Frank Pajaron named Employee of the Year

UAB has recognized Frank Pajaron, Maintenance Field Supervisor for Hospital Maintenance, as Employee of the Year for 2018 after being named Employee of the Month for January 2018.

As a Field Supervisor, he oversees compliance of the Hospital Maintenance Department throughout UAB Hospital and the upkeep of mechanical rooms.

Pajaron said he often works late at night, early in the morning, and on weekends. When roads are icy, he often stays at work, ensuring his team has the supplies they need to continue their jobs.

“He’s typically the first to volunteer for any on-call weekends that may have come open for various reasons,” said Doug Williams, another Hospital Maintenance Field Supervisor. “He is so quick to do this that it is almost an expectation with coworkers that, if there is a void to be filled, Frank will step in and fill it.”

During 14 years of long hours and late nights at UAB, a career which he began as a General

Building security plan to begin this fall

UAB is implementing a building safety plan that will promote greater control over access to campus facilities and employ additional technologies to enhance security for faculty, staff, and students. The three-phase roll-out is expected to be complete by June 30, 2019.

This is the latest advance in the university’s policy and practice of enhancing safety through analysis, training, and communication and technology, said Anthony Purcell, Associate Vice President for

Thanksgiving

UAB will be closed Thursday and Friday, Nov. 22-23 for Thanksgiving.

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Powered by will.

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FACILITIES DIVISION
The University of Alabama at Birmingham
PAJARON
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Mechanic before becoming an HVAC PM Mechanic and eventually Field Supervisor, Pajaron has accrued a considerable amount of knowledge about the buildings he maintains.

“When you ask him a question about a building, he can give you the history of the finite details of construction, age of the equipment, and past issues with the facility,” said Ken Swanson, Facility Compliance Director. “That tells me he takes his job seriously and knows it is in his hands to get problems fixed.”

According to one of Pajaron’s colleagues, that type of dedication isn’t unusual for the Supervisor, but rather the norm.

“About a year ago, there was a problem that resulted in brown water in all the pipes of the North Pavilion, which would have immediately stopped security and eventually operating room operations,” said Robert Reed, Senior Director of Perioperative Services. “Frank was the lead supervisor for the Maintenance Department that night. He stayed on the job for more than 24 hours flushing and re-flushing every plumbing fixture in the building.”

Reed said that Pajaron’s leadership motivated the team to work the long hours to resolve the issue, holding both himself and his colleagues to his personal level of high expectations, with significant results.

“The next day, we were able to safely operate on approximately 100 patients due to Frank and his team,” said Reed.

Pajaron still gets his hands dirty from time to time, working on exhaust fans or changing motors, but channels his expertise a different way now, often staying after-hours to mentor and tutor newer Mechanics in an interactive setting.

“If someone has a learning curve, I’ll show them the right way to do something, but in a private setting so they’re not embarrassed,” he said. “I tell them, ‘There’s no such thing as a stupid question — you’ve just not been exposed to that before.’ I can do that for them in a safe manner and teach them the right way of doing it.”

Pajaron’s desire to create positive change extends not just to his colleagues, but to the patients and their loved ones.

“He will do whatever it takes to make UAB the best environment-of-care facility for the patients and families during their time here,” said Beth Williams, interim Director of Hospital Maintenance.

Pajaron said he has a unique perspective on everything involved in making sure that patients have access to quality care, which begins by caring for the buildings themselves.

SECURITY
From Page 1

Safety and Chief of Police.

“Our campus performs as well as or better in safety statistics than similar urban institutions even as it expands enrollment and employment increases,” Purcell said. “Nonetheless, we continue to be vigilant, that includes adopting and implementing best practices for securing the facilities in which our students and employees teach, research, work, and live.”

With the new security procedures, most buildings will be open to anyone with a legitimate purpose 7:30 a.m.-5:30 p.m. Monday-Friday and accessible by the UAB ONE Card after work hours and during weekends. Some buildings will require key card access at all times; for example, a 24/7 lock down was made effective Sept. 1 for Shelby Research Building and Oct. 1 for Lister Hill Library.

UAB’s ONE Card, which has been in use since January 2013, is provided to all faculty, staff, and students as the university’s official identification. It is already required for transactions like parking, dining, events, and door access. Facilities Division employees should not see any interruption in gaining access to buildings.

