Message from the VP

With only 14 weeks between commencement and move-in for first-year students, FMD never experiences a “lazy day” of summer. The amount of work that gets done over the summer is impressive, and I thank all FMD employees for their hard work to keep Duke cool, clean, safe and ready for the class of 2016 and academic year.

Thanks to YOU for:
- Successfully closing out the fiscal year, managing the budget, and continuing to look for cost saving measures.
- Participating in the Safety Fair and continuing to put safety first as you go about your job on a daily basis.
- Managing projects of all sizes – from replacing a roof up to creating a new performance space within the walls of Baldwin Auditorium.
- Completing thousands of work orders for building maintenance.
- Improving Customer Service by allowing customers to submit a work order by e-mail.
- Servicing our common and private spaces to keep the campus clean and tidy.
- Providing helpful feedback at the bi-monthly breakfast meetings.
- Tending to our grounds in Durham’s triple-digit heat and humidity.
- Improving our mapping capability with 2012 aerials of campus.
- Continuing to focus on our Strategic Initiatives in order to help FMD meet its goals.
- Attending the Meet and Greet for Albert Scott; he got a good impression of our staff and felt welcomed by all of you.

Thank you for working to make our mission a reality.

John Noonan
Vice President, Facilities

Facilities News

NEW DIRECTOR HIRED FOR GROUNDS

Bryan Hooks will be joining Facilities Management on Sept. 10 as Director of Grounds. His appointment comes after a national search. He will report to Albert Scott.

Bryan has worked as the landscape services manager at Georgia Southern University in Statesboro, Ga., since 2005. With a full-time staff of 62 employees, he was responsible for the care and upkeep of 1,000 acres of manicured landscapes, wetlands, athletic fields, and natural areas. Bryan and his staff were also responsible for logistical support for campus events. During his tenure, the university won the 2009 Regents’ Facilities Award for Excellence for its walkway that serves as the main artery through campus. He also has focused on improving staff development by providing training and educational opportunities.

Prior to his position at Georgia Southern, Bryan worked for the National Park Service as a landscape architect in Denver, Colo. and later as a project manager for construction projects at the White House in Washington, D.C.

Bryan graduated with a degree in landscape architecture from the University of Georgia in Athens.

Please welcome Bryan to Duke and Durham.

BITS AND BYTES FROM INFORMATION TECHNOLOGY

- At last, the University is planning to retire the current radio system on campus by the end of the year. As a result, we are looking at a replacement system utilizing push to talk technology. Look for new system to be in place soon.
- Currently there are multiple versions of Microsoft Office deployed across FMD. In the near future, we will be bringing all users to the current Office 2010 platform.
- In an effort to reduce costs and streamline operations, we are going to be consolidating printers and increasing utilization of area network printers.
**News Across FMD:**

**EMPLOYEE AWARDS PROGRAM REVAMPED**

Starting Aug. 1, a new departmental awards program will be launched. The changes are needed to realign the awards program to reflect changes to our workforce, including the addition of Housekeeping to the department. The goal is to expand the number of awards given and to ensure employees with similar job descriptions are considered for the same award. The department awards are:

1. **Employee of the Month:** This award will be awarded to five employees each month, one from each group:
   - Building Maintenance
   - Utilities and Engineering
   - Grounds/Recycling/Sanitation/Marine Lab
   - Housekeeping
   - Project Management/Budget & Business Services/HR

   The nominator will fill out a form and give it to the director of the functional area who will make the selection. To be awarded Employee of the Month, the employee will have met one or more of the following criteria:
   - Presented a good idea for saving money, energy, increasing productivity, etc.
   - Received accolades for a job well done.
   - Exhibited a positive attitude and/or inspired others to achieve high performance.
   - Shown a commitment to safety.
   - Taken initiative or additional responsibility beyond the regular job assignments for the good of Duke Campus.

   Winners receive a $15 gift card and department-wide recognition.

2. **Employee of the Year:** This award will be awarded to six individuals from each of the following categories:
   - Skilled Trades Building Maintenance (local 465)
   - Skilled Trade DUES (local 465)
   - Housekeeping (local 77)
   - Grounds, Sanitation, Recycling, and DUML (all Local 77 employees and Marine Lab staff)
   - Supervisors (all areas)
   - Office Staff (Managers, Project Managers, Engineers, Administrators, Financial staff)

   Nominations for Employee of the Year are to be sent to the selection committee. Nominations can be made across functional areas. A committee will be made up with representation of each functional area, and this committee will review all nominations. The six winners will be announced at the FMD Christmas Luncheon and Annual Awards. Winners will receive a plaque, a gift, and recognition for a job well done.

3. **Years of Service Awards:** Employees whose Years of Service at Duke ends in a zero or a five are recognized by Duke HR with a gift and by FMD with a luncheon held each fall.

4. **Safety Award:** Each FMD Division that maintains a zero DART rate for the year (December 1 – Nov 30) is recognized with a catered lunch provided in January.

**FMD KEEPS SUMMER INTERNS BUSY**

This summer FMD hired five interns who worked on a variety of projects. Thanks to:

- Will Schlotterer, a rising sophomore at LSU, who helped create an FMD org chart, complete with photos, for all 500+ employees and a pictorial directory of all university buildings. He also found an original Trumbauer building plan while cataloging the shelves in the new plans room.

