NOTES FROM CHARLES KENNEDY

As 2014 draws to a close I want to take a moment and thank all of you, the amazing staff of Facilities Services, for another outstanding year. We have many accomplishments to celebrate and I will speak more about those in January's AVP message. For now I want to bring attention to our FS safety initiatives.

As you read through this edition of your employee newsletter, you will notice that we are focusing on employee safety at work and at home. Employee safety must be our primary concern in everything we do and that responsibility requires a dedication and commitment from each and every one of us.

If you witness an unsafe act or if you find yourself in a situation that doesn't feel or look right to you—you need to say something, you need to do something and you need to let someone know. You are in the best position to know what safety for you and your co-workers looks like.

Facilities Services' work units have taken positive strides to ensure improved attendance at our safety regulatory and compliance training classes. We are ending the year at an overall average for FS safety training attendance rate of 80%, with a hats off to Building Services with 92%, and to Facilities Maintenance & Construction with 86% attendance.

Of course our goal is 100%, and, with new and innovative initiatives in place we are going to get there. But actively engaging and participating in training classes isn't enough. It is also important to practice safety and encourage others to do the same. Simply stated, at the end of the day, our employees need to return to their loved ones safe and sound.

Thank you again for your strong energy and efforts this year and I wish you all a safe and happy December.

UWEM REACHES 100%

Last month, all three Emergency Management employees attended the International Association of Emergency Managers conference in San Antonio, Texas. Plans and Training Manager Siri McLean received her Certified Emergency Managers award and accreditation.

UW Emergency Management is now the only emergency management office in Washington that is fully accredited, with 100% of staff certified as emergency managers.

+TRAINING

Résumé writing
Tuesday, Jan. 13
1 to 2 p.m.
FS Training Center
http://goo.gl/ETzyRn

Practical leadership series: managing for performance
Thursday, Jan. 22
10 a.m. to noon
FS Training Center
http://goo.gl/aHOVKZ

Balanced scorecard metric creation
Tuesday, Jan. 27
9:30 to 10:30 a.m.
FS Training Center
http://goo.gl/Cjfazd

MUSICALLY INCLINED?

The Facilities Services all-staff meeting is coming up in January, and we need your talent!

Are you a musician? In a band? We would love to feature our employees and their talents during our all-staff meeting. We'll play your tracks both before and after the all-staff meeting.

If you're interested, please contact Carlo Mejino at camejino@uw.edu.

STORY IDEAS?

Contact Public Information Specialist Alicia Halberg at halbergx@uw.edu

Newsletter edited by Facilities Employee Services
With the holidays upon us, it is worth taking a few minutes to plan for a safe and enjoyable holiday season. The Consumer Product Safety Commission estimates there were 15,000 injuries related to holiday decorating during November and December 2012.

The most frequently reported holiday accidents involved falls (34%), lacerations (11%) and back strains (10%). Fires are also of concern, with 200 fires initially igniting at the Christmas tree in the three year period between 2009-2011. These incidents resulted in 10 deaths, 20 injuries and $16 million in property loss. Candle-related fires in the same time period have resulted in 70 deaths, 680 injuries and $308 million in property loss.

To avoid you or your loved ones becoming one of these statistics, please read and implement the following recommendations:

Use ladders correctly! See CPSC’s safety blog article [Ladder Safety 101](#) for tips on safe use of ladders.

If buying a live tree make sure it is fresh, and the needles aren’t falling off. Place it away from heat sources and walkways, and keep it well watered. Turn off or unplug tree lights at night or when leaving home.

If you are buying an artificial tree make sure it is labeled “Fire Resistant”.

If small children will be in your home during the holidays, avoid breakable, sharp or heavy decorations. Watch out for small parts in decorations that children could swallow or inhale. Avoid poisonous holiday plants such as Holly, Mistletoe, Amaryllis, Jerusalem Cherry and Poinsettia.

Keep candles on a stable, heat resistant surface out of the reach of children and pets. Extinguish all candles before going to bed, leaving the room, or leaving the house.

