

Winter
2009



DEPARTMENT OF FACILITIES

Facilities Quarterly

www.facilities.gatech.edu/newsletters.php

Georgia Tech Receives First “Tree Campus USA” Award



Chuck Rhode and Hyacinth Ide accepting the “Tree Campus USA” award from representatives of the Arbor Day Foundation. See page 8 for award letter.

Holiday Luncheon 2008



Like always, Cindy Jackson and her committee did a great job with the Holiday Luncheon. The food was good, the atmosphere was festive and everybody had a great time. Thanks to Sodexo, the Athletic Association, and all volunteers.

Warren's Page

Happy New Year! As I am writing this, we are experiencing some uncharacteristic cold weather here in Atlanta. These low teens and sub-zero temperature put a strain on our heating systems, not to mention, all of our folks who have to work in and out of the cold weather. Thanks to you all for doing your part to keep the campus clean and functional in spite of the cold weather.

We closed out a tough budget year with a great holiday luncheon. Thanks to Cindy Jackson and Ronnie Croy for organizing this very successful event. Last year brought tough times to the Institute in the form of budget cuts. I am very proud of the way everyone pulled together to figure out ways we could cut our costs to help meet the budget challenges.

I wish I could say next fiscal year will be better, but at this time it appears we are headed into another lean year. This means we will need to continue to look for ways to save while continuing to provide the services essential for the Institute to operate. It will not

be easy, but I know we can do it.

We do have some bright spots to look back on as we continue to receive national recognition for the way we do our work. The Tree Campus USA awarded our efforts to manage our Institute's trees by awarding us the Tree Campus USA award for 2008. The national award was presented to Mr. Chuck Rhode, our AVP and Mr. Hyacinth Ide, our Landscape Manager and a luncheon was held at the Sheraton Hotel in Atlanta during the national conference on November 18, 2008.

Our Recycling Program also received national recognition when Ms. Cindy Jackson was presented the National Recycling Coalition (NRC) Outstanding College or University Program Award during the NRC Conference held in Pittsburgh, Pennsylvania on September 22, 2008.

These awards are much sought after and clearly set the work our landscape and recycling teams do as being among the very best in the country.

Again, this year, we had more than



50 employees with perfect attendance. Of these 50, I have invited 14 who have 5 years or more of perfect attendance out to lunch at the Georgia Tech Hotel. In addition to these folks with 5 years of perfect attendance we also have another group of employees with over 1,000 hours of accumulated sick leave. These employees are in a good situation because they have their full salary protected for many months should they face a serious health problem and if they don't need it for a serious health problem, it is added to their retirement.

I am looking forward to seeing everyone at our annual chili cook-off.

Have a great year.

24th ANNUAL Chili Cook Off March 20, 2009

**Bring your best dessert and you
could take home the best dessert
trophy!!**

**There will be live music, games
and door prizes!**

Facilities Quarterly Editorial Staff

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Heart Hodges Lawson

Many thanks go out to all those who assisted with the publication of this newsletter.

Please send any contributions for the newsletter to Bill Halabi.

The newsletter is also available online

www.facilities.gatech.edu/newsletters.php

Facilities Profile [Finance]



Left to Right: Teresa, David, Sharron, Debbie, Quinae, and Scott.

What are the responsibilities of the Finance Department?

The Finance Department is responsible for managing the budget, managing the contracts, procurement and acquisition, paying the invoices, and managing the purchase cards.

Contract Management: Teresa Corso

Officer responsible for preparation, processing and administration of construction contracts valued \$5,000.00 and above from bid advertisement through final payment. Since coming on board, Teresa has made many improvements to the operation such as:

1. Creation of contractor database streamlining and shortening contract award window.
2. Invoice turn around reduced from 2-4 days to < 24 hours.
3. Instituted electronic contract award and bidding process re-

ducing cost and paper resources.

Teresa said "being a part of the team to improve and expand campus and seeing first hand how those changes impact student's lives for the better."

Accounting: Debbie Chandler

Debbie acts as the main liaison between Facilities and Procurement, initiating requisitions, service/maintenance contracts and departmental purchase orders. Responsible for invoicing Facilities charges to campus units. Troubleshoot and resolve errors in information entered into Facility Focus system.

And...a lot of other stuff.

