



Shop Talk

Facilities Management

Duke University

Building Tomorrow's Duke Today

August 2013

Message from the VP

This summer has been a challenging one for FMD employees. With Main Street, Campus Drive, and University Road all under construction at the same time, getting to the job site, has been difficult. Thank you all for your patience especially those of you who drive between Smith Warehouse and West Campus on a daily basis.

Campus Drive has been closed due to our own project; chilled water pipes are being installed under Campus Drive so that buildings on East Campus can be air conditioned. PSNC is installing a new high pressure gas pipeline, which will serve the West Campus Steam Plant. NCDOT is responsible for replacing the Main Street Bridge, which was 60 years old.

The road blocks did not stop FMD from a productive summer, with many projects under a tight deadline. Gross Hall, Baldwin Auditorium, the Event Pavilion, Southgate Residence Hall and Gilbert Addoms Residence Hall will be complete by the time the fall semester begins.

We also ended the fiscal year on budget and the Business Services team successfully closed out the fiscal year. We hosted another well-attended safety Fair. Recycling rolled out the single stream recycling and compost pilot project, which those who work in Smith Warehouse are participating in. Grounds purchased new enclosed trailers for their equipment and has done a good job improving the appearance of campus. Housekeeping expanded the use of ionized water as a cleaning solution after a successful pilot project in Fuqua. And we hired over a dozen interns who scoured the campus, providing the department with important data about the utilities, buildings, and trees that we are responsible for.

All of you have worked to make what could have been a summer of road blocks into a summer of success.



John J. Noonan
Vice President for Facilities

COAL PILE DRIVE- BEFORE AND AFTER



This photo, taken in the Spring of 2011, shows Coal Pile Dr before the Mary Duke Biddle Trent Semans Center for Health Education was built and before West Campus Steam Plant's restoration work had begun.



This photo, taken this summer, shows the transformation Coal Pile Drive into a landscaped pedestrian and bike corridor. This new path is a critical link shown in both the University and Medical Center's Master Plans, calling for an improved connection from West Campus to the Medical Center.



PROJECT MANAGEMENT HAS BUSIEST SUMMER IN YEARS

This summer has been the busiest summer for FMD Project Managers in years. Much of the work is in preparation for the closure of West Campus Union; demolition on that project starts in August. Before construction can begin, the building must be emptied, including the Great Hall, where many Duke students eat. To accommodate student dining, a new building is nearing completion behind the Bryan Center. This building, referred to as the Events Pavilion, will open in time to serve as a dining facility when the students arrive in the fall. Once the West Campus Union reopens (target date January 2016) the building will be retrofitted to serve as an events space.

As part of the work to shut down West Campus Union, the Bryan Center's interior space has been reconfigured. The bookstore, post-office, convenience store and Gothic Bookshop have been combined. The building now houses new dining options (Red Mango and the Loop), as well as student groups previously housed in the West Campus Union. Improvements have also been made to the exterior such as adding much needed daylight by replacing some precast concrete/Duke Stone panels with windows. Project Managers working in this area are: Steve Carrow (Events Pavilion, Bryan Center, MLWC), Bill McGraw (Event Pavilion, West Campus Union), and Janet Bailey (Bryan Center ,The Loop).

Work has begun on the last un-renovated portion of Perkins Library. The Gothic Reading room will be restored, new secure and climate controlled stacks will replace the original stacks, the entrance onto the quad will be reworked, and the special collection reading room will be expanded. Ron Djuren is the project manager.

Another large project that will be open when school starts is Baldwin Auditorium. This project turned the performance space into a state of the art



Baldwin receiving finishing touches

building (the building can be tuned (!) depending on the type of performance) while at the same time preserving its historic features. The building now features state of the art acoustics, air conditioning, a wrap around balcony, and a larger stage. Ray Walker, who performed on the stage as a teen, is the Project Manager.