“A UAB ONE card is a simple way to identify members of the campus community,” said Ozzie Taylor, director of Physical Security. “Having it with you at all times helps ensure that you are free to move through secure facilities as needed and that you can readily identify others who may not belong.

“Each one of us has a role to play in campus safety,” Taylor said. For most, it’s wearing our ONE Card.”

Phase I, which will include Lister Hill and Mervyn Sterne libraries, Collat School of Business, School of Nursing, and the Shelby Research Building, should be complete by the beginning of October.

Implementation ahead:

Security measures will vary by the primary use for each building, though some will be shared by most:

- Main entrances will have key card access, and cameras will be installed.
- Exit doors will allow egress but will be suited with alarms and cameras that trigger if propped open.
- Security cameras and a hard-wired lock down button will be installed in every classroom for new construction and renovations; older classrooms will be phased in over time.

Any additional restrictions will be communicated to each building’s residents, and signs will be posted that specify open and restricted access times as these changes become effective.

Employees whose ONE Card is lost, damaged, or provides incorrect information should get a replacement. If you do not have a ONE Card or need a new one, speak with your Supervisor or Facilities HR to work through the process of getting one.
New bike lanes are being added on 10th Avenue South, between 18th and 12th Streets South, as part of utility work and repair projects that began in December 2017. The area being striped includes the stretch of 10th Avenue South, between the Spencer Honors House and Giuseppe’s Café.

New bike lanes occupy the former right lanes of 10th Avenue South, transitioning it from a four- to two-lane road. At each intersection and various driveways, bike lanes will be painted green and feature symbols painted in white to alert drivers to the presence of cyclists.

“Driving in a bicycle-only lane can endanger both the drivers themselves and the cyclists,” said Geoff Boyd, interim Team U Director of Planning Design and Construction. “To alert drivers to the potential presence of cyclists, we’re using UAB-green paint and bright white symbols to further delineate the bike lanes. This will also inform cyclists of the appropriate area within which to bike.”

Cycling can be an easier and more sustainable way to travel across UAB’s urban, 100-square-block campus. Additionally, hundreds of bike racks are available on campus, and this past year, the updated bicycle and other wheeled mobility devices policy began allowing indoor bicycle parking in non-patient care buildings.

“For many employees and students, bicycling may be a faster, less stressful way to get to, from, and around UAB than driving,” said Brian Atkinson, Transportation Demand Management Program Manager. “In addition, cyclists get more exercise, reduce pollution, and can earn cash and gift cards from the Regional Planning Commission’s CommuteSmart program.”

Those who log their trips to campus with CommuteSmart can get paid for sustainable commuting. Student cyclists can also voluntarily register their bike with UAB Transportation and receive a free helmet and U-lock.

Later this fall, the section of 10th Avenue South, from 12th Street to 18th Street, will be restriped to extend the bike lanes. A portion of 16th Street South, between 10th Avenue South and University Boulevard — the stretch of 16th that runs from Camp Hall to Campus Recreation along the east side of the Campus Green — will also be restriped to enhance the existing bike lanes.
Answers to All-Hands Meeting questions

Supervisor Discussion

Supervisors will be provided with a dialogue resource to help promote discussion in small groups. This will ensure that all questions are clarified and answered fully.

Please take this opportunity to participate in open dialogue and to ask follow-up questions.

If you have questions about this process, please contact Natalie Merrill, Communications Manager, at nmerrill@uab.edu for more information.

DRESS CODE / UNIFORM

Your recommendations have been heard. It has helped create the Uniform Committee. Please speak with your supervisor about contacting members of the committee for all questions and suggestions regarding uniforms.

Q: I still don't understand why some Supervisors are not upholding the dress code. I see Building Services employees that seem to wear what they want; tight trousers, all color shoes, etc. There used to be a dress code, what happened?
A: Facilities’ uniform procedures are put in place to insure employee clothing is comfortable, looks professional, and that employees can safely perform their duties. Building Services work rules apply to all employees that are required to wear a uniform. If you have a specific concern, please speak with your supervisor or manager.

