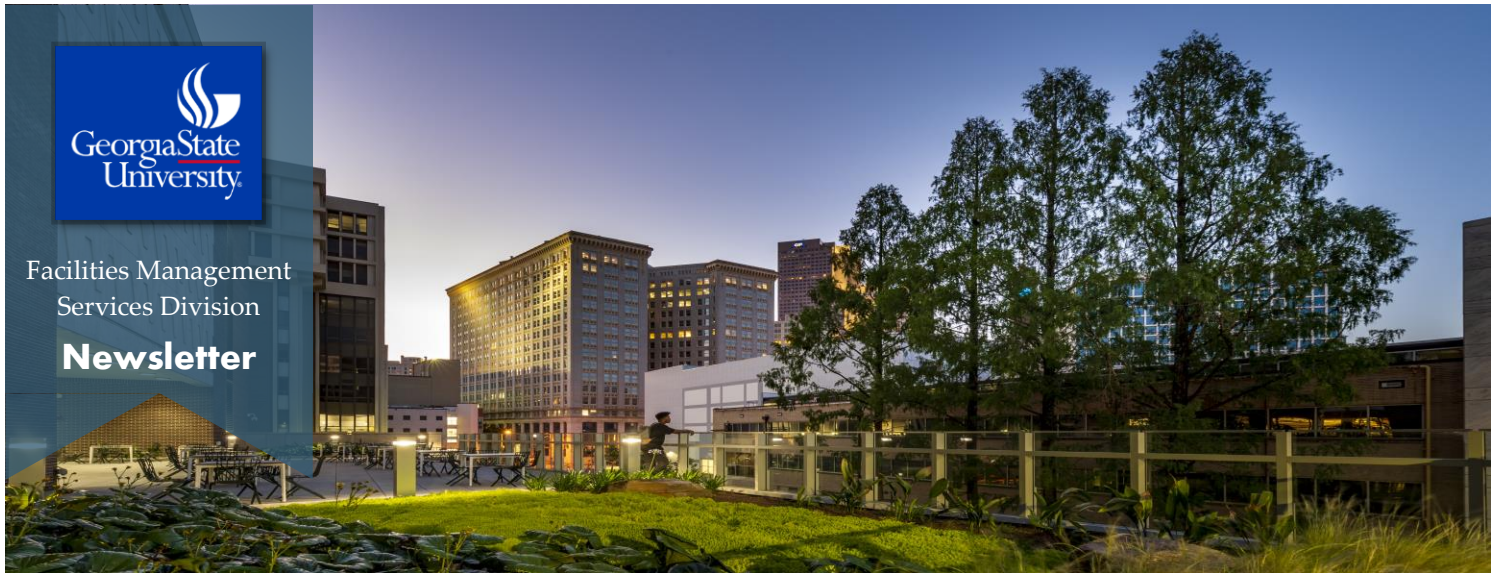




Facilities Management
Services Division

Newsletter



Words from Vice President

Congratulations, Welcome and Thank you!
Winners of our Employees of the Quarter award.

(Continue on Page 3)



Movers & Shakers!

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

Employees of the Quarter Awards!

Employees of the Quarter award to
recognize staff who provided
exceptional service by going above and
beyond their normal job
responsibilities.

(Continue on Page 2)



Celebrating 345 Years of Service!

Paul Anderson
Jill Chu
Alvin Clark
Patrick Dukes
Kenneth Hale
Chris Heinze
Richard Helderbrand
Luvert Holt
Betty King
Terry Rhodes
Robert Stephens
Pawan Tah
Gregory Unger
Alfred Ussery
Russell Wham
Kipp Yates



August 2021

Employees of the Quarter!