The chilled water pipe project is underway to improve East Campus. Campus Drive has been reduced to one lane for the summer while a chilled water pipe is buried under the road, in order to bring chilled water to East Campus. Steve Carrow is the Project Manager. While not a Duke project, the bridge replacement on West Main Street also impacts East Campus and Campus Drive. Floyd Williams is working with the NC Department of Transportation on this project.



Main Street bridge in June

Also on East Campus, Southgate Residence Hall got a new roof and Gilbert Addoms Residence Hall received an interior upgrade. Both projects will be complete in time for freshmen move-in day. Audrey Frasca is the project manager.

Three new athletic fields are being built along Bassett Drive so that the site that currently has the turf fields can be used for the new track and field. Once the fields are complete, work can begin on the track and field stadium. Aubrey Frasca is the project manager for the new fields, expected to open for play in October. The Duke Golf Course is also closed for the summer; undergoing a complete reconstruction of the greens. The golf course will reopen by the Fall and Steve Carrow is the project manager.

Work on the West Campus Steam Plant, Gross Hall, the Reclamation Pond, and the Ocean Conservation Building at the Marine lab also continues this summer. There are no lazy days of summer on a University Campus!



Fun Fact: The portion of the library about to undergo renovations is home to a pneumatic tube system, similar to those used at drive through bank windows. Library patrons would find the call number for the book they wanted in the card catalog, write it on a piece of paper, and hand it to the librarian working at the Circulation Desk. The librarian put the paper into a small metal canister (shown on left) and inserted it into the pneumatic tube (on right) and sent it to the appropriate floor where a staff member would retrieve the book from the stacks and send it to the desk via a dumbwaiter.



TIPS FROM IT

Reminder: Please save work-related files on the G:\ Drive. Sensitive information can be stored on the H:\ Drive. These drives are backed up, making it possible to restore files and folders. Files saved on your local C:\ drive are not backed up.

Looking up a person at Duke:

If you want to find out contact information about someone at Duke, please do the following:

1. Go to: <http://duke.edu/>
2. Click in the "Search People, Places, Things" box
3. Type the person's name
4. Click "Go"

The person's contact info will be listed under "Directory Results"

lynda.com Online Training:

lynda.com provides over 1,500 online courses. There is no cost to Duke employees to access these courses. On the following website you can learn about lynda.com online training which is accessible by logging in with your NetID and password:

<http://oit.duke.edu/comp-print/training/online/lynda.php>

To log onto lynda.com:

1. On the above website click "CONNECT NOW!"
2. Type your NetID and password
3. Go to "subject" or "software" to access over 1,500 courses

MOVING A TREE TAKES A TEAM

Project Manager Bill McGraw, Director of Grounds Bryan Hooks, and Grounds Supervisor Mark Carpenter worked together to relocate a huge crepe myrtle from the West Campus Union to the Sands Building. The largest tree spade available in NC had to be brought in for the job.

CONGRATULATIONS TO THE AUGUST EMPLOYEES OF THE MONTH

Judy Burton, Housekeeper, 41 years of service. Judy takes her job seriously and is always looking for innovative ways to get her job done. She represents University Housekeeping with a wonderful smile and strong work ethic. She knows how to make an old building shine.



Shree Davis, Work Control Supervisor, 12 years of service. Shree was nominated by several of our customers who praised her for her helpfulness and her willingness to go beyond the call of duty to provide excellent service to our customers who call in work orders.



Adam Neathery, High Voltage Electrician, 5 years of service. Adam's work ethic is an asset to the High Voltage shop. He always has a great attitude and is looking for the next assignment, whether it be street lights, generators, or work for project managers. He enjoys sharing and receiving knowledge with his coworkers and always puts safety first.



Rodolfo Rojas, Senior Grounds Equipment Operator, 8 years of service. Rodolfo is an excellent employee with a great work ethic. He is responsible for cleaning off the West Union Plaza every morning. He loves making campus look its best. He is a true professional who gets great results.



Irene Watkins, Staff Assistant, 12 years of service. Irene has kept up with her day to day duties while at the same time handling the payroll for the department. She has done this double duty with a positive attitude in spite of the fact that she recently had foot surgery and is still recovering. She provides great customer service for FMD employees.

