

Division of Facilities News

MAY 2015

Grounds Crew Preparing for Graduation

By Jackie Toburen & KSU Facilities

KSU Facilities Grounds and Landscape Services display the famed purple and white in many of their planting beds and have always taken pride in our KSU Landscape. We've had a busy spring getting ready for Open House by cleaning up beds, spraying for weeds, trimming shrubs and trees, and mowing and starting up irrigation systems.

Graduation is only weeks away, we will continue planting flowers and preparing for the Graduates' special day, which is a great reason for pictures! Most of the flowers that we plant on campus are raised by the Horticulture classes.

Additionally, we have been involved with helping the Child Care Development Center with some landscaping. We've moved plant material from one of the construction sites to 14th Street and we will continue to work with contractors to ensure that projects go as smoothly as possible.

The Landscape Services and Grounds Department does a fantastic job keeping our campus clean and green. We appreciate all of the hard work that they put in on a daily basis to keep everything safe and beautiful.



GREENHOUSE FLOWERS

MANY, MANY THANKS TO ALL OF OUR STAFF!!



FAIRCHILD HALL



POND AT CHALMERS HALL



JUSTIN HALL

Here are some more pictures on campus:



DOLE HALL



CARDWELL HALL



WEBER HALL



HIGGINBOTHAM GATE



WILLARD HALL

Customer Service Desk Costs

By Loleta Sump

The Facilities Customer Service Center has been operational for nine months. During that time, we have created approximately 16,000 work orders from service requests received from departments. One of the most common questions we get asked is, “do we have to pay for this?”

First, be assured, when it comes to issues such as reporting a light being out or any other safety concern, please call the Facilities Service Center at 532-6389 and submit a service request. Any issue that is safety related is more than likely the responsibility of Facilities to repair or maintain and represents no expense to a department.

The KSU Policy and Procedure Manual, chapter 7810.060 (<http://www.k-state.edu/policies/ppm/7800/7810.html#>) defines the differentiation between the maintenance and repairs that Facilities is responsible for and those that become departmental responsibility. Here is a synopsis of the types of maintenance and repairs that the Division of Facilities is responsible for:

- Maintenance Services are recurring, day-to-day, periodic, or scheduled work required to preserve or immediately restore a facility or grounds to such condition that it can be used effectively for its designed purpose. Such services include:
 - Care of grounds, i.e. lawns, trees, flowers, and shrubs.
 - Snow removal from streets and walks.
 - Custodial services in buildings, i.e. floor care, general cleaning, emptying waste baskets, cleaning chalkboards and arranging chairs in classrooms.
 - Trash removal.
 - Drinking fountains.
 - Plumbing services including water, storm, and sanitary sewer to drain traps.
 - Utilities – electricity (to include replacement of bulbs in sidewalk lights, exterior building lights, emergency lights, etc.), gas, water and sewer to all public areas and departmental equipment.
- Routine minor repairs are also the responsibility of Facilities. These include:
 - Exterior and interior building surfaces such as walls, windows, doors and existing floors.
 - Campus streets and walks.
 - Lighting of buildings and grounds, which includes replacement of bulbs and fixtures that are a part of the building.
 - Comfort air conditioning, including maintenance and repair of existing units.
 - Utilities to tables or equipment or to the basic electrical disconnect or shutoff valve that services the equipment.
 - Painting of building common area interiors and exteriors on a regular maintenance schedule.
 - Other minor repairs, maintenance, or building code related upgrades which do not fall into departmental or other jurisdiction

So, the next question would be, “what constitutes a request that would be charged to a department?” Such requests include, but are not limited to, the following maintenance and repairs:

- Additional cleaning services.
- Trash removal beyond normal items, frequency, weight or amounts.
- Carpet cleaning.
- Installation of departmental equipment.
- Light fixtures not part of the building or special light bulbs.
- Painting not a part of the regular schedule.
- Carpeting in areas not currently carpeted.
- Plumbing into a drain trap.
- Air conditioning in areas not now air conditioned.
- Utilities from equipment, table, or shutoff valve.
- Other equipment or furnishings or equipment owned and/or on the departmental inventory.