Q: Could we work on the amount of t-shirts we allow departments to purchase?
Q: Is there any way we can possibly get the cargo shorts?
A: We put a uniform committee together to get input into the wants and needs of the department when it comes to uniforms. Please speak to your Supervisor about contacting someone from the committee.

Q: Is there anyway we can possibly get the cargo shorts?
A:

Q: Could we work on the amount of t-shirts we allow departments to purchase?
A: Yes, UAB Transportation currently provides parking to thousands of UAB employees. Please visit the website uab.edu/transportation or visit the Transportation office to find out how to register for a parking permit.

Q: Can employees have parking?
A: UAB Transportation currently offers employees with 20+ years of continuous service priority parking assignments in any lot/deck. No wait list requirement.

Q: UAB needs a monorail or monorails to offer access via a loop at elevated height above roads even for Maintenance personnel. It is getting trick for Maintenance to drive safely. Huntsville Hospital has a monorail.
A: Recently, the local transit authority reached out to discuss options for a monorail system. UAB Transportation is working with them to determine how viable a solution this may be in terms of our resources, geography, and other factors.

Q: What is the benefit for UAB employees to have electric charging stations in parking lots when none of the spaces are being used?
A: The electric charging stations are available in support of UAB’s sustainability initiatives. Electrification of the transportation sector reduces air-polluting emissions and supports local economic growth and innovation through the auto sector. Reports from the monitoring systems on the charging stations show that the they are being used, with activity increasing each month.

Q: Bus stops need covered seating to get out of the weather.
A: There are a number of shelters at bus stops across campus. Unfortunately, we were not able to install shelters at all stops as logistically it was not feasible. Most stops are in the city right-of-way and bus shelters are not allowed in those areas.

Q: Why do we need to park so far, and we get here at 4 a.m. It’s not safe for women to walk that far. No matter what, why can’t employees have parking close to their building? Can there be more parking for all the employee, not just half?
A: UAB is an urban campus. While it would be ideal to have parking adjacent to every building, that option is not available. Providing a safe environment is our top priority. Thus, we have services like Safety Escort (uab.edu/blazerexpress/safety-escort) available to assist employees to get around campus at night.

TRANSPORTATION

Q: Can you put the information about UAB Transportation in the next Facilities Newsletter? Such as the phone numbers and the apps.
A: Facilities Communication published a Special Issue of the Newsletter to welcome Transportation and Real Estate to the Facilities team. This Issue of the Newsletter can be found on the Communication section of the uab.edu/offices website. Additional information about Transportation can be found at uab.edu/transportation or on Facebook and Twitter @UABTransport. You can also contact UAB Transportation at (205) 934-3513 or parking@uab.edu.

Q: Can UAB Transportation do an amnesty day to clear our parking tickets?
A: Twice per year (once a semester), UAB Transportation partners with USGA to offer parking amnesty for students and employees. This is usually part of a fundraising effort, such as a donation of canned goods for food pantry. During the amnesty event, an individual can receive a void of one citation - up to $25.00 in value - if the required donation is made.

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Q: How about a reward for service longevity? Discount parking fees 20% for each decade of service.
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Dress code / Uniform

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Answers to All-Hands Meeting questions

RECYCLING

Q: Can we list how much we recycle per month on our web page?  
A: Historical recycling data is available. We will look in to adding this information to the website.

Q: For Recycling: 1) Where should we take aluminum and plastic collected at home? The Recycling center? Or is the drop in our building okay? 2) Do we recycle glass? If we do, where do we drop it off?  
Q: Can we bring recyclables from home? If not, where can we go? to recycle things from home?  
A:  
Answer to all above: You can bring #1 plastics which are primarily soda and water bottles, clean cardboard with no food or oils, paper, and aluminum to the Recycling Center, located at 620 11th St. S. Please visit our website at uab.edu/recycle for more details about recycling at UAB and the drop center. Currently UAB does not recycle glass. Glass can be taken to Target or you can reuse or repurpose your glass containers. As of this publication The Alabama Environmental Council is no longer accepting glass but check in with them from time to time to see if they are accepting: aeconline.org.