Accounting: Sharron Harrah

Sharron pays all bills, handle the petty cash, and reconcile various ledgers.

Purchasing Card: Quinae Carswell

Quinae is the Pcard Coordinator for the Facilities Department. She monitor and reconcile the Pcard spending accounts for 61 cardholders. Quinae said "although it's a time consuming task, it is rewarding because I get to interact with everyone, allowing me to get to know persons I would have otherwise never come in contact with!"

Financial Analyst: Scott Mussak

Scott prepares responses to data requests and reports to Facilities and Georgia Tech management, as well as the Board of Regents. He assists with budgeting and ad hoc reports regarding account balances and expenses/encumbrances related to construction projects. He validates capital project data in Facility Focus and works to resolve data and accounting issues as they arise.

Shop News

AREA 2

Greg's son Gavin took his first step.

Everyone in area 2 had a great Holiday. Perry Dewberry is back from his final tour overseas. We are expecting him any day now. Freeman Durham had a beautiful baby girl. Trennedy Yuvah Durham on December 22, 2008. Scott Meckola's dad is doing wonderful after an emergency triple- bypass surgery. Jeff payne is back full force after having surgery to repair his trigger fingers. Richard went out to Arizona during the holidays to see family.



Freeman's Daughter, Trennedy.

AREA 3

Congratulations to Joe Mayer for two things, making his six months probation and for he and his wife are expecting a baby in September. We would like to wish Pete "Scoop" Williams all the best and a speedy recovery from his surgery. Work has began o the new Area III shop in Boggs. Hopefully, it will be completed soon. We want to wish Jerry Cloninger the best in his retirement. We will miss him much. Another person that we miss is Dennis Price who was transferred to Area V.

AREA 4

Tony Blaylock's daughter Kelly is engaged to be married. The

celebration at Tony's house was a grand out. Tony was quoted, "He aint movin in, she's movin out."

Andy sheffied is anticipating warmer weather so their dog, Bitsy, can master waterskiing slolum style.

Andy and JoAnn have been dealing with the new computer work order system and both have lost a bit of sanity.

Stanley Tolbert has installed a new fuel pump in his red Lumina and didn't even break the skin off his knuckles. Now he is looking for a transmission

Tim, Eric and Kenneth have all the scoop on the latest X-BOX 360 and PS3 video games and have become experts.

Shawn Moore has had his share of busted copper in January, when the temperature had dipped into the teens, he calls it a "cold sweat."

Scott Bates team of AC men are waiting for winter to end. Phillip, Robbie, Brandon, Bob, Nick and Jonathan area awaiting the new challenges especially the new system of mystery at the old CE building. Over all what an improvement in the building yester year. Scott would still rather be fishing.

Dennis Price has a new addition to the household. A new feline, four months old. See photo. Zone hour has made him feel right at home since the transition of October 31st.

Jerry (Hollywood) Johnson and Darryl (the mayor) craft have found Shirley Franklin's missing

decimal point to cure the city budget. Park bench philosophy has paid off.

IN REMEMBRANCE

Nick Roper and family have had to morn the loss of three family members. Jean Roper, Martha Eidson and Boyd Wood.

Gary Fitzgibbon entire family and football team had a tragic news of the loss of a close friend and fellow team mate. He was Dallas Tilley, 29. he will be greatly missed



Dennis' Frankie Price.

Landscape

Donna Chronic is back and doing well, thank you all for your prayers and well wishes.

Jerrell Colvins daughter Betty has been in and out of ICU for the last few months. She has Lupus for which there is no *known cure*. The family could use everyone's prayers and well wishes.

(Continued on page 5)

Shop News

(Continued from page 4)

Building Services

Willa Chatman Zone 7 supervisor graduated from the first GT CERT class. She was one of twenty one volunteers who completed 20 hours of training which included disaster preparedness, terrorism, team organization, fire safety, light search& rescue, medical operations and disaster psychology.

Way to go Willa!!!

