# Campus Planning and Facilities Management ONews and Information O May 2020



I'm usually not this deep, but the picture below moved me and I thought I would share. The photo was taken at the Autzen Footbridge at sunrise by **Jeff Madsen** from D&C. I like it for it's beauty but more for what it offers right now during these strange times—the resilience of nature, the gift of water, the warmth of the sun. For me, it shows strength, hope and the revitalization of our planet. Hope it elicits good feelings for you.



## REMINDER—NOMINATE YOUR FELLOW EMPLOYEES FOR GOLD DUCKS SECOND QUARTER DEADLINE IS MAY 27th

Please use this form to nominate a fellow employee for going above and beyond in their work. There are many, especially now!

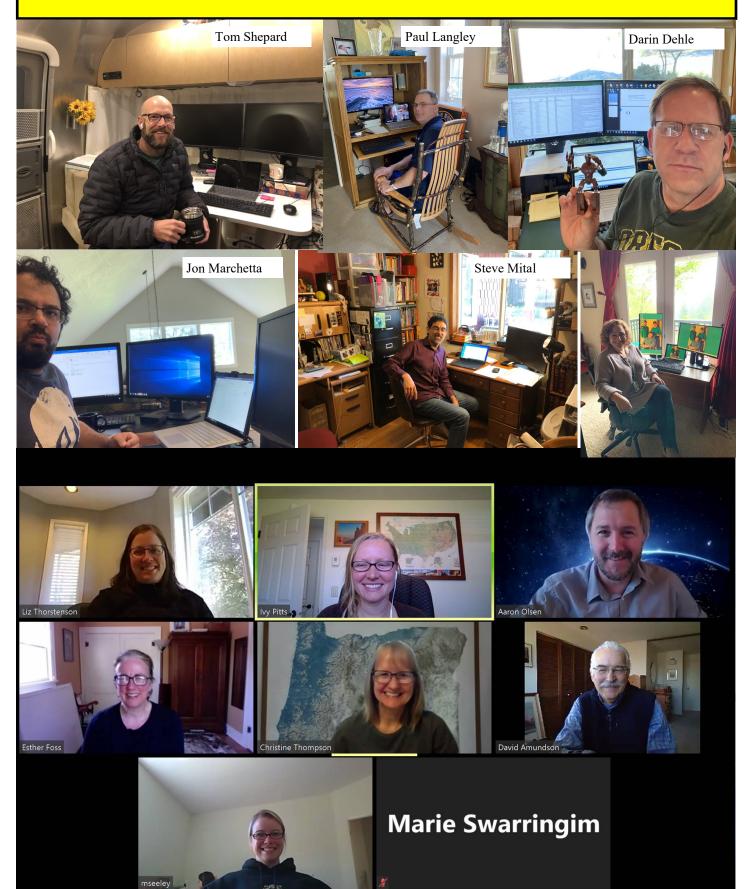






The Quonset, starting April 13th — In order to fully comply with the University Policy and state regulations, the last two men standing in CPFM's Building 136 are AVP, Mike Harwood and Custodial Manager, Tim Winder.

## **THE NEW NORMAL—HOME OFFICE PICS**



## THE NEW NORMAL—HOME OFFICE PICS









### **CONTRACTOR/VENDOR ACCESS TO ACADEMIC BUILDINGS ON CAMPUS**

CPFM has taken over the distribution of keys to academic buildings on campus, which used to reside with Transportation Services. There are two key boxes now in the lobby of bldg. 136. With the help of **Tonya White**, we have come up with a system by which CPFM employees can request keys for contractors/vendors who are on our approved list to get keys for daily work on campus. Those who are requesting keys will fill out the <u>CPFM—UO Building Access Request Form</u>, which auto –populates an Excel spreadsheet kept at the front desk. When the contractor/vendor arrives, the front desk will know who they are, what building they need to access and be prepared to provide them the keys. At the end of the day, keys must be returned. If they cannot be back by 4:30pm, Access Control has installed a drop box outside the main door to ensure they are safety returned.