Q: Can Recycling add a glass container to the holding area? We're getting a lot of glass in bag's and box's?  
A: Currently UAB does not recycle glass. Glass can be taken to Target or you can reuse or repurpose your glass containers. As of this publication The Alabama Environmental Council is no longer accepting glass but check in with them from time to time to see if they are accepting: aeconline.org. Please keep the recycling stream clean by depositing only #1 plastic, aluminum cans, clean cardboard, and paper in your recycling bins at UAB.

Q: Can we put signs in Starbucks that indicate which cups aren’t recyclable at UAB?  
A: Signs are positioned at each recycling container, but we can ask Starbucks if they will help us educate others about recycling properly.

Q: What about recycling bins in the hospital?  
A: Wide spread recycling is not currently possible in the Hospital. Environment Services, a non-Facilities entity, handles the waste and captures some of the recycling stream for University Hospital. Facilities does collect some limited recycling from the Hospital which is moved by the Environment Services team and brought to a central point for the Facilities recycling team.

Q: Should we remove caps and labels from water bottles before putting in the recycling bin?  
A: Removing the cap and label is not required by our recycler. However, #1 plastic, which is primarily soda and water bottles, do need to be emptied of liquids so, it is a good practice to remove the caps.

BENEFIT TIME

Q: During the week of Christmas, could we get Christmas Eve to the day after New Year’s off?  
Q: Can we get the day after holidays off? The holidays that are given to us?  
A: This year, Christmas and New Year’s Day occur on Tuesdays, which are scheduled holidays. In addition to Dec. 25 and Jan. 1, 2019, President Ray Watts announced that UAB will observe two additional holidays, Monday, Dec. 24 and Monday, Dec. 31 to provide employees additional time to spend with their families and friends. If you would like additional time, please talk to your supervisor about taking benefit time.

Q: Why is it that when mothers go on leave we only get 10 weeks off and 4 weeks pay? Why can’t we have 8 weeks off and 6 weeks pay? What about first time moms who want to spend more time with the baby?  
A: UAB has generous Leave options for our employees. Length of leave time approved may vary based on type of leave and FMLA eligibility. Employees who have worked for 12 months and at least 1250 hours are eligible for FMLA. Amount of leave time granted for medical reasons may vary based on physician’s recommendation. Receiving Pay for a Leave of Absence is determined by type of leave and employee’s benefit time. Four (4) weeks Paid Parental Leave is available for both the mother and supporting partner if the employees are FMLA eligible. Employees are invited to visit Facilities Human Resources to discuss all of the available leave options.

Q: Instead of flexible schedules or looking at other benefits, can we get paid for lunch breaks?  
A: No, Facilities follows UAB policy regarding paid breaks and unpaid meal periods. Where work breaks are allowed, they are limited to two paid, 15-minute breaks per shift and typically may not be accumulated to allow employees to leave work early or to extend or replace a meal period. The university generally provides the opportunity for an uninterrupted, unpaid meal period of no less than 30 minutes. The actual time and length of the meal period will be scheduled by the supervisor (typically 30- or 60-minutes). Meal periods are considered personal time, and employees are encouraged to leave the immediate work area in order to eat and relax. Time spent during the meal period is not considered work time for pay purposes.

Q: When will the [Kronos time clock] grace period be implemented?  
A: Offering a grace period for clocking in is one of several Facilities procedures that is being reviewed and updated with the rollout to Kronos timeclocks. Updates to these items will be shared with all employees once finalized.

Have an idea for Staff Council?  
The mission of the UAB Staff Council is to support the vision, mission, values and goals of the University while providing a voice for staff on issues related to them.  
Contact Scott Moran, representative for the Facilities Division on the UAB Staff Council, via email at smoran@uab.edu. Learn more about UAB Staff Council at uab.edu/staffcouncil.

Reach Out  
We often refer questions to different organizations for additional help.  
Please find contact numbers below:  
Facilities Human Resources ..................934-8835  
Occupational Health & Safety .............934-2487  
Training Specialist ..........................934-1054
Answers to All-Hands Meeting questions

PAY / BENEFITS

Q: Need more money.
Q: Need $15.00 hours by 2019.
Q: Since the economy is so much better, and there's so much more money because of the tax breaks. How much can we expect for our raise this year?
Q: We need a raise. We are at the bottom of the totem pole. I live off 300 dollars a week and struggle daily.
Q: Will we get a raise? How much?
Q: When will we get a decent raise?
Q: Building Services needs a $1.00 raise!! Our pay is not enough, especially when taxes and insurance are getting cut. We have families and rent plus car notes, etc. to pay for. A lot of your employees are struggling day to day just to make a decent living. Just a little raise would be a big help to all of us. Even a little monthly bonus would make a tremendous change in our lives. Thank you for listening to us and helping us with everything you are doing for us. Go Blazers.
Q: We need more money to take care of our family. Please Please Please!

