

Facility Services

CEBA Lane

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www.lsu.edu/ofs

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Are You Ready for Tiger Football in Death Valley?

Facility Services Works Tirelessly to Make Game Day a Winning Experience for Fans



Crews prepare parking sites, install temporary fencing, set up screens for portable toilets and prepare Tiger Stadium for fans

Facility Services has been busy this summer preparing the classrooms, campus and grounds for the start of the fall semester. At the same time, LSU football players and coaches have been on the practice field in the grueling heat preparing for the 2010-2011 campaign. Long before the Tigers take the field at home for the first time this year, Facility Services employees have been supporting Athletics in getting Tiger Stadium and the entire campus ready for tailgaters and fans.

Game day preparation begins mid-summer when Facility Services, Athletics, Campus Police and Parking, Traffic and Transportation meet to discuss maintenance for the stadium, campus building and grounds preparation and protection, custodial and landscape services, electrical needs and parking and traffic issues. Facility Services installs thousands of feet of various types of temporary fencing for crowd and traffic control, as well as to protect University buildings, landscape and live oaks. The department also sets up restrooms, installs signage and prepares parking lots for the large influx of vehicles on game day. Tiger Stadium is checked for utility, plumbing, drainage and elevator issues, and necessary repairs are completed.

Early in the week of a home game, the stadium and campus is given a final check, and more than 160 portable toilet facilities are serviced. By Friday evening, approximately 4,000 waste and recycle containers are placed throughout campus to collect trash from crowds that grow to 140,000 during SEC games. On Saturday morning, our crews show up early to provide restroom support and to deliver thousands of trash bags to tailgate areas. Plumbers and electricians are stationed in the stadium on standby support, in case any maintenance issues develop during the game. By kickoff, crews begin to empty trash receptacles.

Last year, tailgaters and visitors to campus produced more than 340 tons of trash during the season. An average 50 tons of trash must be removed from the campus each Sunday through a coordinated plan to ensure that the campus is clean before classes start on Monday morning. Depending on crowd size, the clean up effort involves 80-120 people comprised mainly of Facility Services employees, but also including inmate labor crews and various volunteers groups. A final inspection of the campus is conducted on Sunday afternoon and once the campus is back in order, the process is complete for the week.

On Monday, the football team and Facility Services begin preparing for the next game. Although Facility Services employees don't take the field with the players, they still play a major role in making a trip to Tiger Stadium a winning experience for visitors and tailgaters while providing a clean campus for students, faculty and staff the rest of the week.

Custodial Staff Receives Respirator Training from OEHS

In August, Hodges Hall had a moisture issue due to excessive humidity in the building that led to the growth of mold in the building. A building inspection by Facility Services management staff and Tom Walsh, Safety Officer for Environmental Health & Safety, determined that the entire building would have to be cleaned to remove the mold. The challenge for the group was to complete the cleaning before faculty and students returned to the building to begin the fall semester. Custodians from Building Services offered to learn the special methods for removing mold and undergo respirator training to wear the N95 respirator, gloves and eye protection required while removing the mold with soapy cloths and vacuums fitted with HEPA filters. The employees completed OSHA questionnaires that were reviewed and approved by Dr. Honigman, Student Health Center, before they were allowed to attend the class taught by Tom Walsh and Pat West, OEHS, and Terry Grier from Facility Services. Once training was complete and respirators were fit tested, employees cleaned a substantial number of rooms and their contents on the second, third and fourth floors in one week. The custodians, under the leadership of Charles Manogin and Eddie Henderson, had the entire building ready for faculty the day before classes started. This training will allow OEHS and Facility Services to respond to mold issues quickly, and will save the University money by reducing the need for private contractors for mold clean up.

A special thanks to **Larry Benoit, Larita Collins, Michael Dorgan, Santos Garcia, Bobby Johnson, Stanford Joseph, Warren Lyons, Dannie Phipps, Joel Snider, Antonio Tate, James Wilkerson and Randall Williams** for completing the training and working so hard to clean Hodges Hall. The willingness of our employees to complete this training will allow us to be vigilant in dealing with future mold issues.

If you think your building has a moisture or mold issue, contact Tom Walsh at 578-5640.