This procedure is designed to get contractors in and out in the most convenient and quickest possible way and to avoid confusion and confrontation at the front desk.

Contractors/vendors will no longer get access to buildings keys without **prior** authorization. If you request services from a contractor or vendor requiring key access to an academic building <u>you must notify</u> the CPFM front desk, using the form above, **prior** to the service provider's arrival at the front desk. Non-authorization will result in denying the Contractor/Vendor access.

Please be patient as we work through the beginning stages of the transition. We are here to help and are open to any suggestions you may have to improve the process. During the shelter-at-home time, we are working out a schedule by which you can access keys. Right now, Ashleigh Sizemore is in the office on Mondays and Fridays from 8am-11am and I am in the office on Wednesdays from 9am-11am.



### AMAZING SHOT OF HAYWARD FIELD PROGRESS FROM A WEBCAM



## <u>SOME HELPFUL TIPS & UPDATES</u>

#### **WORKING FROM HOME USING ZOOM?**

For those of you who would like some additional help with Zoom Meetings click here.

#### **FASS IT SUPPORT FOR MS TEAMS**

**Microsoft Teams** is here to make sure we stay connected and informed. Our IT team has created <u>step-by-step</u> <u>instructions</u> on how to create and join Team Meetings for your convenience. Want to be a Teams super user? Check out these <u>cool tips</u> from the Teams team.

#### **TED TALKS, WEBINARS**

There are many free options for training, spirit lifting, coaching, etc. Here are some links that may be useful:

TED Connects; Community & Hope—You can bookmark the page, subscribe for free and get updated talks weekly.

Project Management.com is an organization I belong to. You can register <u>here</u> for free and have access to webinars.

Revisit Everyday Inclusion Activities. Click here for the VPFA Webpage

#### **IN YOUR FREE TIME**

Thanks to Google Arts & Culture Project, here are 6 museums from around the world you can tour from your home.

Click <u>here</u> to watch 15 Broadway plays and musicals you can watch on stage from home. They have also just added 26 more live performances, which can be found <u>here</u>.

#### **MILLRACE**

We will be opening up the Millrace pumps on May 1, 2020

#### **REMINDER:**

Facilities Liaison Meeting—Wednesday, May 6, at 9AM

#### **QFTB UPDATES / RECOMMENDATIONS**

Below is the first draft of the recommendations from the 5 work groups. It will be posted on our website soon under the Quest for the Best Page.