Answer to all above: The university approved a 2% merit pool to reward the performance of faculty and staff this year. Each Facilities employee should have received a personal salary letter from their supervisor by September 30th.

Q: Craft people have incentives where they can make $1-$2 more per hour by having master cards or taking classes. Why is there nothing for General Mechanics (GM)? There are some very qualified GMs that have certifications and even college degrees that would like to have that extra few dollars an hour more. Since it doesn't look like the apprentice program is happening, this would be a way to give those qualified GMs a little extra money that they deserve. Not all are deserving, but a few of us are. Thanks.
A: We cannot pay extra for qualifications that do not fit the job description. Facilities Management decided to implement a group leader program instead of the apprenticeships because it would be more beneficial for all employees. The group leader program will create routes of progression by providing experience to those that wish to move up. This program should begin soon.

Q: Could you publish, in the upcoming Newsletter, the different hourly pay scales for the positions in Facilities Maintenance, such as HVAC, Plumbing, Electricians, as compared to the same at the University of Alabama in Tuscaloosa, UAH, and Auburn of like sizes?
A: Cost of living varies by metropolitan area. This and other factors are used to determine pay structures and salary ranges that are externally competitive and internally equitable for our area. The market for the universities mentioned are different compared to UAB. We plan on publishing our job rate pay structure on our website after October 1.

Q: Is UAB looking into reducing cost to employees for insurance? Every year it seems to increase. In doing so, it offsets the raises we receive.
A: UAB strongly believes in offering choices to best meet the needs of employees and their families. UAB offers employees a choice of 4 health insurance plans with different price points and plan design. UAB, with the help of our Employee Benefits Committee, makes decisions each year to ensure plans remain competitive from both a plan design and pricing perspective based on the unique needs of our population. This year a Staff Council representative was added to the Employee Benefits Committee. UAB is proud to offer a competitive benefit program for all employees with a continued focus on plan choice.

HUMAN RESOURCES

Q: With the Double Tree changing to Hilton at UAB, will staff/students receive discounts?
A: Yes, UAB employees/students do receive a discount. The UAB Rate is $121 per night and the UAB Rate with breakfast is $126 per night. Please contact the hotel general manager, Lisa Castagna at 933-9000, for more information.

Q: Check into why bi-weekly employees can't get their TIAA or Valic contributions matched. Rumor is that some of the bi-weekly office personnel are getting this benefit. Is this just a rumor, or are there some exceptions to this policy. Seems like as much as Facilities does for the university that we should be entitled to this benefit.
A: Nonexempt (biweekly paid) Campus employees may contribute to the optional retirement plans, but are not eligible for matching funds. Nonexempt (biweekly paid) Hospital LLC employees who are not eligible for Teachers Retirement may contribute to one of the optional retirement plans and receive a match.

Q: How do you transfer from one department to another after your grace period [probationary period] is up?
A: At UAB, employees who have completed their probationary period and have been in their role for 1 year may apply for a transfer to another position and/or department. Group Leaders assist department management with training, making work assignments, ensuring work is performed, assist the supervisor with payroll and other administrative tasks. Group Leaders may also perform the general tasks in their area as needed based on work load.

Q: When will staff stop being petty? Supervisors have no reason to share personal information with coworkers. My business is personal if I shared it with the supervisors. There's no respect, retrain Supervisors.
A: This sounds like a serious concern, and we encourage you to utilize the management in your organization to resolve this issue. If you feel you have done so without resolution, please contact Facilities HR at 934-8835.

