



Facilities Management  
Services Division  
**Newsletter**



## *Words from Vice President Ramesh Vakamudi*

### **Global Pandemic and Rising to the Challenge!**

We are in the middle of a global pandemic with Covid-19 and GSU Facilities Management is responsible for keeping all our buildings clean and sanitary.

(Finish Reading On Pg. 3)

## *Celebrating "185 years" of Dedicated Service*

Kelvin King

Sandu Keiaua

Eric Drayton

Rhonda Williams

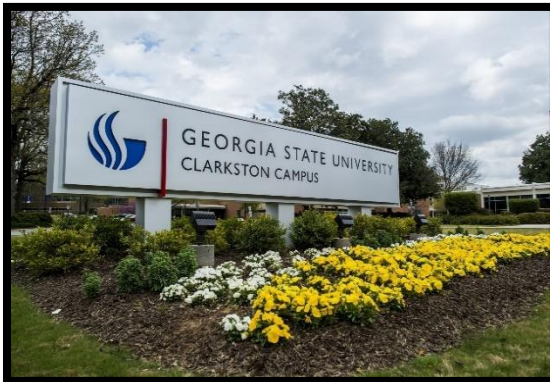
Slater Lock

Rajesh Tah

Clevelane Ellis

Susan Byrd

Patricia Stilson



## **2019 REWARDS & RECOGNITION AWARD WINNERS!**

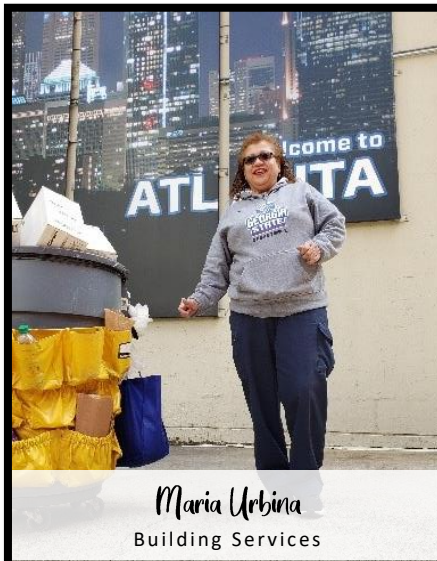
Customer 360  
Efficiency Improvement  
Process Improvement  
Sustainability Initiative &  
Implementations

(Finish Reading On Pg. 2)

## **Movers & Shakers!**

*Administrative Services  
Building Services  
Design & Construction Services  
Facilities Planning  
Maintenance & Operations  
Renovations*

(Finish Reading On Pg. 7 - 9)



*Maria Urbina*  
Building Services



(Finish Reading On Pg. 4 - 6)



**Anona Albert**  
Customer Service 360 Award Recipient

## 2019 REWARDS AND RECOGNITION AWARD WINNERS

*Anona Albert*

Customer Service 360 Award

*Corine Riley*

Customer Service 360 Award

*Suzanne Dunn*

Efficiency Improvement

*Diane Henson*

Efficiency Improvement

*Nikki Porter*

Efficiency Improvement

*Becky Owens*

Efficiency Improvement

*Ronald Hixon*

Efficiency Improvement

*Adam Moreland*

Efficiency Improvement

*Brian Carrol*

Sustainability Initiative & Implementation

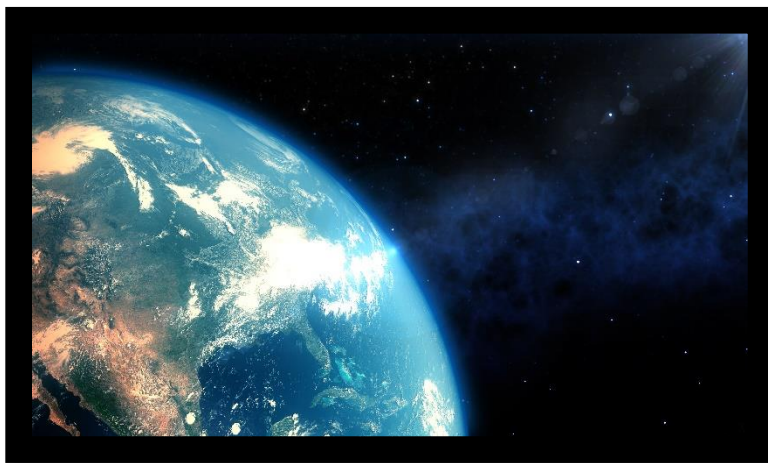


From left to right Brian Carroll, Becky Owens, Adam Moreland, Suzanne Dunn, Nikki Porter & Diane Henson. Missing in the photo Ronald Hixon