Make sure extension cords and lights are tested by a nationally recognized testing lab such as UL or CSA. Only use outdoor rated extension cords and lights outside, and use them with a GFCI protected receptacle or portable GFCI. Find out more about extension cord use, care, and selection [here](#).
YOUR PAYDAY WILL CHANGE, ARE YOU READY?

A LOOK INSIDE OUR NEW PAYROLL SYSTEM, ONE YEAR OUT

As some of you may have heard, the UW will be replacing the current 32-year-old legacy payroll system with Workday, the new HR and payroll system. Workday will go-live on December 20, 2015, just in time to process the first paycheck of 2016.

When Workday goes live, the University of Washington will move to a biweekly pay cycle. All UW employees will be impacted by the move from the current semi-monthly payroll cycle, where employees are paid on the 10th and 25th of each month, to a biweekly payroll cycle, where employees will be paid every other Friday.

This move to a biweekly payroll cycle means employees will receive 26 paychecks per year instead of the current 24.

Employees will receive the same annual take-home pay, but since the paychecks will be received more frequently (every other Friday) the individual check will have a smaller amount. For a preview of what it will look like, please visit the link below which contains the Gross Pay Calculator (estimating your biweekly paycheck amount), resources for personal budgeting and additional information on the biweekly pay cycle.

Stay tuned for more information about the new HR and payroll system in the months ahead.
—Katie Savoie, FS Payroll Manager

Gross Pay Calculator:
https://f2.washington.edu/teams/hrp/payroll

HELPING YOU GET AROUND

TRANSPORTATION SERVICES LAUNCHES COMMUTE CONCIERGE PROGRAM

With 70,000 people coming to campus each day, there are a whole lot of UW commuters who have developed regular commuting habits. Transportation Services’ Commute Options team wanted to take a look at these habits and how they change over time.

“Our region has eight transit agencies, light rail, commuter rail, buses and streetcars, bicycles, boats... you name it!” said Commute Options Assistant Manager Emily Kathrein. “It can be incredibly overwhelming. We want to make it easy for the UW community – we’re experts in everything transportation, and we want to do the heavy lifting so that UW faculty, staff and students can keep on doing what they do best.”

Since the last week of August, the Commute Concierge program has helped 500 customers find a new commute.

“Commuting is an important part of our lives. It can be a deciding factor in whether or not you have a good day,” Kathrein said. “With a healthy, active commute, employees are more productive and take fewer sick days.”

The program is available in-person at the University Transportation Center, by phone (206-221-3701), via email and online. They’re even working to establish a remote branch at the HUB’s Commuter Commons.

“We know there are critical times when people are most likely to change their behaviors or re-evaluate the decisions they’ve made about commuting. One of those critical times is during a change in schedules, such as the beginning of the school year or academic quarter,” Kathrein said.

The staff of students, bolstered by the award-winning work of the Commute Options team, is preparing for the upcoming quarter change. By sending messages with information tailored to different ZIP codes and sending them at times when schedules are in-flux, they’re hoping to maximize the effectiveness of their outreach.

“The goal of the program is to hold hands and change habits,” Kathrein said. “We’re just trying to make people’s lives, and their work, better.”
FS Employee News: Tell us about what you do at Transportation Services.

Josh Lewis: I am a utility lead for the maintenance team at Transportation Services. This means I do a lot of scheduling for our guys and our work around campus. Together, our team helps maintain all transportation facilities across campus, including parking areas, bike lockers and bike houses. I also write our standard operating procedures, so that everyone on our team is on the same page, and we can quickly and easily train new members of the team.

When I'm not doing that, I'm working with our team's supervisor, Ghebrealif Asefa, and manager, Joles Tahara, with the day-to-day of placing orders of equipment and equipment maintenance.

FSEM: How did you get into this field of work?

JL: I've always worked for some sort of municipality. Before this job, I worked for WSDOT as a utility worker. I applied for the Utility Worker II position at Transportation Services thinking it would involve the same tasks, but I was wrong. In my WSDOT position I used a lot of heavy machinery and did work on the highways. But once I got my legs under me here, I really started to enjoy it. There's a lot of opportunity for growth and personal development at the University of Washington.