- Ben Stone, a rising junior at Duke, cataloged every exterior lighting fixture on campus, drafted a drought response plan and spill containment plan, and helped prepare Smith Warehouse for occupancy sensors.

- Matt Racher, a rising sophomore at UNC-Charlotte, added campus crosswalks into AutoCAD and campus fire hydrants and light fixtures into GIS. He also added all the storm basins and sanitary sewers at Smith Warehouse in GIS and indexed our storm basin files.

- Casey Long, a rising senior at Duke, worked on field collection of light fixture data around campus and organization of the plan room and plan review room.

- Aaron Joseph, a rising senior at Duke, took inventory of our stock rooms. He also converted data from print to electronic media and developed programs that analyzed and broke down large blocks of financial and labor data, presenting them in a readable and simple manner to allow for better scrutiny of the department’s spending.

**FMD Fun Fact:**

This is a photo of the roof at the Repass Center at the Duke Marine Lab. Not only does the building have a green roof, it uses geothermal pumps for heating and cooling, solar panels for hot water, and photovoltaic rooftop panels to convert sunlight into electricity.
Groundbreaking for the new Dr. Orrin H. Pilkey Marine Science and Conservation Genetics Center took place on July 30 at the Duke Marine Lab. The building will be built to LEED Platinum Standards and will house lab and flex space for faculty. There is a webcam being set up for the project, which will be put on the Nicholas School website soon. You can see the view of the webcam at ml.duke.edu/mscgc-dev/ (it’s a great view).

FMD was recently awarded a contract with Duke Athletics to paint the Wallace Wade field before every home football game. Painters Brian Williams and Todd Allen will team up with Scott Thompson’s ground crew to provide a picture perfect game day field.

Last March, new aerial photos were taken of the Duke campus downtown Durham. Project Management and DUES are already using this valuable tool to view new construction as well as verify existing features around campus. Google will be updating their online map and Google Earth in the upcoming months so that our campus map at http://maps.duke.edu will give visitors the best experience possible of our campus.

Human Resources:

SAVE SEPT. 1 FOR ANNUAL FOOTBALL KICKOFF CELEBRATION

All Duke faculty and staff are invited to the annual Employee Kickoff event to celebrate the start of the Duke Football season. The family-friendly fun starts at 4 p.m. Sept. 1 on the grass area outside Card Gymnasium. Pre-game festivities will include music, inflatable games, face painting, and a buffet. At 4:45, all fans are encouraged to cheer on the Blue Devils as the team walk comes directly through Blue Devil Alley on their way into Wallace Wade Stadium.

Duke employees can now reserve up to four tickets for the 7 p.m. game against Florida International University. Faculty and staff can check back to Duke Today Working@Duke for updates as the event draws close. The event is sponsored by Duke Athletics and Duke Human Resources.
Safety Zone

2012 SAFETY FAIR IS A SUCCESS!

A beautiful day, 29 vendors, 240 attendees, and over 60 raffle prizes given away…. we just could not have asked for much better. Both attendance and the number of vendors participating were the highest achieved in the six years we’ve been hosting the event. This year’s theme of Public Safety and Emergency Preparedness saw organizations like OESO, Live for Life, Duke Police, American Red Cross, and NCDOL-OSHNC involved. Our donations given away included such things as a free night and breakfast at the WDI, tickets and food for four at a Durham Bulls game, a night at the Sheraton, autographed items by the Carolina Hurricanes, 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 our Safety Fair team members who go above and beyond their normal work duties to pull this event off each year. They are Letecia McDougal, Shatone Bailey, Cackie Joyner, Tara Romano, and from Grainger, Tiffany Jelovich. It just doesn’t 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.

Wesley Wallace, Emmett Dullaghan, Larry West and Mike Snyder

Got a Shop Talk Update or Suggestion?

Contact Sarah Burdick at (919) 660-2519 or sarah.burdick@duke.edu

SAFETY INCIDENT REVIEW UPDATE

Since we last reviewed the Facilities safety incidents that resulted in the need to file an A-016 “Report of Injury/Illness” back in April, we’ve had 12 incidents that have occurred and required review. These included three eye injuries, three asbestos exposures, four strain/sprains, and two insect bites. Of these two were listed as DART occurrences. An eye injury (exposure to UV light) resulted in days away from work, and a sprain resulted in restricted duty. That resultant DART rate for the second quarter was a 3.56, lowering the calendar year’s rate to 5.22. Facilities Management is moving in the right direction: down.

For the University Housekeeping employees, a shoulder strain incurred while lifting trash, resulting in an employee being assigned to restricted duty. After a first quarter DART rate of ZERO, Housekeeping’s second quarter DART rate was 1.80, for a calendar year rate of .90. Keep up the great work Housekeeping!

THE RIGHT WAY IS THE SAFE WAY!

Facilities Management DART Rate 2005-12

Our Mission: To provide excellence in planning, design, construction, operation and maintenance for facilities, grounds and utilities in a customer-focused, efficient and sustainable manner.