Safety Zone

On-the-job Injuries: What Can We Do to Eliminate Them?

The June edition of Shop Talk focused on the number and types of Days Away and Restricted Time (DART) injuries FMD employees incurred in 2013. **75% of our DART injuries since 2009 are categorized as sprains or strains. To date, in 2013, 8 of our 9 DART injuries fall into this category. So, what can you and I do to eliminate these types of injuries?**

Though we continue to offer increased training that speaks to the issue of sprains, strains, slips, trips, falls, and doing things in an ergonomically correct manner, the percentage of our injuries resulting in sprains and strains is not improving. The two most common comments in Safety Incident Reviews from employees is that they either weren't paying attention or they were in a hurry. What would your response to that be if you were the Safety Manager?

Do things like slow down, ask for help, watch what you're doing, where you're stepping and where you're going, and take personal responsibility, come to mind? If not and something else does come to mind, I welcome you to share those thoughts and ideas with me. In the meantime, DO pay particular attention to how you approach your tasks. Ask for help if a piece of equipment is too heavy or awkward, watch your step, and by all means slow down if you find yourself rushing through a job because the customer needs it now or it's near the end of a shift. We want and need you to work safely to avoid an injury that might very well affect you for the rest of your life!

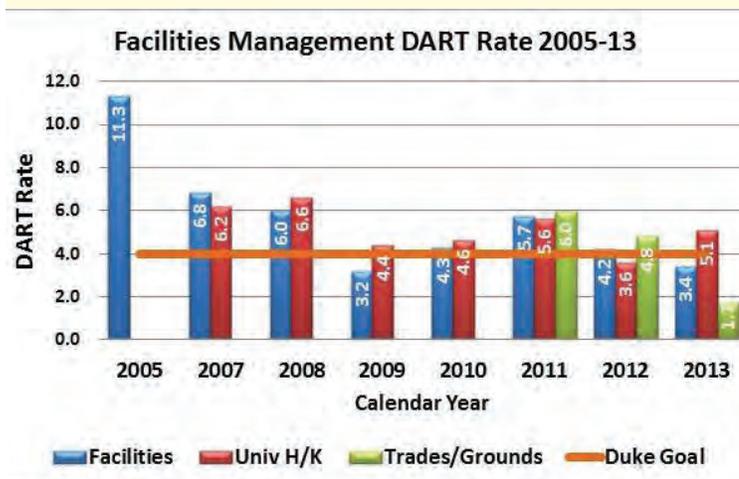
Another Year, Another Successful Safety Fair!

June 20th brought a beautiful day, 29 vendors, 232 attendees, and saw over 70 raffle prizes given away. What that translates to is one of our most successful Safety Fair's thus far. Both attendance and the number of vendors participating were the highest achieved in the 6 years we've been hosting the event.

This year's focus, taken directly from the National Safety Council's 100th anniversary theme, was "Safety Starts With Me". Organizations like OESO, Live for Life, Duke Police, American Red Cross, NCDOL-OSHNC, Grainger, Fastenal, Dillon, Eye Care Associates, and many others participated. Raffle prizes included a free night and breakfast at the WDI, a night out for four at a Durham Bulls game, a night at the Sheraton Imperial, an autographed picture of a Carolina Hurricane, tools, food vouchers, and more. Directors, supervisors, and managers were out in full force and came prepared to purchase needed safety equipment and supplies.

Please be sure to thank Letecia McDougal, Shatone Bailey, and Tara Romano, who went above and beyond their normal work duties to pull off this event. It absolutely does not happen without them!

We hope you were able to attend. If you did and you have any feedback about how we might do something different or what we might be able to add, please let us know. We are constantly searching for new thoughts and ideas.



Recyclers Jeanette Douglas and Mary Royster at the Safety Fair



Our Mission: To be stewards of Duke University by providing excellence in planning, design, construction, cleanliness, operations and maintenance for facilities, grounds and utilities in a customer-focused, efficient and sustainable manner.