HRM HOLDING INFORMATIONAL MEETINGS ON ORP CHANGES

Optional Retirement Plan Participants Urged to Learn About Changes to Plan

The Office of HRM will host informational meetings during the month of September to educate employees on the Optional Retirement Plan (ORP) contract modifications that became effective July 1, 2010. Each vendor will present their product and will be available to answer any questions related to these changes. Vendors will also remain available through the times noted below for employees who wish to come by and set up individual appointments.

As a result of the changes, each participant will have a new contract effective 7/1/ 2010. These changes are significant in some cases and will result in a considerable number of funds not being available on July 1, 2010. TIAA CRAF's fund menu will reduce from 22 fund options to 14; ING's fund menu will reduce from 116 fund options to 15; VALIC's fund menu will reduce from 85 fund options to 15. Effective 7/1/2010, ORP participants will have the flexibility to change carriers at any time throughout the year.

Please visit the Benefits website at www.lsu.edu/benefits for additional detailed information regarding the ORP contract modification. If you have any questions, you may visit the TRSL website at www.trsl.org or contact TRSL at 225-925-6446. You can also contact your current ORP provider or local agent or the HRM Benefits Service Center at 225-578-8200 or email the office at benefits@lsu.edu.

MEETING SCHEDULE

September 21	1:00 p.m.-4:00 p.m.	Hill Memorial Library
September 22	9:00 a.m.-1:00 p.m.	Hill Memorial Library

VOLUNTEER EFFORTS

Facility Services Employees Move Students into Residence Halls During Roaring into the Halls

On Thursday, August 19, thousands of students accompanied by their parents traveled from near and far to move into their new homes in residence halls and apartments on campus. Members of the LSU community were invited to participate in ***Roaring into the Halls*** and assist families with the transition. Several employees from the Office of Facility Services participated in the event and helped students move into LeJeune, Beauregard, Jackson, Taylor and Broussard Hall.

“While we did move a lot of boxes, most importantly we welcomed new students to the campus and made a lot of moms and dads feel even better about sending their kids to LSU,” said Tammy Millican, a volunteer and Facility Services staff member. More than 500 volunteers from faculty, staff, student organizations and friends of the university worked with Residential Life staff to assist students in moving into their residence halls, answer their questions regarding campus life and aid in their adjustment to living in the residence halls.

Volunteers from Facility Services will be on hand to help with the Fall Fest 2010 celebration on Friday, September 17, from 11:00 a.m. to 1:00 p.m. Volunteers will receive a free LSU Fall Fest t-shirt for working a shift at the annual welcome back event for students, faculty and staff.



Volunteers gathered at 8:00 a.m. to receive instructions from Res Life staff.



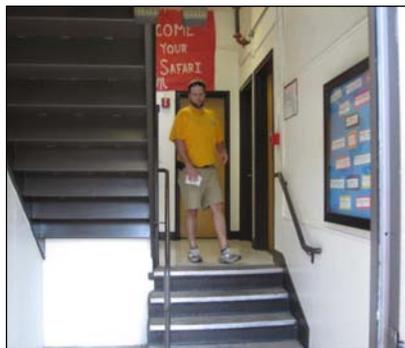
Volunteers unpacked vehicles while students picked up their keys.



It's not as heavy as it looks! Empty boxes were placed in a recycling bin.



Volunteers carefully watched the students' belongings as they received room assignments and instructions.



Four flights of stairs with a television was a challenge, but volunteers did it with a smile.



At the end of their three hour shift, Facility Services volunteers were still enthusiastic despite the heat.

BUILDING COORDINATOR INFORMATION

Departmental Move Checklist Guarantees a Smooth Move

Packing Materials

- Please determine packaging materials needed prior to move and submit order to OFS Moving Department.
- Two different sizes of moving boxes are available, small (1.5 cu. ft.) and medium (3.0 cu. ft.). Small boxes are recommended for packing books to keep the weight manageable. Estimate two medium boxes to empty a standard desk of miscellaneous items.
- Two different file boxes are available, legal and letter size. Estimate two boxes per full file cabinet drawer.
- Bubble wrap, packing tape, labels and tape dispensers are also available for your use.

Electronics

- The Office of Facility Services does not disconnect or reconnect electronics items, including but not limited to, computers, phones, faxes, printers, lab and scientific equipment, etc.
- The moving of electronic items will only be considered if the items are properly packaged (original packaging) and are disconnected prior to the arrival of the movers. Consider how the item was packaged upon purchase or initial shipment.
- It is highly recommended that the movement of electronic items be done by the individual department.