Winners

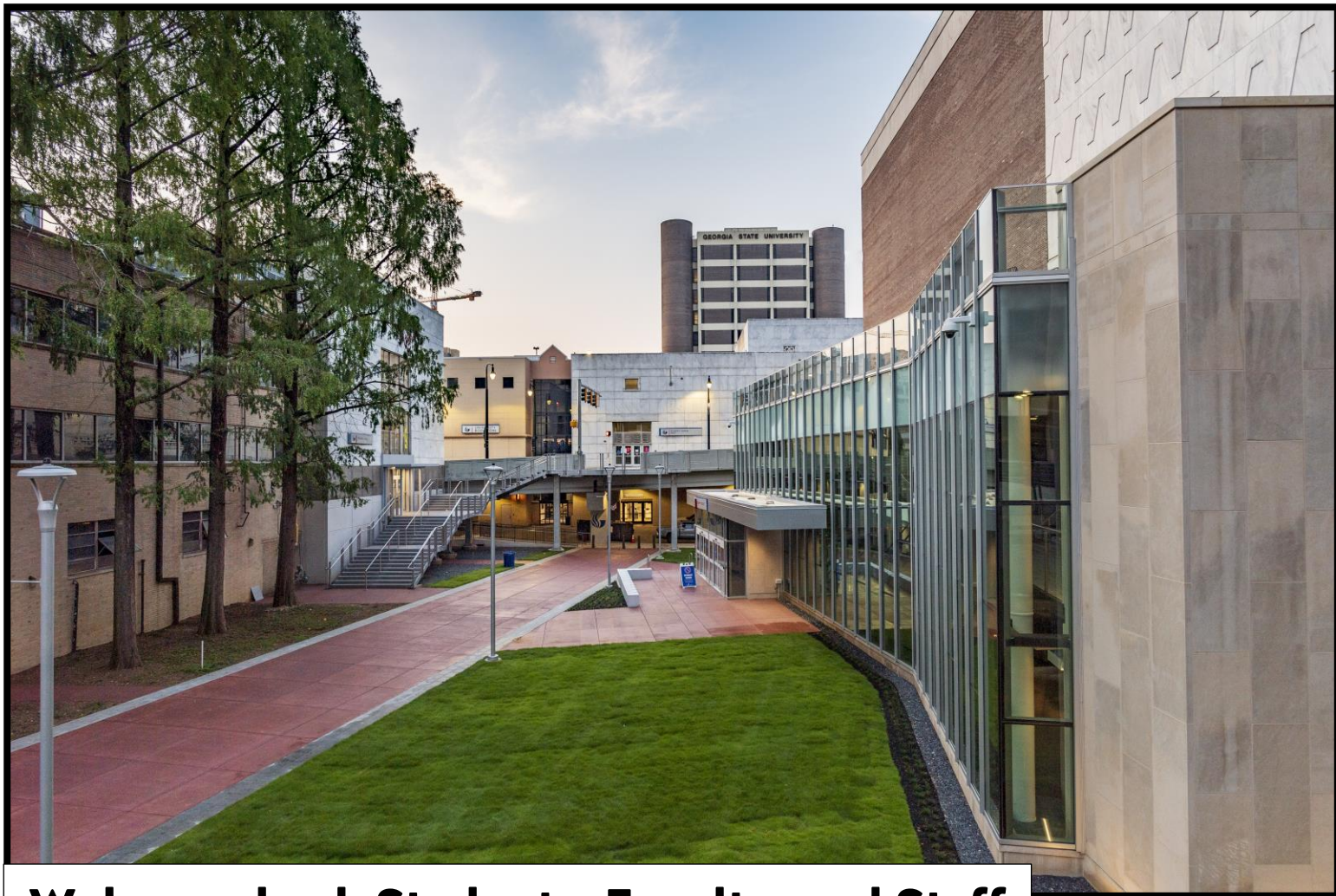
Darell Griggs
Deborah Dunbar



"She manages hundreds of cell phones. Her endless hours working here and her professionalism have immensely impressed me. I also attended her Microsoft course at the downtown campus and loved it! I thought I would struggle in that class, and I needed Excel to do my job. But she was entertaining, encouraged questions, and it was a fun class, and I can't imagine anyone being intimidated by Excel because of the unique way she taught us all. She made learning Excel fun and easy." - Tom Linville Skills Trade employee.



Hired in May 2012 as a Custodian II, I quickly excelled in floor care. I had two great mentors, Foreperson John Streater and Supervisor Tedene Daniel. My biggest accomplishment was becoming a proud father of my son. As a supervisor, I continue to support my team to empower them to become leaders. As I grow and learn, my sights are now to become a Foreperson.



Welcome back Students, Faculty, and Staff

*Masks are strongly encouraged on all campuses.
Stay diligent and be safe!*

Fall semester in-person classes are scheduled to start **on Monday, August 28, 2021**. Many thanks to all our Facilities Management employees, especially our Custodial and Maintenance and Operations staff, for preparing facilities and grounds on all campuses to receive students.

Congratulations to Deborah Dunbar, Network Planning Analyst, Facilities Information Systems, and Darell Griggs, Custodian III, Building Services winners of Employees of the Quarter (2nd Quarter, 2021) awards.

Several of our colleagues retired recently. They have provided long years of dedicated service to GSU. We wish them and their families happy and healthy post-retirement years.





