchors the primary meeting table configuration and provides ample lighting for the 38 center seating arrangement.

This new space has already hosted a few meetings of key importance, and has been warmly received by the users.

Quick Facts

- 2000 SF room
- Seating for 138
- 3 months - from initiation of project, design conception & construction completion
- New Chancellor’s Box area
- Mobile, reconfigurable tables & seating for ease of adjustment and lightweight aluminum frame cushioned seating
- Back-ill 3d carved glass with Historic General Administration logo

Employee Recognition Winners
HVAC/Controls Systems:
Teamwork – Britt Carter
Excellence – Heath Stovall
Professionalism – Kevin Sloan
Teamwork – Travis Kimrey

Housing Support:
August – Carlos Santiago
September – Peter Greischar
October – Julian Gerner
Employee of the Year – Jim Stanley

Facilities Associates:
Amy Alves
Cody Pace
Debbie Blalock
Jennifer Stallings
Joe Fenton
Stephanie McAdam

Facilities Services Kids n’ Kritters Holiday Drive
Facilities Services raised $2050.00 in toys and cash donations to the UNC Children’s Hospital.
We had about 3 bins worth of items collected for the animal drive that were distributed between Alamance, Chatham and Orange County shelters.

Thank you to everyone who supported and donated to this drive!

WELCOME NEW EMPLOYEES

Construction:  
George Kirschmann  
Errol Simon  
Kyle Coble  

Building Services:  
Cerrone Battle  
Chris Burnette  
Russell Parks  
Nathan Erberling  

Housekeeping Services:  
Rita Ellis  
Pa Naw  
Aye Mon  
Kyaw Nge  
Myiesha Toomer  
James Stamey  
Tristan Myint  
Lisa Oakley  
Aye Than Da Aung  
Clarence Glover  
Calvin Roberts  
Ericka Kinsley  
Loretta Cook  
Bue Wah  
Sheesho Tatataw  
Neil Wilkerson
Announcements

Training:

Please join us in welcoming Kelly Peak to Facilities Services Human Resources. On January 4th, Kelly assumed the temporary part-time role of Training Specialist. She will serve as Facilities Services’ Training Specialist until the position is recruited and filled on a permanent full-time basis.

Kelly is not a stranger to Facilities. For the past three years, she has taught basic computer skills through Orange Literacy and has had huge success in equipping our employees who previously had very little computer experience with learning skills relevant to their work setting. After completing Kelly’s basic computer skills class, employees were able to access their UNC email accounts, access their training records in the EHS Compliance Portal, and they were also able to use their ONYENs to log on to campus computers.

Kelly’s work schedule is:

Monday - 8:45 a.m. - 12:15 p.m.
Tuesday - 8:45 a.m. - 12:15 p.m.
Wednesday - 8:45 a.m. - 5:45 p.m.
Friday - 8:45 a.m. - 12:15 p.m.

She is located in Room 135, Giles Horney (the Training Office), and you can contact her by phone at 919-962-4440, or you can email her: kpeak@email.unc.edu.

Kelly will be your first point of contact for most items related to training, including Travel/Training Requests, Safety Training Documentation forms, Identification of Required Safety Training forms, Educational Assistance, Tuition Waiver, the Supervisory Skill Development Certificate Program, and use of the Training Laptops.
Tracy Agnew will continue to receive and approve requests to reserve the Sycamore Conference Room, and Trish Batchelor will be her back-up.

**Safety:**

**COLD STRESS...BRRRRRR!**

A cold environment forces the body to work harder to maintain its temperature. Whenever temperatures drop below normal and wind speed increases, heat leaves your body more rapidly. Wind chill is the temperature your body feels when both air temperature and wind speed are combined. For example, when the air temperature is 40°F, and the wind speed is 35 mph, the effect on the exposed skin is as if the air temperature was 28°F.

**Cold Stress** occurs by driving down the skin temperature and eventually the internal body core temperature. This may lead to serious health problems, and may cause tissue damage, and possibly death.

**What are the risk factors that contribute to cold stress?**

- Wetness/dampness, dressing improperly, and exhaustion
- Predisposing health conditions such as hypertension, hypothyroidism, and diabetes
- Poor physical conditioning

**How does the body react to cold conditions?**

In a cold environment, most of the body's energy is used to keep the internal core temperature warm. Over time, the body will begin to shift blood flow from the extremities (*hands, feet, arms, and legs*) and outer skin to the core (*chest and abdomen*). This shift causes the exposed skin and the extremities to cool rapidly and increases the risk of frostbite and hypothermia. Combine this scenario with exposure to a wet environment, and trench foot may also be a problem.

**What are the most common cold induced illnesses/injuries?**

- Hypothermia
- Frostbite
- Slips on Snow and Ice

**What is hypothermia?**

Hypothermia occurs when body heat is lost faster than it can be replaced and the normal body temperature (98.6°F) drops to less than 95°F. Hypothermia is most likely at very cold temperatures, but it can occur even at cool temperatures (above 40°F), if a person becomes chilled from rain, sweat, or submersion in cold water.

**What are the symptoms of hypothermia?**
• **Mild symptoms:**
  o An exposed person is alert.
  o He or she may begin to shiver and stomp the feet in order to generate heat.

• **Moderate to Severe symptoms:**
  o As the body temperature continues to fall, symptoms will worsen and shivering will stop.
  o The victim may lose coordination and fumble with items in the hand, become confused and disoriented.
  o He or she may be unable to walk or stand, pupils become dilated, pulse and breathing become slowed, and loss of consciousness.