Tokiki Brown Custodian I in Zone 2 of Building Services got a brand new house with all the trimmings for Christmas



ADD ONE TO THE POPULATION

William Tangdfor Inspector for Building Services became a United States Citizen on January 15, 2009. Bill as he is fondly called is a native of Cameroon, West Africa. Bill came to the United States in April 2003 to attend a conference of

International Teachers in Seattle Washington. After leaving the conference in Washington he paid his brother Ambrose a visit in Atlanta and like it so well that he applied for permanent residency status and was granted this status in August of 2003. He came to Georgia Tech in November 2003 and as a Groundskeeper III and was promoted to an Irrigation

Technician after only one year. Bill continued to pursue other options at Georgia Tech and was again given another opportunity at Building Services as an Inspector in 2007. Bill's wife Scholastica works in Zone (9 and his brother Ambrose works for Career Services at the Moore Success Center. Bill is also the father of five children.

Attendance Board

Charles Cooke
Ronnie Croy
Bruce Crumbley
Antonio English
Craig Fritz
Bill Halabi
Charlie Mason
George Roberts
Cindy Smith
Willie Stephens

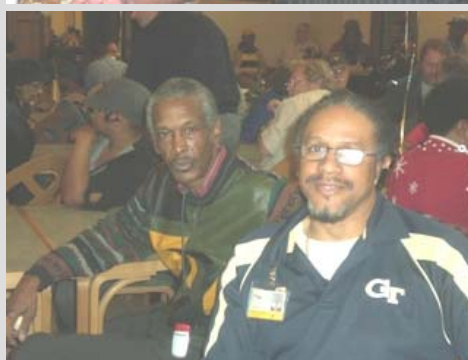
Terry Williams
Mary Wilson
Andy Zabinski
Ronnie Zachary

Tokiki Brown Receives A House from Habitat for Humanity

Former Falcon Running Back donate a house through Habitat for Humanity to Tokiki Brown of Building Services. Tokiki is a single mom with three children, Quintavius 17, Antavius 7, and Shakira 12. (photo Right) Tokiki in front of the house.



Holiday Luncheon 2008



Holiday Luncheon 2008



Georgia Tech “First Tree Campus USA University” in Georgia

Dear Hyacinth,

Congratulations! Georgia Institute of Technology has achieved Tree Campus USA® status for 2008—an accomplishment that assures your students and administration greater opportunities than they may yet realize!

The Tree Campus USA program is an initiative that sprang from a partnership between the **Arbor Day Foundation and Toyota Motor North America, Inc.**, to foster the development of the next generation of tree stewards. The program is designed to award national recognition to college campuses and the leaders of their surrounding communities for promoting healthy urban forest management and engaging the campus community in environmental stewardship.

As you already know, trees are a vital component of the infrastructure in campus landscaping, providing environmental and economical benefits. Trees in urban areas, and especially on campuses, reduce the heat island effect caused by pavement and buildings. Leaves filter the air we breathe by removing dust and other particles. Properly placed trees create a welcoming environment that makes students, administration, and alumni want to be a part of the campus.

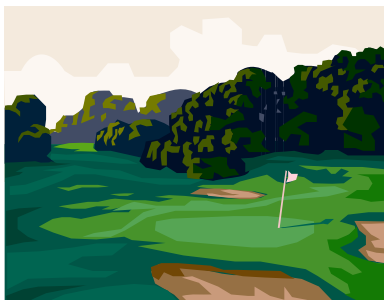
Representatives from the Arbor Day Foundation will be in Atlanta on November 18, 2008 hosting the Partners in Community Forestry Conference. We would like to extend an invitation to you, Tree Campus Advisory Committee members, and Georgia Tech administration to join us for a lunch ceremony where forestry professionals from across the country will help us to recognize Georgia Institute of Technology as the first Tree Campus USA university in Georgia.

Again, we celebrate your diligence in improving the quality of life for the students and administration of Georgia Institute of Technology and thank you for creating a healthier, more sustainable world for us all.

Best regards,
John Rosenow
Chief Executive



12th Georgia Tech Facilities Golf Outing



Place: Browns Mill
When: Wednesday May 6, 2009 @
7:30 AM
Cost: \$50 (Lunch included)
Please sign up with Bill Halabi /
Gary Lockerman



Radio Etiquette

The radio channels at Georgia Tech are used by many employees at Facilities and are heard by student, faculty, and staff on campus. Therefore; it is important when using the radios, to be professional, concise, and efficient.