*Corine Riley*  
Customer Service 360 Award Recipient





## Global Pandemic and Rising to the Challenge!

We are in the middle of a global pandemic with Covid-19 and GSU Facilities Management is responsible for keeping all our buildings clean and sanitary so that our students, faculty, and staff can return to campuses safely. We have been busy since university suspended in-

person classes in March and switched to on-line teaching. Several teams from Facilities Planning, Design and Construction and Facilities Information Systems started planning, designing and implementation of social distancing markers in over 600 classrooms/labs, public lobbies, main entrances, elevators, and elevator lobbies. They worked non-stop from April until August 24, 2020, first day of fall semester classes and met the challenge successfully by coordinating with CETL, Registrar's Office and colleges.

Custodial Services staff were also busy all through summer in cleaning and sanitizing all classrooms, labs, restrooms, offices, elevators, and other public areas and continuing with their assigned tasks and following CDC/USGBOR guidelines and protocols. Several members of custodial staff were trained by Georgia National Guard in proper cleaning and sanitizing of spaces that were occupied by people who are tested positive for Covid19 virus. They were mobilized and deployed as and when required over past few months. Custodial Services staff are responsible for procuring and maintaining all cleaning supplies and inventories required for safe university operations.

Renovations department installed plexiglass barriers in high traffic computer labs and public reception areas across several campuses. Maintenance and Operations were instrumental in managing safe indoor air quality by optimally balancing ratio of outside/recirculated air for the safety and comfort of building occupants. This was done primarily through Building Automation System (BAS) programming changes. Kudos and thanks to all members of Facilities Management family for successfully responding to the challenges of Covid19 virus.



Finally, congratulations to **Mark Harper, Kenneth Butler and Truman Jordan**, our inaugural Employees of the Quarter winners.

*Stay diligent and be safe!*



# LET US CELEBRATE OUR "2020" RETIREES

<b>Cleveland Ellis</b> <b>14 years</b> <b>Retired on</b> <b>August 2020</b>	<p>May 2006 Joined as a Utility Worker June 2011 Promoted to Grounds Keeper II</p> <p><b>Thoughts from Steven Whitfield:</b> Mr. Ellis was a person who valued his job here at Georgia State University. He enjoyed his co-workers, and he just liked being a part of the university community. Because he liked his job so well; he would be one of the first to arrive to work and took pride in his work tasks and the role he played in the organization. He like attending sporting events after work and would often tell me about the game's outcome if I did not know.</p> <p>One of the things that I appreciated about Mr. Ellis is that there was not a time that I called him for an emergency job task that needed to be done on campus after hours or during the weekend that he was not there for the organization. I am speaking rain, sleet, snow, or just a miscellaneous task request that was of importance that needed to be done. He would come and take care of the request without hesitation. Employees like that are jewels to an organization, and when a person like Mr. Ellis leaves an organization, the impact is hugely noticeable.</p> <p>When Mr. Ellis retired, Facilities funded a retirement gift for him. Therefore, I suggested a watch or some electronic device he might have wanted. Mr. Ellis said to me with pride, and I want some GSU ATTIRE as a retirement gift. And that is what he received.</p> <p>He will be missed, as well as his dedication, commitment, and pride he had for Georgia State University.</p>
<b>Eric Drayton</b> <b>Electrician II</b> <b>Maintenance &amp; Operations</b> <b>25-years</b> <b>Retired on July 2020</b>	<p>June 1995, Joined as Electrician II</p> <p><b>Thoughts from Kipp Yates:</b> Eric was the person everyone knew on campus and respected. He was always someone we could count on; he was an excellent communicator and kept end users well informed of the status of work being completed.</p>
<b>Kelvin King</b> <b>Labor Foreperson</b> <b>Building Services</b> <b>31-years</b> <b>Retired on Sept 2020</b>	<p>October 1988, Joined as Utility Worker 1 March 1991 Promoted Utility Workers II July 2002 Promoted Labor Foreperson</p> <p><b>Thoughts from Elgie Ogburn:</b> Kelvin was a very hard worker and always stayed on task. He was still willing to help in other areas when needed. He will be missed for what he brought to the unit.</p>