Q: Why does my Supervisor give everyone in her department 3's? That can't possibly be consistent. Not everyone can get a 3. I don’t work for her, my evaluation should come from the people and building I work. I have never had a complaint, only praises and thank yous. So my performance was well above 3.5
A: A score of “3” on our evaluation means an employee is meeting expectations. If an employee arrives at work each day as scheduled, performs their duties and interacts well with their team and customers, they are meeting expectations. Supervisors are encouraged to gather feedback from customers and use this information, along with observations, to evaluate each employee’s work. When you receive praise from your customers, be sure to share it with your supervisor so they know your customers are happy. Thank you and keep up the good work!

Q: We’d like to know why our crew wasn’t evaluated. They gave us what they wanted us to have. That’s not fair! Somebody please answer this!
A: Employees in this area received evaluations, which included customer feedback, from the interim supervisor, manager and director. If you feel there is important information regarding your performance that was not considered, please contact the Director or Facilities HR at 934-8835
PERSONNEL ISSUES

Q: I work a very big floor, and my customers are complaining about my work. I need another person to help keep my floor up.
A: In March 2018, Building Services began adding 2 temporary employees per zone to fill in for unplanned absences to ensure that public areas of all our buildings are maintained. We are also in the process of recruiting 12 new Environmental Services Specialists positions to help with our growing campus.

Q: Why don’t we use and pay our guys for jobs that contractors do. It’s been new and old guys that know this place better than any contractors, unless it’s family involved. This has to stop, contractors come, do the job, and mess up, then Maintenance comes behind them to fix it.
A: Facilities does maintenance, not initiate projects. Project managers have a plan for design review of projects, project meetings, ongoing construction review, and commissioning procedures that use supervisors as well as building level employee input to aid in the completion of all contracted projects on campus. All contractors are held accountable by the project managers. It is our job to maintain all projects after the work has been completed.

Q: Can a groundskeeper 2 position be filled? It is written in the book, but no one has that position.
A: There is not a current opening for this job classification. The decision to open a position is based on business need.

Q: Campus Services and Grounds does not have a safe source of clean drinking water. We have 2 spigots, both of which are used to fill chemical containers and to clean garbage residue. Both are necessary for our daily work. My question is when Campus Services and Grounds move to their new location, can accommodations please be made to provide a separate and exclusive place to fill up 5 gallon water coolers and filtered water station for filling water bottles?
A: A filling station for drinking water is an important design consideration. Thank you for your input. We will make sure it is part of the recommendations for a new site.

OPERATIONS

Q: How could the Painters order and receive paint quicker?
A: We are not aware of any specific purchasing issues regarding painting supplies. Please contact your supervisor or director and provide information to assist in resolution of this issue.

Q: Why do Hospital Painters have so much trouble getting any materials, not just paint, 2 primary color in West Pavilion, and WE ARE OUT!!
A: We are not aware of any specific purchasing issues regarding painting supplies. Please contact your supervisor or director and provide information to assist in resolution of this issue.

Q: Can we repair the hospital roofs that leaks all over the floors below? We can use the money we waste creating bike lanes. Thanks.
A: Roof leaks are repaired as reported. If you have found a leak, please report it to your supervisor, or by submitting a work order online at uab.edu/facilities or by calling the Facilities Dispatch Center at 934-9675(WORK).

Q: Campus Services and Grounds has a repair/replace equipment list that totals over one million dollars. Is there a timeline when we should start to see some new equipment coming in? Thank you for the improvements thus far.
A: We have received four pieces of new equipment in the last few weeks, and we anticipate the remainder of the lease package to arrive soon.

Q: Why can’t we get new vans, they are in bad shape, no air conditioning, and the doors are bad!
A: Vehicles are on a schedule to be replaced from worst to best based on budget available each year. Equipment is looked at constantly. Budgets are evaluated and decisions are made to try and update equipment.

Q: When can we start composting?
A: UAB Sustainability is actively developing many waste-reduction initiatives, including a plan for composting our largest sources of organic waste such as food scraps and leaves/grass. Almost 50% of what UAB landfills could be composted. The biggest hurdle to establishing a composting program is that there are currently no state-certified composting operations in Alabama.

Q: Could we get more Bioswales?
A: Storm water management is an important part of Facilities Management’s land management plan. Bioswales are always a consideration for every project but not every project lends itself to the application of Bioswales.