Packing

- All packing must be completed prior to the date of the scheduled move.
- All boxes should be packaged properly, taking care to protect breakable items.
- Label all boxes with room number and special instructions(Breakable, Fragile, Open First)
- All items packed in boxes are the responsibility of the person who is moving. Do not place departmental valuables, breakables, collectables or irreplaceable items in boxes for the movers. The person who is moving is responsible for taking care of these types of items and the proper packing of all boxes.
- OFS will not be responsible for damage occurring inside boxes due to packing or labeling methods. Remember, how well the box is packed will determine the condition of items upon arrival at the intended destination.

Labeling

- All items must be labeled inside an office, lab or work area.
- Label all of the components of items that break down to multiple pieces (Example-desks, modular furniture, or bookcases with removable shelves)
- Label items with room numbers and department/user's name.
- Color coding is often used to better organize large moving projects. Please use the proper label color as determined by the department.
- Label items that are not being moved, surplus items, and scrap items accordingly.
- Please be careful when labeling delicate furniture. Labels can be difficult to remove. Use clear tape to apply labels to wood furniture or label in an inconspicuous area to avoid damaging the furniture's finish.
- Post It Notes do not work. They fall off during moves.

Furniture

- All file cabinets must be emptied prior to moving. Moving a full file cabinet will damage the internal hardware.
- All furniture must be emptied (desks, credenzas, cabinets, etc.)
- Label all pieces of your work space that come apart into multiple pieces. Label all chairs.
- Please notify your department representative or Facility Services if you have a specialty item that requires special disassembly or care prior to the day of the scheduled move.

Construction Zone Awareness Vital to Safety on Campus

The LSU campus is constantly expanding and changing with the construction of new buildings or major renovations of existing facilities each semester. When you add routine and preventative maintenance that occurs on a daily basis, as well as utility projects, there is the potential for an accident if workers, students, faculty and staff are not observant when they are in buildings or traveling on campus.

Construction site safety requires the vigilance of all construction workers to avoid accidents and injuries. At Facility Services, pedestrian and public safety is vital to our staff. Many construction sites are within close proximity to areas where students, faculty and staff frequently travel, so all rules and safety procedures must be followed to prevent injury.

Some Tips to LIVE by:

Work zones are potentially dangerous, because there is so much activity and the noise level can be high. Pedestrians must be alert and stay on a safe path near a work zone.

The best plan may be to simply avoid the work area. If possible, cross the street before getting to the work zone or take another route.

If it is not practical to avoid the work zone, then the pedestrian must be attentive and careful.

It is very important to obey ALL barricades, signs, and instructions. Do not enter an area that is barricaded. This is for your safety.

Construction equipment and vehicles often move quickly. Always be alert near construction vehicles and other hazards.

Watch where you're going! You may be running late for class, catching up with friends on the phone, or doing some last minute studying while walking, but remember that your first responsibility is to travel through campus as safely as possible.

Be aware of open manholes and dig areas where repairs are taking place. Avoid these areas.

Tailgating 101-Tent Set Up with Safety in Mind

With football season quickly approaching, we would like to remind LSU fans of policies regarding the set up of tents on campus. Tents must be anchored by means of a counter weight-water barrels, buckets of sand, weighted pipes, etc.—and may not be staked into the ground as stakes can damage utilities beneath the LSU campus and also be dangerous to tailgaters. It is also state law that LA One Call or a private company be contacted to mark underground utilities before dirt is disturbed—even to stake a tent. Fines are levied if underground utilities are damaged, so protect your safety and avoid a fine by anchoring your tent properly.

For additional information on tents and other tailgating information, please see **“Getting to the Game: Traffic, Parking, Tailgating and In-Stadium”** at

http://www.lsusports.net/ViewArticle.dbml?DB_OEM_ID=5200&ATCLID=177151

EMPLOYEE NEWS

Vehicle Pool Regulations

The creation of the Facility Services vehicle pool has allowed the department to be strategic and efficient in the use of this resource. Please follow the regulations and courtesies below when you are operating any state vehicle.