Service requests can be submitted via one of the following three methods:

- Use the following link to submit a service request electronically:
 - <http://www.k-state.edu/facilities/request/forms/servicerequest.html>
- Call the Service Desk at 785-532-6389
- Email the request to faccustomerservice@ksu.edu

The only time that you should be asked for funding information is if the scope of the service request is beyond the normal maintenance or repair services that Facilities provides.

If you are uncertain if a service request would be a departmental responsibility, please call us at 532-6389. We will be happy to help make this determination.

New Hires

Welcome to the Facilities Team!



Adam Ukena was hired as an Educational/Informational Representative I. He is working with Sandra Hoffman in Safety and Training.

Aaron Burger was hired as a Custodial Specialist. He is working for Araminta Washington on the Vet Med Custodial night crew.



May Birthdays

- 1) Gloria Loberg
- 1) Fred Bammes
- 1) Mary Willoughby
- 3) Gary Kilner
- 4) Nathaniel Harstine
- 5) Galen Hageman
- 6) Michael Ayon
- 6) Brent Kolterman
- 11) Pamela Newman
- 12) Richard Smith
- 16) Pat Boss
- 16) Maximillian Collado
- 16) Randall Hobbs
- 17) Andrew Bunel
- 19) Tina Williams
- 21) Randall Lindstrom
- 22) Mark Loberg
- 22) Diana Hutchison
- 22) Tanner Johnson
- 23) Adam Yong
- 23) Rene Leiker
- 26) John Lehmer
- 26) Larry McCoy
- 31) Kris Fulkerson

Facilities Staff Recognized

The following Facilities staff members were recognized on April 22nd at the 2015 USS Recognition Ceremony.

Retirees:

John R. Brown
Carol Foveaux
Robert Hauck
Trudy Hess
Michael Hill
Renee Leask
Delvin Winfough

Five Years of Service:

Stephen Greinke
Dallas Hirsch
Allen Massey
Lawrence Rush
Gypsy Snyder

Ten Years of Service:

Francis Brockish
Jimmy Sester
Mary Willoughby

Fifteen Years of Service:

Patrick Boss
Christopher Falley
Kris Fulkerson
Diana Hollingshead
Travis Homeier
Shane McCune
Ralph Ritchie

Twenty Years of Service:

Stephanie Brecheisen
Joseph Myers
Janet Schooler
Lynn Schwandt
Lyndle Slatterly

Twenty Five Years of Service:

James Chacon
Augustine Gonzales
Robert Learned III
Cherry Rosenberry
Scott West

Thirty Years of Service:

Warren Berg
Michael Lovegreen
Kerry McDonald
Gary Morgan
Timothy Poell
Kathryn Reed

Thirty Five Years of Service:

Barbara Elliott
Renee Leask

Forty Years of Service

James Ukena

Employees of the Year:

Velder Booth
Joy Knutson
Richard Smith

Meritorious Service Award

Chris Falley
Raph Ritchie

Special Thanks:

From Roberta Johnson in Hale Library:

I just want to thank all of those involved from Custodial and Security that assisted with the incident in the Library on Saturday, regarding a man who had been assaulted elsewhere and had ended up at Hale.

Our staff greatly appreciate the prompt assistance, both to the individual and to the library building and furnishings. Everyone who was involved has spoken highly of yourselves and staff for getting assistance and taking care of the gentleman.

Thanks for all you do every day here at Hale - but especially for the extra effort on Saturday.

Roberta

From Loleta Sump in Special Events:

April was a busy month for special events. Two of the events required substantial support from our facilities teams, All University Open House and the UPC PROUD concert featuring Dustin Lynch. A great big shout out to the following teams: Moving and Hauling, Teams 1 and 3, Landscaping, Custodial, Construction, Storeroom, and any others that I did not mention. Truly, these large events are a team effort and I appreciate each and every one of you for helping them be successful! Thank you!