Core Values
Enhancing Customer Service
Stewarding Facilities Resources
Valuing the Environment
Enhancing Safety
Promoting Sustainability
Valuing Inclusivity

Do you have a question you want answered?
We check the FACE comment boxes on the 15th of every month.
You can also submit a question by emailing FAC-suggest@uab.edu.
We want to hear from you!

UAB Employee Policies can be accessed at uab.edu/policies/Pages/default.aspx
SAFETY

Q: Safety??? Coming in at 4 a.m. is there any possible way to have security patrolling all campus buildings? Several intruders have been in Kaul, THF, and Zeigler.
A: Answer to all above: Safety is always a serious matter. It is one of our core expectations. We have several resources available. Please call dispatch about suspicious individuals in the buildings so that we can determine if they have a legitimate reason for being there. You can reach nonemergency dispatch by dialing UAB police at 934-4434 and emergency dispatch at 911 or 934-3535.

1. Sign up for a parking space close to the building you are assigned to work.
2. Call UAB Police Escort
3. Install RAVE Guardian application on your smart phone to have additional protection while walking.
4. Partner with others on your shift to walk together to your workplace. Please consider these options and let your supervisor or Director know if you need additional help.

Q: Do we have an active shooter drill? Could we do one for each building?
A: Each building at UAB should have a Building Disaster Plan that addresses such scenarios as fire, bomb threat, active shooter, loss of electrical power and severe weather. To protect yourself and others, you should familiarize yourself with your unit’s safety plan before danger arises. Work with your supervisor to meet your building administrator to share the plan with your group.

If your unit does not have a plan, a UAB Campus Building Emergency Plan template is available online at the UAB Emergency Management website. The plan is generic and contains the basic elements you will need to tailor it for the specifics of your unit and building.

In the case of an active shooter anywhere on campus, you should take immediate steps to protect yourself:

• If you are near an exterior exit, try to escape the building.
• If you are in a room with a door, immediately close the door, lock it or use heavy furniture to block the door.
• Stay out of view. Turn off the lights. Get behind heavy furniture. Silence your cell phone.
• Call 911 from a UAB landline or 205-934-3535 from your cell phone.

Q: The intersection to I-65 by Facilities Administration Building is a death trap with TONS of traffic. Please fix.
A: Unfortunately, UAB does not maintain or control this intersection.

COMMENTS/SUGGESTIONS

Q: Statement: Keep up the good work everyone!!!
A: Thank you!

Q: Thank you for all you do in leading our department.
A: Thank you!

Q: Why is it that, in every past and present meeting, whether it’s a safety meeting or even the current All-Hands meeting, people are greatly affected or silenced? This is not fair at any point.
A: Our goal is to provide several avenues for our employees thoughts and ideas to be heard. Regarding the recent All-Hands Meeting, the format was changed to ensure all employees are informed of where we are going as a Facilities Division and as a university. This information is helpful in your day-to-day activities, both from impacts to your individual jobs and through your interactions with customers. Additionally, employees have many ways to bring suggestions and comments forward, including:

• Through developing your relationship with your supervisor
• Through submitting a written question/suggestion to the FACE team comment boxes, and during the All-Hands Meeting
• Through submitting a question/suggestion by emailing our FACE team at FAC-suggest@uab.edu
• Through making suggestions to our UAB Staff Council representatives Scott Moran and Cecilia Boyd. You also mentioned feeling silenced during your safety meetings. Please feel free to reach out to Facilities HR on ways to start the conversation with your supervisor on creating a more open dialogue. You can reach them at 934-8835.

CUSTOMER FEEDBACK

“I want to thank the Facilities team, that contributed to a successful series of commencement events over the past few days in August. These events take a great deal of planning and are very meaningful for our students and their families.”
- Pam Benoit, Senior Vice President for Academic Affairs and Provost

If you want to submit a question or comment, place it in a comment box or send an email to fac-suggest@uab.edu.
The SafeZone Program offers LGBTQ awareness training for all UAB faculty and staff. These sessions provide an opportunity to learn about identities, terminology, concepts of gender and sexuality, and ways to create a welcoming and inclusive campus. Participants are also able to sign up to receive a SafeZone Trained sticker to communicate their LGBTQ friendliness, although this is not a requirement of the session.