**WHAT CAN BE DONE FOR A PERSON SUFFERING FROM HYPOTHERMIA?**
Call 911 immediately in an emergency; otherwise seek medical assistance as soon as possible.
Move the person to a warm, dry area.
Remove wet clothes and replace with dry clothes, cover the body (including the head and neck) with layers of blankets; and with a vapor barrier (e.g. tarp, garbage bag). Do not cover the face.

**WHAT IS FROSTBITE?**
Frostbite is an injury to the body that is caused by freezing of the skin and underlying tissues. The lower the temperature, the more quickly frostbite will occur. Frostbite typically affects the extremities, particularly the feet and hands.

**WHAT ARE THE SYMPTOMS OF FROSTBITE?**
- Reddened skin develops gray/white patches.
- Numbness in the affected part.
- Feels firm or hard.
- Blisters may occur in the affected part, in severe cases.

**WHAT CAN BE DONE FOR A PERSON SUFFERING FROM FROSTBITE?**
- Follow the recommendations described above for hypothermia.
- Do not rub the affected area to warm it because this action can cause more damage.
- Do not apply snow/water. Do not break blisters.
- Loosely cover and protect the area from contact.
- Do not try to rewarm the frostbitten area before getting medical help; for example, do not place in warm water. If a frostbitten area is rewarmed and gets frozen again, more tissue damage will occur. It is safer for the frostbitten area to be rewarmed by medical professionals.
- Give warm sweetened drinks, if the person is alert. Avoid drinks with alcohol.

**Preventing Slips on Snow and Ice**
To prevent slips, trips, and falls, walking surfaces should be cleared of snow and ice, and spread deicer, as quickly as possible after a winter storm.
In addition, the following precautions will help reduce the likelihood of injuries:
• Wear proper footwear when walking on snow or ice is unavoidable, because it is especially treacherous. A pair of insulated and water resistant boots with good rubber treads is a must for walking during or after a winter storm.
• Take short steps and walk at a slower pace so you can react quickly to a change in traction, when walking on an icy or snow-covered walkway.

**HOW CAN COLD STRESS BE PREVENTED?**

**DRESSING PROPERLY** is extremely important to preventing cold stress. Be aware that cotton fabric loses its insulation value when it becomes wet.

The following are recommendations for working in cold environments:
• Wear at least three layers of loose fitting clothing. Layering provides better insulation. Do not wear tight fitting clothing.
• An outer wind and rain protection layer that allows some ventilation to prevent overheating.
• Wear a hat or hood to help keep your whole body warmer. Hats reduce the amount of body heat that escapes from your head.
• Use a knit mask to cover the face and mouth (if needed).
• Use insulated gloves to protect the hands (water resistant if necessary).
• Wear insulated and waterproof boots (or other footwear).

**SMART SNOW SHOVELING**

• **BUNDLE UP.** Cold temperatures reduce circulation to the body’s extremities. Wear weather-appropriate, layered clothing and gloves to help maintain body temperature and circulation.
• **START EARLY.** The longer snow sits on the ground, the more it compacts, making it denser. Removing compacted snow requires more exertion, placing stress on the heart. Snow is easier to shovel when it first falls.
• **EASE INTO IT.** As with any physical activity, your body needs to warm up to perform at its peak. Ease into shoveling and try not to do the entire job at once. Take breaks as needed.
• **REMAIN HYDRATED.** The body needs hydration, even in cold weather. When shoveling snow, take frequent breaks and drink water regularly to prevent dehydration.
• **AVOID HEAVY EATING.** Eating a small meal before shoveling will provide a source of energy. However, digestion puts strain on the heart, so eating a large meal before any physical activity should be avoided. Additionally, don’t consume alcohol just before shoveling.
• **DON’T LIFT TOO MUCH.** Large loads of snow can be heavy and place strain on the heart, back and neck. Push instead of lifting, and use a small shovel, which encourages smaller loads of snow. If you must lift, avoid rounding your back, lift using your legs and buttocks, and clear four to six inches of depth at a time.
• **LISTEN TO YOUR BODY.** The best indicator of whether or not snow shoveling is causing harm is to pay close attention to your body’s signals. If you begin to feel winded or overexerted while shoveling, take a break. These are signs that you’re doing more than your body can handle. If you experience shortness of breath,
chest, throat or arm discomfort or tightness, or lightheadedness, you should rest
and
• Seek medical attention at the university employee’s occupational health clinic if
the symptoms persist.

SAFE SNOW BLOWING

• Never wear loose pants, jackets, or scarves, which can get tangled in a snow
blower’s moving parts and pull you in with them.
• Wear earplugs or other hearing protection, especially with a gas-powered model,
which typically runs above the 85 decibels at which hearing damage can occur.
• Before the snow gets too deep, remove doormats, sleds, boards, wires,
newspapers, and anything else from the area you’ll clear to avoid clogs and
damage to the machine.
• Protect yourself from carbon-monoxide poisoning by starting and running a gas-
powered snow blower outside, never in a garage, shed, or other enclosed area—
even if the door is open.
• Turn off the engine before clearing a clog at the auger or discharge chute. And use
a clearing tool or a broom handle to clear the clog—never your hands or feet, even
if you’re wearing gloves: a stationary auger and impeller are often under enough
belt tension to harm hands and feet, even with the engine or electric motor off.
• wait until a gas model’s engine is cool before refueling to avoid igniting the
gasoline