<p><b>Rajesh Tash</b>  <b>19-years Alarm</b>  <b>System Tech</b>  <b>Fire Safety</b>  <b>Retired on August</b>  <b>2020</b></p>	<p>July 2001 Joined as an Alarm System Tech.  October 2010 reclassified Alarm System Tech II</p> <p><b>Thoughts from Jennifer McWhorter:</b>  Rajesh was highly rated, knowledgeable and a dedicated FA Technician that gave his very best on campus. Rajesh exceeded all expectations. We will miss his presence on campus daily! We wish him the very best on his retirement!</p>
<p><b>Rhonda Williams</b>  <b>25-years</b>  <b>Administrative</b>  <b>Specialist</b>  <b>Building Services</b>  <b>Retired on April 2020</b></p>	<p>June 1994 Joined as an Administrative Assistant.  April 2000 Promoted to Administrative Coordinator  May 2011 Promoted to Administrative Coordinator Sr.  Title change Administrative Specialist</p> <p><b>Rhonda's reflection message:</b>  What a journey! I appreciate the years gaining knowledge, impacting lives, building relationships, and making a difference at GSU! As my journey continues, I send well wishes and much love to the university and all those whose paths I have crossed.</p>
<p><b>Slater Lock</b>  <b>Grounds Foreman</b>  <b>20-years</b>  <b>Building Services</b>  <b>Retired on March</b>  <b>2020</b></p>	<p>April 1999 Joined as Panther Temp  June 1999 Promoted to Grounds Keeper II  August 2001 Promoted to Grounds Foreperson</p> <p><b>Thoughts from Steven Whitfield:</b>  Mr. Lock was a person who loved his work and loved the impact that his work had on the success of the university and the students he served. If you have ever had an opportunity to work a function or an event with Mr. Lock, you would have recognized his humor, and you would have been able to tell that he enjoyed what he did to the fullest. His dedication, commitment, and loyalty to the university were evident by his daily actions. He had co-workers and customers that love working with him. He was approachable and was always saying something funny to put a smile on your face. He tried to make his work pleasant by making it fun.</p> <p>There were times when co-workers who lost love ones, and Lock was there offering sympathy, support, and words of encouragement. A trait that is valued that is rarely witnessed was Mr. Slater's commitment to his work and his co-workers. He received a tremendous amount of joy setting up the 57 different commencement venues over the years of his tenure. He believed in his role in planning and coordinating the pre-commencement meetings with the beautiful plants. This was Slater's way of preparing to assist another class of graduate students. Slater will be missed for his professional landscaping designs. I wish him the best in retirement mode and want him to enjoy whatever endeavors he has planned.</p>



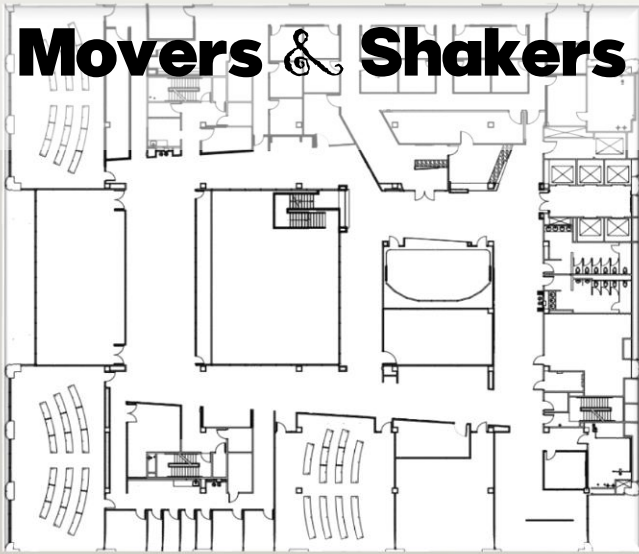


<p><b>Sandu Keiaua</b>  <b>Carpenter</b>  <b>Foreperson</b>  <b>Renovation</b>  <b>30-years</b>  <b>Retired on Jan 2020</b></p>	<p>June 1989 Joined as a Panther Temp  November 1989 Promoted to Trades Helper  July 1990 Promoted to Carpenter 1  July 1994 Promoted to Carpenter II  July 1995 Promoted to Carpenter Foreperson  <b>Thoughts from Luvert Holt:</b>  Sandu had special skills from Romania in woodcarving and furniture making. Over the years, he has served as our Carpentry, Cabinetry, and Paint Foreman in various roles. He managed small, large, and complex projects. As you walk around campus, it is easy to see all the completed projects he has been a big part of. He was a proud, dedicated team player that earned the respect of his customers, peers, and his supervisors - doing whatever it takes in performing his duties with a high degree of professionalism. He will be genuinely missed. Sandu, thank you for your service!</p>
<p><b>Susan Byrd Alarm</b>  <b>Systems Fire Safety</b>  <b>12-years</b>  <b>Retired on April 2020</b></p>	<p>February 2007 Joined as a Panther Temp  October 2007 Promoted to a Plumber  June 2017 Promoted to an Alarm System Tech 1  <b>"The Key to retirement is to find joy in the little things."</b></p>
<p><b>Patricia Stilson /</b>  <b>Director of Building</b>  <b>Services 9-years</b>  <b>Retired on Sept 2020</b></p>	<p><b>Patricia reflection message:</b>  September 2010 I joined as Director of Building Services at GSU. It has not been quite a month yet, but retirement is going well for me. I do, however, miss everyone I worked with, especially those that I worked with every day. Do not let anyone tell you that you will be bored. I can assure you that I have not been bored for even 1 second. I will be there to visit soon!</p>