Design and Construction Services

On May 24, 2021, the Georgia State University Graduate School moved to its new location at 55 Park Place, Suite 308. A primary goal of the project was to bring the Graduate School offices (located in Centennial Hall) and the Graduate Admissions Offices (in Sparks Hall) together for the first time. Originally, the existing space was an old computer lab with a raised floor. This space was demolished and completely redesigned based upon the client's program. The new renovation is approximately 5,000 square feet and consists of a reception area, conference room, huddle room, an open



work area, a touchdown space, offices, and support spaces. The project was designed by HLGstudio LLC, a design firm based in Atlanta, Georgia. Albion-Scaccia was the General

Contractor. Durham Crout was the DCS project manager.

Facilities Planning

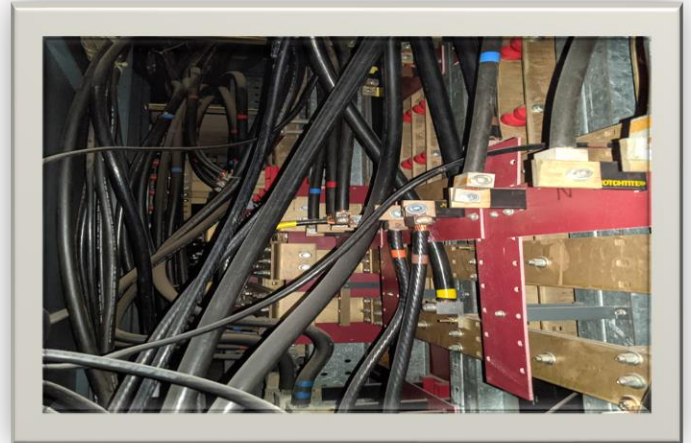
The campus Master Plan update of 2018 was completed in May of this year. A university-wide space survey was added mid-stream 2019 and finished at the same time. The main focus of the Master Plan has been to address campus growth in anticipation of the student enrollment growth to sixty-thousand students, 40,000 on the Downtown Campus, within the next five or so years. Much of the plan entails Atlanta Campus growth through infill and existing building expansions. Potential change on our metropolitan campuses is addressed mainly through potential new building sites and, in some cases, additions to current buildings. The campus space surveys suggest that we have sufficient space to accommodate some but not all anticipated growth in many cases. It seems we possess too many small classrooms and are in much need to "right-size" instructional areas to handle existing and new academic and research programs. Both new research and a classroom building are anticipated for the Atlanta Campus that will do much to address space shortages in both areas. Until those buildings are available, we will continue to modify our existing facilities, classrooms, and labs to manage growth and changes in all areas of teaching and research.



Renovations

We had a bustling quarter in the Renovations Dept. We finished strong with the fiscal year close-out.

In collaboration with Georgia State University Instructional Innovation and Technology, the Renovation's Department Perimeter Campus crew renovated over 50 classrooms totaling over \$140,000. Renovations main campus crews have been working hard on multiple jobs, including major projects at 25 Park Place, Basement of Courtland Building, 55 Park Place, and 1 Park Place. The next quarter we will have a New Director as Luvert Holt has retired. We hope to have a new Project Superintendent and Foreperson soon.



Maintenance and Operations

Over the past couple of years, GSU Maintenance and Operations has increased investment in campus-wide electrical systems, including the meters, switchgear, and lighting. Electric meters on campus are monitored to identify trends and behaviors for each building. These trends are analyzed to determine potential opportunities for utility savings in the form of scheduling or reduced loads. Electrical switchgear, the interface between the structure, and Georgia Power are the primary electrical connection for the entire building.

Over the past year, several buildings, including Sparks Hall, Science Annex, and Library North, have begun switchgear replacements to ensure reliable electrical connections to our facilities. Finally, GSU is committed to conserving energy on campus through LED retrofits. GSU has acquired a substantial number of LED tubes that use 50% less energy and are direct replacements for current fluorescent tubes and will be installed over the next year. All of these improvements create a more reliable and efficient electrical system across campus.



Building Services

Grounds and Landscaping Services:

I am pleased to announce that our grounds and landscaping teams have been working diligently in preparing our campuses, grounds, and exterior spaces for the start of the Fall semester. There have been additional flower beds created and planted on the downtown campus with an arrangement of beautiful shrubs and plants. The existing flower beds, including raised beds, have been enhanced with a fresh new look of shrubs, flowers, trees, plants, mulch, and pine straw. While you are walking around campus, I am sure you will notice flowers and shrubs in areas you haven't seen before; this was all done to create a more appealing environment for all. The Langdale Hall Plaza has had a new landscape facelift as well. It's a beautiful space for Faculty, Staff, and Students to enjoy. There's another Green Space that has been created that resides between Sparks Hall and Library North. It has beautiful green grass, trees, and sitting places for relaxation. There's pressure washing being done on sidewalks, plazas, and other concrete areas throughout all campuses. We have pressured washed and cleaned the exterior windows on many buildings throughout all campuses.