- Do not smoke in the vehicle.
- Do not text while driving.
- Always wear a seatbelt in the vehicle-driver and passenger.
- Do not leave trash, drinks, candy wrappers, or newspapers in the vehicle.
- Roll up the windows in all vehicles (including the carts) before exiting the vehicles.
- Fill up the vehicle with gas when it gets to $\frac{1}{4}$ tank. Please do not let the vehicle get below $\frac{1}{4}$ of a tank. All departments have a pin number for the gas card.
- Fill out the mileage report with the date, odometer reading, total distance driven, your initials, and your trip destination every time you use a vehicle.
- If there is a problem with the vehicle, please report it to Work Control. If you are using the GM cart – unplug it before you leave. If it is the end of the day, please plug the cart back in so it will be fully charged for the next day.



Mr. Terron Jackson

CONGRATULATIONS!



Mr. Dauda Sesay

Mr. Terron Jackson and Mr. Dauda Sesay recently earned their GED after preparing for the test at the LSU Employee Development Center. The EDC is an excellent place for employees to enhance computer skills or improve and develop math, reading, or language skills—all of which can help one prepare for employee testing, the GED or the ACT. Contact the office at 578-8419.

Additions to the Facility Services Family...

COLE JACOB VALLERY

Parents- Sean & Candace Vallery

Born August 16, 2010

9 lbs 15.9 ozs.

22" long



MARIELA ETEL HARRIS

Parents-Andres & Kimberly Harris

Born August 17, 2010

7 lbs. 1 oz.

20" long



CUSTOMER FEEDBACK

August 18, 2010

Kelvin Burns is doing a great job painting in our department. He is really fast.

*Jo Ann Landry
Engineering Services*

August 24, 2010

Richard Teague came by a week ago on Friday and fixed both refrigerators, and they are working well. I sent you an email updating you on this. But, this past Friday, Anderson Briggs came by after 4:00 pm to make sure they were working, and he brought with him his personal stuff to fix them (welder, Freon, a valve), if they weren't.

To me, it was so nice of him to come by, and be prepared to do what it took to get the refrigerators working better, especially after 4:00 pm on Friday. I was touched by his kindness and I wanted to know if there was anything that can be done to thank him (more than I already have). I don't know if you have service awards or any other form of recognition, but I think he definitely deserves something for his dedication, kindness, and integrity.

Annette Engel

August 25, 2010

Mr. Emmett David,

On behalf of City Hall Fellows, we'd like to thank you for sitting down with us and speaking about the LSU master plan and all the concepts surrounding the formation of the idea. We'd also like to thank Jason Soileau and Gary Graham for participating in our discussion as well. There are four of us who have a vested interest in the university being alums, and the only problem is that we won't be students to enjoy the finished campus! Good luck in the future with all the work you are doing and Victory for LSU.

Cannon Wiest and the City Hall Fellows

August 26, 2010

I would just like to let you know how pleased the fifth grade team in "C" building is that we have two people, Rynett Spooner and Angela Achord, who really take their jobs seriously! The improvement since Angela's move to our building has been fantastic!!! Thank you so much for sending her to us!! For once, everything is always clean! When I thought Angela had cleaned the entire room, she then scrubbed the sinks! She is a stickler for details!! What a wonderful surprise!!! Rynett has always done everything asked and then some! Any time we have needed assistance, all we have to do is call her (she gave me her cell phone number so I can get in touch with her directly) and she takes care of the problem immediately. Thank you again!

*Karen Guillot, Ph.D.
University Laboratory School*

ANDRES HARRIS—RECYCLING MANAGER

Turning Trash into Treasure Hunting and Sustainability

By: Joel Snider

Andres Harris is the manager of solid waste and recycling for the Office of Facility Services in the Landscape Services department. He oversees all waste and recycling collection for the LSU campus. So how did this Argentinean native with a passion for the environment end up dumpster diving at LSU on a daily basis as part of his job?

At first glance, his office looks like any other space on campus—with the exception of stacks and stacks of office size blue recycling containers in the corner. Andres immediately points out several objects in his office that have been “reclaimed” from the trash. He is proud that all of the picture frames on the walls, a small refrigerator, and even his desk chair came from a dumpster. “I see potential in the trash,” he says. Andres works diligently to educate the LSU community on the importance of recycling and the many benefits of recycling that include reductions in energy consumption, resources consumed, landfill space, and cost to the University.

Living in southern Argentina is like living in Alaska, according to Andres. “We even have penguins down there,” he explains. He attended college in Buenos Aires, where he majored in broadcasting and worked at the campus radio station. After graduation and before entering the work force, he came to the United States and enrolled at LSU in the ELOP (English Language Orientation Program). English became his second language and he experienced southern Louisiana culture for the first time.