**RETIREMENT IS NOT THE END OF THE ROAD IT IS THE  
BEGINNING OF THE OPEN HIGHWAY**

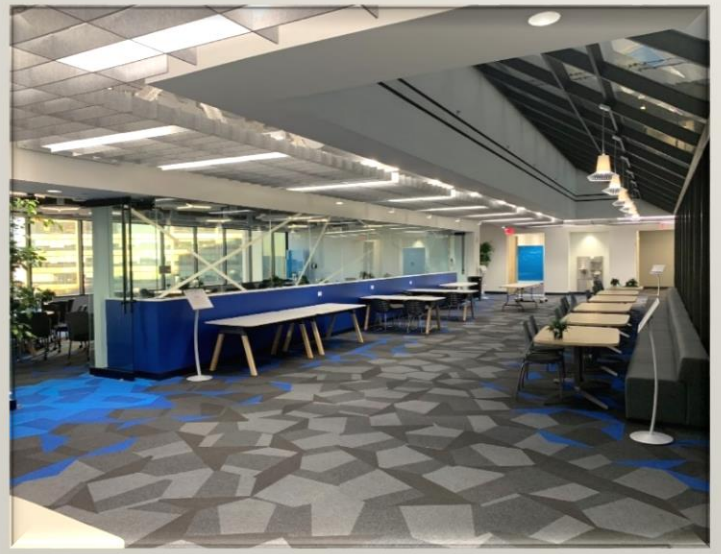


## Movers & Shakers



## Design & Construction

55 Park Place 11<sup>th</sup> floor Renovation included the total reconstruction of approximately 35,000 square feet of space for the Robinson College of Business (RCB). This project immediately followed the RCB recent renovation of the 12<sup>th</sup> floor, also known as the Delta Student Success Center. The design and construction of the floor including furniture installation took roughly six months to complete. The newly modified interior layout boasts sophisticated upgrades to interior finishes and new infrastructure systems, including audiovisual, mechanical, plumbing and electrical. Some notable project highlights include four additional classrooms, a state-of-the-art “Room of the Future” classroom for interactive teaching experiences, a new Tutoring Center, new staff offices, and new collaborative meeting space for the RCB staff. We want to thank Kevin Payne, Senior Construction Project Manager, Lisa Santschi, Senior Construction Manager, and the team for the success of this project.



## Planning

GSU has engaged consultants to study our university space at all campuses – where it is how we use it, and especially important, how much we will need in the next five or so years. On-campus interviews with over forty campus leaders in January helped these consultants understand expected program growth in all areas. This information, combined with space data records and institutional knowledge, will assist the consultants in formulating a space management and planning tool. This data will inform our current and future decisions on how best to utilize our audiovisual space resources and assess our new space needs, including a new building for the next five to ten years.



# Movers & Shakers!

## RENOVATIONS

In October, the Renovations Department, with Sr. Project Superintendent Russell Wham and Carpenter Foreperson Seabron Dock, finished renovating 8,014 sq. ft. of office space on the 3<sup>rd</sup> and 8<sup>th</sup> floors of 75 Piedmont. This was a time-sensitive project that had to be completed by November 1<sup>st</sup> to house two call and processing centers relocating from lease-expiring space at Lakeside Center in Tucker, GA. This renovation project required the demolition of two areas previously occupied by Morehouse School of Medicine. The new space includes new mechanical, electrical, plumbing, ceilings, walls, flooring, doors, and cabinetry, also the men's and women's rest rooms were renovated on the 8<sup>th</sup> floor. This project was completed on time, and the 3<sup>rd</sup> floor is now occupied by the Student Success Call Center.