Campus Services:

The Campus Services moving and set up team have been gearing up to meet the increased demand that comes with the return of the Fall Semester. Over the last month, the volume of requests has increased by fifty percent, but the team is up for the task at hand. We have also had a new team member join the operations for added support; Mr. Willie Walker. Mr. Walker came over from our Custodial Services Operations, and we are glad to have him join the Campus Services team. There's one big event that Campus Services will be assisting in the near future: the Convocation in August. Convocation is where the University welcomes and orientates incoming freshmen. The Campus Services team finds pleasure in playing a significant role in welcoming our new freshman and future graduates to GSU!

Custodial Services:

Our Custodial Services teams are in full preparation mode for the return of Faculty, Staff, and Students. The team has been working on special projects, including stripping/refinishing hard surface floors, carpet extraction, and overall detail cleaning projects. The team continues to be very conscious of Covid 19 and the impact the virus can have on our campus. With that said, and to streamline our cleaning protocols, Building Services has updated their cleaning schedule and frequency expectations which can be found on the Facilities Management website. Our Custodial team members continue to be on the front line in keeping our campus community safe and healthy.





Administrative Services

Let's Talk!

In our first quarter newsletter (January thru March 2021), the Administrative and Customer Services Unit (ACSU) introduced our “Got Questions” series to invite staff to reach out and ask questions. Our unit is here for you to assist with meeting the goals and mission of our division, as well as those of the University. As noted in the previous newsletter, we will help you solve your dilemma or accurately point you in the right direction to someone who can. If you’ve got questions, we’ve got answers so let’s talk!

This quarter we’d like to do two things:

1. Answer a question we’ve been having regarding uniforms; and
2. Introduce a “Let’s Talk” Series sponsored by our HR and Training Unit. It will be designed to encourage dialogue, open communication, and collaboration.

Got Questions:

Some employees have asked, “*Why is it taking so long to get new or replacement uniforms?*”

Answer:

A new vendor is servicing our uniform contract. We have been in a transition

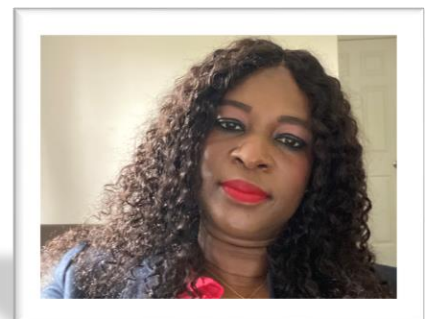
period for the last eight months or so, but—unfortunately -- it has not gone well, so we have decided to rebid our uniform contract. Hopefully, you will receive new uniforms and improved service in about four to six months.

In the meantime, please keep your supervisor informed of your uniform issues. You may also contact Rochely Sepulveda (Perimeter Campus), Valerie Woods (Downtown Campus), or Monica Phillips (general questions or concerns). We’re here to serve!

Let's Talk:

If you have not met Fatou Egegbara yet, our new Division HR Officer, you will soon. She is eager to meet all of you and develop a relationship of trust, respect, and collaboration.

With that in mind, she is reaching out to supervisors and managers so she can attend your staff meetings. She also plans to initiate lunchtime chat sessions where we can get together and talk. Bring your lunch, your ideas, and your conversation. We want to hear from you so **Let's Talk!**





UPCOMING EVENTS / TRAINING

Deborah Dunbar ★ Microsoft Certified Instructor

Training is crucial because it represents an excellent opportunity for employees to grow their knowledge and improve their job skills to become more powerful in the workplace. **Microsoft is the leading platform. Microsoft Excel – Formulas, Pivot tables, Dashboards, Word, Access, PowerPoint. Indispensable Microsoft training from the absolute beginners to the advanced employees. Archibus training for skill trade and Building Facilitators.**



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McWhorter ★ Maintenance & Operations: Paul Skelton

Planning: Mary Flemister ★ Building Services: Paul Kany

Renovations: Lenord Wiczorek

SAFETY TIPS (FIRE AND SAFETY)

Be Prepared - A Fire In The Workplace

1. Always know two ways out of your workplace.
2. Activate the Fire Alarm when you see smoke or fire – Pull Station.
3. If smoke is present on your floor, get down on your hands and knees to crawl under the smoke.
4. Do not use the elevator when smoke or fire is present on your floor.
5. Always proceed to the stairwell and proceed down the stairs to the nearest exit door that takes you out of the building.
6. Proceed to your designated meeting site away from the building.
7. Never return to the building until an all-clear message has been announced.



Smoke Detectors
Save Lives!