FSEM: Outside of work, what are some of your interests?

JL: I have two boys, ages 11 and 9, and we just finished up with football season; I coached their team this fall. Working full-time means my time with them is limited, so I try to make the most of it. I love helping them out with their homework and spending time goofing around.

FSEM: What’s something unique about yourself?

JL: Straight out of high school I spent time in the army, but now I'm really looking to harness all of the opportunities that being in the army and working at the University of Washington have given to me. I'm hoping to go back to school part-time soon while I continue my work here. I'm really interested in pursuing something in urban planning, construction management or business. I'm really lucky to have John Shaheen and my supportive team at Transportation Services behind me to pursue a degree. ◆
TRANSPORTATION MAINTENANCE

USING LEAN TO WORK SMARTER, KEEPING CAMPUS PARKING AREAS CLEANER AND SAFER

“We just wanted to be proactive, rather than being reactive all the time,” said Utility Lead Josh Lewis. The Transportation Maintenance team has transformed how they do work ever since adopting lean into their daily workflow.

A crew of six utility workers decided to shake up how they work in order to better serve campus. Rather than dividing up their duties by parking areas, like they have in the past, the team decided to divvy their work up by specific duties.

“Lean has changed how we do our work,” said Utility Worker II Will Husman. “It allows me to focus on a specific task across campus instead of doing all of the tasks for a specific area.”

The team re-equipped their trucks, one for garbage, another for blowing and raking, another for cleaning, and others suited to more specific jobs.

“The team wanted to improve how they worked, and they've just done it,” said Manager Joles Tahara. “We're running a campaign to have perfect parking areas and garages. The changes you're seeing around campus are coming straight from our lean board.”

The team is now better equipped to take on winter weather and prepare lots for events, making facilities cleaner and safer for campus parking customers.

“With our new equipment we’ve been able to unclog gutters and clear walkways faster than ever,” said Supervisor Ghebrealif Asefa. “It's safer for Husky fans at football games, and for Transportation Services staff working at those games.”

The team hopes you’ll help them perfect campus parking facilities. They’ve posted signs on campus with the recently-launched Transportation Maintenance phone and email hotlines—206-685-6638, or trainsmaint@uw.edu.

WILL HUSMAN
UTILITY WORKER II

Clockwise from top: Karl Gaertner and Phillip Muschett working on a pay machine, Ted Colfax cleaning stairs, and Sajah Hatfield blowing leaves.
Over the long Thanksgiving weekend the Seattle area found itself in a thin blanket of snow and some breezy blasts of wind. Unfortunately for one 80-year-old red oak tree on campus, and some unlucky windows on the north side of Allen Library, these gusts weren't going to breeze peacefully through the night.

The tree uprooted from Grieg Garden, smashing through Allen Library's windows and blocking a vital pathway connecting Red Square and the HUB.

“[Gardener II for Grounds Maintenance] Tina Caparas came in during the Thanksgiving weekend to help out with the initial removal,” said Arborist Sara Shores, also of Grounds Maintenance.

On Monday, Dec. 1, Facilities Maintenance and Construction’s teams continued their work. Ed McKinley, the lead from Shop 54 Finish Carpentry, inspected the tree for other uses—using lemons to make lemonade.

“We’re hoping we can make something out of it, like a table,” McKinley said. “We used a dying Elm tree on campus to make the table in the Facilities Services Training Center.”

Luckily for Ground Maintenance, these incidents aren't a common occurrence on campus.

“We'll have maybe four or five trees fall each year,” Shores said. “It really depends on the winter weather and the condition of the tree. We work with the carpentry shop to salvage what we can and reuse.”

After inspection, Shores and Gardener II Steve Kryszko got to work, using a chainsaw to cut the tree into manageable pieces. They also began digging a hole for the brand new Scarlet Oak that will take this giant's place. ✦
FS MISSION
WE LEARN, ADAPT AND INNOVATE TO PRESERVE
PHYSICAL ASSETS AND DELIVER BEST SERVICES

FS VISION
A WORLD-CLASS ORGANIZATION PROVIDING
EXCEPTIONAL SERVICE ANYTIME ANYWHERE