After completing the program, he landed a job as a TV news anchor in Argentina through a chance encounter with a New Orleans television station owner. As he reported on environmental stories, he began to develop a passion for the issue. He returned to LSU and enrolled in the Environmental Management Systems program. He took a student worker job in the Union during the school year and worked for the Landscape Services department during the summer. Andres graduated in 2000 and started working full-time in Landscape Services. In 2006, he was promoted to his current position as manager of solid waste and recycling.

Andres is implementing several innovative programs to increase recycling, and he works with student groups, staff and contractors to bring awareness to the importance of recycling. He has greatly increased the volume of recycling and reduced the cost of solid waste disposal. His work with local and state agencies has had a dramatic effect on the number of recycling containers, dumpsters and new recycling programs on campus.

Since 2006, the number of tons of recycled materials has increased from 350 tons annually to more than 1,300 tons annually. He worked closely with the Athletic Department to incorporate a recycling program in Tiger Stadium for football games and tailgating. Andres coordinated a recycling effort with Property Management to reduce the amount of e-waste (electronic) that ends up in solid waste dumpsters. The implementation of single stream collection dumpsters and cans means sorting through materials is no longer necessary. His distribution of 2,300 blue office recycling containers makes it easy for employees to recycle on the job.

Andres is constantly working to find better ways to manage materials, and the new waste diversion site located at the landscape facility on Skip Bertman Drive is home to rollback dumpsters that collect green waste, concrete waste, and scrap metal that is recycled instead of ending up in a landfill.

To inform students, faculty and staff of campus recycling efforts, Andres has made several videos and created a Facebook page that can be accessed at <http://www.facebook.com/lsurecycles>.

For a look at some hilarious bloopers that occurred during Andres’ news anchor days, check out http://www.youtube.com/watch?v=0k_sMO1H7CU

BIRTHDAYS-SEPTEMBER

Happy Birthday September!

<i>Cary Payton, Jr.</i>	9/1	<i>William Culbertson</i>	9/18
<i>Monica Johnson</i>	9/2	<i>Terron Jackson</i>	9/18
<i>Milka Babic</i>	9/3	<i>Mitchell Matthews</i>	9/18
<i>Emily McCulla</i>	9/3	<i>Donald Wilson</i>	9/18
<i>Emira Stranjac</i>	9/3	<i>Clowtheial Maten</i>	9/19
<i>Gabriel Andrews</i>	9/5	<i>Elson Pinkney, Sr.</i>	9/19
<i>Russell Jenkins</i>	9/5	<i>Larry Benoit</i>	9/20
<i>Donna Smart</i>	9/5	<i>Corey Chester</i>	9/22
<i>Ronald Summers</i>	9/5	<i>Jim Gilmer, Jr.</i>	9/22
<i>Terrance Trask</i>	9/6	<i>Wayne Jackson</i>	9/23
<i>Donald Marchiafava</i>	9/7	<i>Gwendolyn Pierson</i>	9/23
<i>Warren Lyons, Jr.</i>	9/8	<i>Joseph Porche</i>	9/23
<i>Eric Pearson</i>	9/9	<i>Olufunke Talabi</i>	9/24
<i>Anthony Raby</i>	9/10	<i>Gerald Green</i>	9/25
<i>Yuri Elinger</i>	9/10	<i>Anderson Briggs, Jr.</i>	9/26
<i>Christopher Brown</i>	9/11	<i>Channing Cox</i>	9/26
<i>Sylvia Carey</i>	9/11	<i>Derek Arnold</i>	9/27
<i>Bennie Chambers</i>	9/12	<i>Mary Coffee</i>	9/28
<i>Kenton Clark</i>	9/12	<i>Gerald Perrero</i>	9/28
<i>Ruby Porche</i>	9/12	<i>Vincent Bertrand</i>	9/29
<i>Ricky Jackson</i>	9/13	<i>Robert Lede'</i>	9/30
<i>Robert Sanders, Jr.</i>	9/13		
<i>Greg Andrews</i>	9/14		
<i>Barbara Anderson</i>	9/16		
<i>Donald Griffith</i>	9/16		
<i>Joey Fiduccia</i>	9/17		
<i>Robert Hulbert</i>	9/17		
<i>Richard Strain</i>	9/17		
<i>Felicia Thomas</i>	9/17		