				ROM QUEST FOR THE BEST					
COMMUNICATIONS	ACTION TAKEN DATE	TRAINING/ONBOARDING	ACTION TAKEN DATE	TEAM BUILDING	ACTION TAKEN DATE	PARKING/TRANSPORTATION	ACTION TAKEN DATE	CAMPUS CONNECTIONS	ACTION TAKEN DATE
SHORT TERM:		SHORT TERM:		SHORT TERM:		SHORT TERM:		SHORT TERM:	
Provide a 1/4 page block entitled "Mike's Comer" where the AVP can speak to policy/procedure changes, parking and project updates that persist to CPFN. Tob opportunities can go here as well.		Create generic O'PM training list.		There is a 30-minute overlap between Custoclal rating and grawayard shifts from 10:00-10:30pm and a 15-minute overlap between UBE swing and graveyard shifts it is a great opportunity for some team building between the shifts.		Supervisors to make staff aware of the UO Transportation Guide, providing hard copy for those interested.		Customer AIM training	
Create an email address <u>puetion-formike@uprepsi.ed</u> u, that the AVP can respond to directly.		Require review of profession al development evaluations		Summer foldball <sup>®</sup> sittivity: change name to CPIM Reld Day and shift focus away from tickball, offer more low-impact games, after more confortable swilling for those who want to sit around and chat or naise based games.		Arrange time for Trans Sacs to meet with depts or groups to discuss transportation options.		Post work order survey	
FASS-Cast - a monthly update in the newsletter from FASS Director, ion Marchatta with staffing changes for CPFM.		Endorsement by Leadership of training development.		As no could include and highlight "Team Suiking" activities to the Upcoming Events email (front desk looid possibly help research these poportunities)		Provide updates in CPIM newsletter about future parking projects and include transportation information on CPFM website.		Provide ETA for jobs	
"Wike Drop" - a mid-month email to CPFM that would provide new and relevant information that arose since the first of the month. This email would be added to the website as a live link for folks to refer to.		Standard as onboarding chacklist.		Form a CFFM Team Building Focus Corup to plan and communicate team building apportsmites. Recruit representatives from various departments (similar to our group).		Encourage alternate modes of transportation.			
		Designate orientation partners. Create implementation plans.		Organize a CRFM presence at the annual Grad parade in June.		Encourage use of of park & ricle or park & welk options		Use call log	
MEDIUM TERM		MEDIUM TERM		MEDIUM TERM		MEDIUM TERM		MEDIUM TERM	
Orgoing shop visits from the AVP on a	Status (adj)	Inglement a 90-day check in for new hires.	_	Weblow TERM: Not an after-work hours community service event	_	Ensure new hires are made aware of Trans Sycs		Participate in campus orientation tour	
rotating basis.				(and evaluate success/failure). Since this would be after hours, swing and growwyard shifts can be included		and options during onboarding.			
		Begin position specific customization to checklists.		Plan and host some CPFM seminars and workshops (ex. Invite White Bird Clinic to teach us mental health de escalation training) .		Engage with Trans Sves on a regular basis to learn of new options or new information.		Update website with:	
		Provide on boarding resources training for supervisors.		Plan a reminar for supervisors to learn about how to engage in and encourage team building activities within their units.		Include regular updates to keep CPFM informed at Trans Svcs priorities and information.		personnel updates	
		Establish CPFM Cribbarding & Training Subcommittee				Evaluate whether additional parking could be constructed in the back 40 for CPFM employees.		make more user friendly	
								provide more information make more damamic	
LONG TERM:		LONG TERM	_	LONG TERM		LONG TERM	_	promote work control LONG TERM	
CONG I DAVIC		Develop 1:st of required training for all CFFM employees.		In 13-18 months: Re-evaluate CPPM team building activities. Send put an other survey to see how folks are responding to the changes and new activities.		Support construction of another parking garage, in addition to the current project.		Consistent updates across shops	
		Identify position specific training and professional development goals.				Change 901 Franklin lot to be university managed instead of leased.		Use AIM Hotes	
		Supervisors audit short and medium term training rouls				Consider offering a CPFM shuttle from park &		Easier cost tracking for work orders	
		Create a CS FTE OFRM Training Manager or Coordinator position to help implement all recommendations.				Encourage Trans Svos to establish more park & ride lots along ErnX bus routes.		DB for campus contacts by bailding	
		Finalize position specific customization of checklists.						Promote & educate about work control	
		Integrate results of training content development.						Table at IntroDucktion	
								Participate in Career Fair	
								Orester student engagement tours: OPPM Staff and OPPM Hosted	
		i		<u> </u>				Campus Partner Hosted	
	_				_			CPFM Anibassadors:	
								Meet with carrous partners Present at staff meetings	
								Lunch & Learns	
								Annual report for campus	

## **KUDOS CORNER**

From: David Mason <<u>dsmason@uoregon.edu</u>> Sent: Friday, April 10, 2020 12:52 PM To: Mike Harwood <<u>maharwoo@uoregon.edu</u>>

Mike,

The Music Building currently has approx. 90 students and GE's assigned to individual spaces as per Tim Inman's conditional approval of the Music student Access Plan (MAP). The first day of the program is today. Currently experiencing over 90% compliance rate – many safeguards in place, student conduct agreements, cleaning protocols etc.

Tim Winder is aware of this program and is in support. Chuck Tripplet has given us his blessings as well. Jeff Butler was copied on earlier versions saved on OneDrive, and you can have access to the plan and doc's too, if you wish.