Etiquette	Call Words	
	<u>Use this phrase</u> to	<u>Convey this message</u>
<ul style="list-style-type: none"> • Use radio for business use only. • Listen before transmitting. • Be prepared to talk. • Press talk button, pause then speak into radio. • Keep messages short and brief. • When done, Say clean or "Ten Four". • Turn radio down when entering a building. 	Nine Eleven	Urgent, Emergency
	Acknowledge	Understand
	Affirmative	yes
	Confirm	Is that correct?
	Correction	Made a mistake
	Do you read	Did you get the message?
	Go ahead	I am listening
	Hold	Stop
	Negative	No
	Roger	Yes
	Say again	Repeat last message
	Stand by	Pause
	That is correct	Yes
(compiled from document provide by Cindy Jackson, Recycling)		

Perfect Attendance For 2008

11 Years

Croy, Ronnie
English, Antonio
Williams, Terry

8 Years

Cody, Sonny
Porter, Marvin
Stephens, Willie
Zabinski, Andy

6 Years

Crumbly, Bruce
Roper, John L
Zachary, Ronnie

5 Years

Abdullah, Musa
Fritz, Craig
Smith, Cindy

4 Years

Auzla, Onkar
Blume, Timmy
Desaussure, Daniel

Roberts, George

3 Years

Amouzouvi,
Alowou
Blalock, Tony
Cash, Harold
Cooke, Charles
Craft, Johnathon
Dronzin, Vladimir
Jordan, David
Lampley, Henry
Li, Xi Yu
Mason, Charlie
Meadows, Joe
Nix, Claude

2 Years

Barkley, Gary
Bennett, Yolanda
Heib, Jason
Moore, Shawn
Tchedou, Simfeiley

1 Years

Beyene, Antnhe



Byrd, Glen
Calhoun, David
Chatman, Willa
Gresham, Joyce
Harbour, James
Kendall, Benjamin
Lee, Gentle
Pittman, JoAnn

Robertson, William
Sheffield, Anthony
Smith, Dennis
Townes, Morial
Walls, Phillip
Walsh, Michael
Williams, Darryl
Wilson, Mary

Safety First

In an effort to keep Georgia Tech Community safe, we recommend the following crime prevention tips to keep you from becoming a victim of crime"

PROTECT YOUR VALUABLES. Don not leave your property (computers, ipods, G.P.S units, C.D's, loose change, shopping bags, etc...) in plain view in your vehicle, even when it is locked. Take your valuables with you or secure them in the glove box, under the seat, or in the trunk. Do not do this in the parking lot, as thieves could be monitoring the area.

Lock your Vehicle and be sure your windows are up.

Walk in well lit areas or in groups.

Be alert to suspicious persons hanging out in the immediate area.

Report suspicious persons to the Georgia Tech Police Department by dialing 911 or 404-894-2500

CRAZY-LAZY COMPOSTING

By Donna Chronic

Leaves, coffee grounds, potato peelings, flowers, eggshells, grass clippings...what do all these things have in common? They all can be composted! Sound messy or impossible. Not really...it's really simple, especially doing it the "crazy-lazy way"!

Composting organic waste is important for helping our environment and is a great way to improve the soil structure of your garden. Numerous types of compost bins are on the market for purchase or you can build one yourself. My favorite way to compost is by the passive method. I call it the "crazy-lazy way" because it sounds too crazy to work and it really is made for those of us too lazy to regularly turn a compost pile. Composting the fastest and most efficient way usually involves more hard work than I am willing to do. Turning a pile of compost on a hot summer day doesn't sound like much fun to me! As long as you follow a few simple rules, compost practically makes itself. Here are a few simple guidelines:

Make sure you have a good mix of green stuff to brown stuff.

Green stuff--grass clippings, vegetable and fruit scraps, old flowers

Brown stuff--leaves, small twigs, wood chips

Give your compost ample moisture (damp but not soggy)

Sunshine will help heat up the pile so harmful soil pathogens and weed seeds are destroyed.

Proper layering will insure air is introduced into the compost pile. (Coarse material like twigs or branches on bottom layer)

Throw in a soil layer to add microorganisms to the pile.

Keeping a small trash can with a lid in your kitchen for fruit and vegetable peelings can make it convenient to collect for your compost pile. Just toss the peelings out on your pile along with your weekly grass clippings and leaves and soon you will have wonderful organic matter for your garden.