## MAINTENANCE & OPERATIONS

Over the past seven months, GSU Maintenance & Operations has been proactive in addressing HVAC and building-wide system concerns related to COVID-19. GSU M&O's primary objective has been to provide a safe and healthy environment for students, faculty, and staff, and make any adjustments possible to help prevent the spread of the virus. Guidelines for building-wide system modifications to the operation were posted by the American Society of Heating Refrigeration and air-conditioning Engineers (ASHRAE) and have been followed by M&O to the best of our ability. These guidelines include proactive measures such as rigorous HVAC system filter monitoring and replacement, increasing the amount of ventilation air provided to the buildings, purging the buildings at nighttime with fresh air, and installing ultraviolet disinfecting lamps in the air stream to help destroy viral particles. Collectively these efforts assist in mitigating the spread of the virus. We would like to reiterate that the best way to reduce the spread of the virus is to maintain social distancing, wear a facial covering, and wash or disinfect hands frequently. Additionally, since the university was primarily unoccupied over the past several months, M&O was able to optimize our HVAC usage to maintain a safe environment and reduce overall energy consumption due to a reduced number of individuals being present in our offices and classrooms. This was achieved by re-scheduling units to run at strategic times to ensure proper ventilation and running equipment at lower capacities to adjust for the real-time load of the unoccupied buildings. These actions will aid in saving the university money on utilities and aid M&O in maintaining our budget for the fiscal year.



# Movers & Shakers!



## BUILDING SERVICES

Building Services staff were busy all summer with Covid – 19 cleaning, sanitizing, and preparing all campus facilities for fall semester. They have done a fantastic job during the Covid – 19 pandemic and shown their dedication and commitment in providing a safe work environment.

All custodial staff went through training in March on preventing the spread of the contagious illnesses with a focus on Covid – 19. In addition, over the summer key personal attended USG sponsored Covid – 19 disinfection training conducted by the head of the National Guard unit responsible for disinfecting nursing homes in Georgia. For faculty, staff, and students to return to work, custodial services continue to do specific cleaning tasks, like disinfecting areas with foggers and sanitizing surfaces daily, which are very important.

Custodial Services will continue to follow CDC and UGSBOR cleaning protocols until this pandemic is cleared. Their services are valued and appreciated. Custodial Services continues to do specific cleaning tasks, which include daily disinfecting areas with foggers and sanitizing surfaces; all are very important.

## Grounds Maintenance

has also been instrumental during this period. They have been working diligently at keeping the campus grounds cleaned and well-groomed during these trying times. The grounds staff also play a vital role on the cleaning side of the house because they are responsible for the



COVID-19 cleaning task in the parking decks on all campuses including elevator cabs, stairwells, door hardware, glass doors and handicap door operators. Their new initiative is to wash down main entrances and adjoining sidewalks around selective buildings.

**The Setup and Moving crew** have been assisting in transporting Covid – 19 supplies, getting people from place to place on campus and supporting ground maintenance staff with some work tasks over the summer.



Their motto is:

*"Effective Teamwork Makes a Dream Work".*

## ADMINISTRATIVE SERVICES

Over the last six months, you may not have seen Facilities Administrative Services (FAS), but we have been super busy during this period working remotely. We were implementing the current fiscal year's operational budget and closing the previous fiscal year's budget. We have been paying our contractors and vendors while keeping our construction, renovations, maintenance and building services operating budgets intact.

We have been training employees, retiring employees and, most importantly, getting all FMS employees paid on time.

We processed over 9,135 work requests and 194 FMR's. We have been working diligently repairing, upgrading or replacing outdated or problematic computers and printers. Additionally, we have upgraded servers and completed the Facilities Inventory for the USG for spring and fall submission.

You may not see FAS daily, but we are hard at work.





# Safety Tips

## (Fire and Safety)

The State of Georgia Legislature adopted new fire codes effective January 1, 2020.

- National Fire Prevention Association (NFPA) 101 Life Safety Code, 2018 Edition
- NFPA 70 National Electrical Code, 2017 Edition
- NFPA 13 Standard for the Installation of Sprinkler Systems, 2019 Edition
- International Fire Code (IFC), 2018 Edition

Please make sure we update our codebooks for the State of Georgia Fire Code referencing!

## UPCOMING EVENTS / TRAINING

### Deborah Dunbar

#### Microsoft Certified Instructor

A quality-training program allows you to strengthen those skills that each employee needs to improve. Training reduces relying heavily on others to complete computer project tasks.

**All levels of training Beginners, Intermediate & Advanced**

**Microsoft Word, Excel, Access, Windows skills, PowerPoint, Archibus, Creating new Adobe online forms**



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