On another note, I walked Collier, Berwick, Gerlinger Annex and Gerlinger yesterday looking for broken things – all appears to be well. Good job to you and your team. I have been on campus every day for the last three weeks, and will continue to come o campus at least M-F for the rest of the term to monitor the MAP, provide support etc.

In support,

Thefts over the weekend in the Music building, approx. \$9000 in electronic gear. Some recovered, found stashed outside the building. UO Custodial crew member Lisa Roberts reported at 20:10 4/12 unauthorized persons in the building, called out to them and they ran. Suspects gained entry to Music building by breaking a window and crawling through, then gained entry into various Music spaces using (by the Lock Shop's estimation) a large screwdriver.

Repair to doors forced open completed Monday – Lock Shop rocks. Temp window repair completed Monday as well, testing on window putty came up neg for asbestos (!) and new pane ordered. CPFM is doing their job and doing it well.

David Mason Director of Facilities UO SOMD 541-346-5679 March 31, 2020 was Dan Hayes' last day of work for Utilities & Energy. Dan started work at the UO in 1985 in what was then a waste wood fueled (hog fuel) heat plant. He worked in several positions as a maintenance mechanic, welder, and pipe & steam fitter. Dan experienced several evolutions of district energy services while employed at the University of Oregon. He witnessed the beginning years of district cooling (central chillers) and converting boilers from waste wood to cleaner, less polluting natural gas. Then in 2010, was instrumental in planning maintenance on the new combined heat and power (co-gen) and chilled water plants.

OVAP



The many university departments/units Dan Hayes worked for include, but are not limited to, The Heat Plant, The Physical Plant, Facilities Services, The Central Power Station, Campus Operations, and CPFM – Utilities & Energy.

Many of us learned a great deal from Dan's experience and guidance. We won't forget the all the valuable tips. For the past 35 years, Dan's commitment to safety, teamwork, and equipment maintenance best practices helped ensure the highest quality of utilities were delivered to our campus customers and colleagues.

"To make a long story, longer" (D. Hayes; 1985-2020)

Eina 10

Thanks Dan, best wishes, and keep us informed on how your golf game improves.

(written by Kyle Wilson)

**David Jordan's last day was Friday, April 17th, 2020.** He and his family are moving to Bend. David will be working for Central Oregon Community College.



David started with us in February of 2013. When we interviewed him, his energy, enthusiasm and customer-first attitude was obvious ... unless the background check revealed he was an axe murderer, we knew he'd be the one for us. And we were correct. David came to work and wrapped his arms around the people and systems under his charge. He positively changed the entire character of the support we provided to Campus

Operations. As our span of responsibility grew, as we morphed into FASS IT and gradually took on additional units, David handled it all with aplomb. FASS IT is what it is today in large part due to his contributions. I have enormous respect for what he has done for the unit and for him personally. I can't thank him enough. As you all know, whenever you hear whistling in the area, you can be pretty sure David is near. And if he isn't whistling, he laughing or talking loudly. The bottom line is that you'll always know when David around. Except when he isn't.

We're going to miss you, Mr. Jordan...Thank you, David, and farewell

- Kevin McGlinchey



Great shots from Jane Brubaker and Becket DeChant of our beautiful campus, ready for students to return!



ANSTETT HALL

FINAL ARTFUL INCLUSION PIECE FOR THE VPFA EQUITY & INCLUSION MONTH— FEBRUARY 2020

## GREAT JOB TO THOSE WHO CONTRIBUTED THEIR WORK!





## SHARE YOUR SHELTER AT HOME PROJECTS

Some things our family is doing while sheltering:

Enjoying nature; giving each other bad haircuts; learning an instrument; cooking extravaganzas; making a table (that one took a loooonnnng time); ZOOM Yoga; more wood stuff!



Please share yours with me so I can include them in next newsletter!







Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 National Nurses Day	7	8	9
10 Mother 's DAY Payroll Cut Off	11	12	13	14	15	16 Armed Forces Day
17	18	19	20	21	22	23
24 Eio-Al-Fitr	25	26	27	28	29	30
31 Pay Day		Click			K Sports llendar.aspx	Calendar