Message from the AVP

As you’ve heard in meetings I’ve had with FS staff since I came to the UW, accountability and high performance are crucial to our success in our goal of delivering world class service. That’s why “Accountability and High Performance” is one of our FS Leadership Standards.

I believe in and expect accountability and high performance for myself, and, in turn, I expect my direct reports to model the same behavior. I do and will continue to hold my direct reports responsible for their performance and, in turn, I expect that they will do the same for their direct reports and their direct reports and so on.

Per our Facilities Services Leadership Standards, accountability and high performance mean that we all strive daily to achieve team goals and address any problems as soon as we are aware of them, that is, immediately and before someone else tells us to. We take responsibility for our work, addressing a problem at the source, and not passing on defects or errors to our coworkers, other work teams or our customers. High performance also means contributing new ideas for improvement and readily accepting process change within the organization. It is each and every employee’s job to take a role in achieving positive results.

This is the basic protocol in the FS Leadership Standards I shared with you last month. These expectations apply to all of us, and to each level of the organization. I am not asking anything of you that I won’t do. I believe that 2014 is going to be an important year for us with many positive changes, new directions and amazing accomplishments.

I wish you a safe and happy December.

FS Training Center: Winter Classes

Winter quarter at the FS Training Center begins in January. Upcoming classes include:

- Communication in the FS Workplace
- Conflict in the FS Workplace
- Customer Service in FS
- How to Conduct an Effective Meeting
- Resume Writing
- How to Conduct an Interview
- Writing Better Emails
- Computer Tips & Tricks
- Recycling in the Workplace
- Presentation Skills
- Maintaining Respect & Civility in the Workplace
- Stress Management
- Public Speaking Dos and Don’ts
- Earthquake Awareness
- How to Build an Emergency Kit

The schedule also includes several courses on AiM-related topics, Lean and more. The FS Practical Leader series also continues this winter. Visit the Training Center’s website for the full list of classes, class descriptions and to register: http://www.washington.edu/facilities/orgrel/training.
Our Vision: Facilities Services is a world-class organization providing exceptional service anywhere, anytime to enable discovery and excellence at the University of Washington.

Mark Your Calendar: All Staff Meeting January 23, 2014

This year’s Facilities Services All Staff Meeting will take place on Thursday, January 23, in the HUB Ballroom. Charles Kennedy and the FS Directors will greet attendees at the door starting at 10 a.m. Refreshments will be served. Please speak with your supervisor or manager regarding arrangements for work coverage during this event.

Changes for the FS Safety Team

The Facilities Services Safety Team has a new look and format. The chartered, non-regulatory team underwent a roster change last summer in order to provide a more strategic focus and allow some new faces to rotate into the group. The FS Safety Team is facilitated by Tracey Mosier, FS Safety Manager, and is chaired by Sterling Luke, FMC Mason. The purpose of the team is to increase safety awareness throughout FS, identify areas for improvement, and review incidents, accidents and near-misses. Visit our Safety website at http://www.washington.edu/facilities/orgrel/safety for more information.

GHS is Coming Your Way

In the next few months, Chris Pennington, Chemical Inventory Technologist, Facilities Services Safety, will be visiting shops throughout Facilities Services to deliver new Chemical Hazard Communication (HazCom) training. The training will introduce staff to GHS, the Globally Harmonized System of Classification and Labeling of Chemicals, a set of international standards established by a United Nations commission. GHS includes new and standardized safety data sheets and product labels, including new symbols and language. GHS implementation is required by state and federal laws and all FS staff who use chemicals must take this training by June 1, 2014 to comply. Fortunately, Chris will make meeting this new requirement easy by coming to you to deliver training and to explain the new chemical hazard communication system. She’ll be visiting shops between January and June, 2014. If you have questions, contact your supervisor or Chris Pennington at 206.685.4052 or pennc23@u.washington.edu.

Update Your Information before the End of the Year

To ensure you receive all benefits and tax information, confirm and update your mailing address in Employee Self-Service (ESS) by the December 30, 2013 deadline. You can update your address by going to myuw.washington.edu, then log in with your UW NetID and password, and click on Employee Self-Service. If you have questions about accessing ESS, please contact your supervisor.

FS on the Web:
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