The following web sites are helpful in supplying more detailed information on proper composting for your garden. www.nrcs.usda.gov/FEATURE/backyard/compost.html

People @ Work



Zuheir, our new Preventive Maintenance Manager.



Doug Sims (l) Paul Wiley (R), our Utilities Analysts.



Willy in his new position at Area 5.



L-R: James, Robbie, Jordan.



Andy in his new position at Area 4.



L-R: John, Don.



L-R: Wayne, Bud, Carl



Marie

Accolades

Greetings Chuck,
Just a quick note to let you know that the FMAX training provided by **Anjum** today was **FANTASTIC!!** I actually look forward to the session tomorrow. With Anjum assisting us, "catching on" is much easier!!! **He is the best!!!!**

Cheryl A Taylor
Administrative Assistant I
Landscape Services

I would like to thank **Alan and Tony from the U&E shop** for their help with the failed breaker in A French switchgear. Great job guys and thanks again for all your help. Alan and Tony showed tremendous team work and set great standards for us to follow.

Andy Sheffield
Area 4 Multicraft Foreperson

Cindy
I just saw the Whistle – Congratulations! Janother award! Keep on pushing for more recycling, your efforts are taking Tech the right direction!

Debbie Dorsey

Ronnie,
As you may be aware, I reported that the HVAC system in SEB 317N was not functioning yesterday afternoon – between 3:00 and 3:30. I contacted both 5-3000 and **Ankar** directly. Within 10 minutes Facilities personnel were onsite troubleshooting the problem. **Terry** was also onsite after a short time. I wanted to take a moment to mention that this was **EXCELLENT service** and everyone who responded and assisted deserves a thank-you. The technicians were able to determine that the compressor fan (not the motor, just the fan itself) had broken and needed replacement.

In addition to bringing in one of the portable chillers, they were also able to get a replacement fan and had the system back online within an hour.

At the same time that the HVAC went offline we also suffered an unrelated system failure on one of our large storage arrays. The professional and prompt response of the Area-3 team allowed me to focus on this problem and not worry about the HVAC.

Again, this was excellent service and CEE is most thankful.

Regards,
Todd Whitehurst
Director of Information Technology
School of Civil & Environmental Engineering

Area 2

PS. You guys are **amazing**. I can't believe how **Maxwell, Scott, Lee, and Billy** got everything done! Thank you all for your hard work. :)
Christina Hampton, EST

Hi Chuck,
I meant to send you a note yesterday; I just wanted to say what a **GREAT Job Anjum** did in teaching our class. He is such a nice calm person. He had a million questions coming at him with people wanting to know how this and that would affect what they are doing now on AEC. Everyone wanted him to give them attention, not one time did he make us feel like we didn't know what to do. He went from person to person helping them like it was nothing. We don't have too many people on this earth who can perform in a teaching setting like Anjum does. Even when you call him with a lot of questions on the phone numerous times, he is always the same. I hope Georgia Tech appreciates him just as much as we all do. Thank you again for the time you spent with us in the 1st class. I think

this is going to be a good program for us once things are straightened out.

Sandra K. Garvin
Production Control Administrative Coordinator

Good Morning **Cindy**,
You were listed in Dr. Schuster's State of the Institute speech for **out-standing Tech people!** Your photo was included in his powerpoint (along with other campus movers & shakers!) Congrats *again!*

Dean DeGennaro

Kyla
Thank you so much for your help **Kyla!** I really appreciate it. **You are a great asset to Area 2!**

Tana Higgins
GTRI/Support Services

I would like to extend my appreciation to **George**, a member of the Global Learning Center's custodial staff, and the concierge for their honesty and integrity. The first day of the Principles of Modern Radar course that I attended in November, I left my purse in the break area during lunch. I looked for it at the next class break. To my relief, I learned that George had found my purse and turned it in to the concierge. My wallet had over \$200 in cash, but nothing was missing. When I saw George on Friday, I offered him a reward. But, George refused my offer.

I am very grateful to George and the concierge for returning my purse. This could have been a major inconvenience for me for the remainder of my stay and flight home. Instead, I learned a lot from the course and had a pleasant experience at the Global Learning Center.

Sincerely,
Christina Ferry