“Attending a Safe Zone training, having a deeper familiarity and comfort with vocabulary, inclusive practices, and privilege can help us identify ways that our organization can continue to be safe and inclusive,” said Jolene King, Assistant Vice President for Facilities Administration and Occupational Health & Safety.

“Displaying Safe Zone stickers and demonstrating you went to the training communicates to others the commitment you’re making to creating an inclusive environment.”

“The SafeZone program is very personal to me,” said Mitchell Miller, Information Systems Specialist II, “I think it is very important to have a work environment that is secure and comfortable for all employees. Programs like this help us better provide that to groups that have typically felt ignored in that regard. It’s such a small time commitment, but gives the enormous benefit of learning how to be a more understanding colleague.”

Please register for open sessions through the UAB Learning System (LMS). Sessions for large groups may be scheduled outside of open sessions by completing an education request.

Steam Operations is the primary group that provides efficient, reliable steam production to UAB and its neighboring facilities. The team operates and maintains equipment safely and efficiently to create an environment of continuous improvement.

Several boiler operators provide 24 hour coverage throughout UAB’s campus. The team provides preventative maintenance by having Boiler Mechanics, Electronic Technicians, and a Procurement Expediter on staff. This ensures maintenance is completed in all district steam plant operations at all times.

“We are open and operating 24 hours a day, seven days a week,” said James Snow, Boiler Operator for 10 years.

Along with maintaining steam plant operations, the team provides upkeep for steam line piping, vault maintenance, valve repairs, boiler repairs, combustion testing, meter calibration, and emergent situations to maintain safe and reliable steam distribution throughout campus. This preventative maintenance program operates year round with continued emphasis on increasing efficiency and minimizing downtime.

“We provide the maintenance, repairs, modifications, and improvements of the steam, hot water, and chilled water systems for the comfort and convenience of UAB employees and patrons,” said Keith Wallace, Pipefitter and Welder for three years.

Brandon Sharit, Pipefitter for three and a half years, said there’s almost always something different to do every day.

“We do work over the entire university,” said Sharit, “and the more we work, the more we see how everything we do effects how the campus functions in everyday life.”

Greg Jackson, Pipefitter for three years, said that his fellow employees make the day easier on a routine basis.

“We all work as a team to try and get job done in a safe and timely manner,” said Jackson.

Most of the team agreed that the best part of the job comes from the team work and the work environment.

“We like to cut up and joke with each other,” said Chris Klein, Pipefitter for three years. “It keeps our work environment fun. For the most part, we are willing to help each other any way we can. So, if you want help or need assistance, just ask.”

Their value of safety, continuous improvement, efficiency, environmental awareness, and teamwork help guide them in accomplishing the District Steam Plant’s main goal – to provide steam, hot water, and chilled water accessibility to UAB buildings across campus.

“Steam Ops is a group of unselfish and dedicated individuals,” said John Henry, Boiler Operator for seven years. “I am just a cog in the wheel of a finely tuned machine that nobody can detract. We are simply the best.”
October is Fire Safety Month

October is National Fire Prevention Month, and Occupational Health & Safety (OH&S) is helping spread the knowledge of fire prevention on campus.

The National Fire Protection Association (NFPA) creates simple steps for planning ahead. This year’s theme, Look. Listen. Learn. Be aware. Fire can happen anywhere, is targeted education on each important step of fire prevention.

Look for places fires can start. Listen for the sound of the smoke alarm. Learn two ways out of each room.

OH&S has recommended procedures to follow when promoting fire safety. Rob Emmons, Campus Safety Manager at UAB, explains what this theme means for UAB.

“It’s important to practice fire safety in the work place but also to take the information home too,” Emmons said. “This knowledge is also effective for home and residence halls.”

In the workplace, make sure materials that are potentially combustible are discarded in a safe way. Smoke only in designated areas. If working in a lab, review all precautions and procedures. Emmons suggests changing smoke and heat detector batteries twice a year to stay prepared and to report any damaged emergency equipment.

For fire protection:
• Have clear access to fire extinguishers.
• Be aware of all exits available.
• Know the evacuation drills.
• Make sure all pathways are clear.

• Don’t muffle or block alarms.
• Also, buildings with or without sprinklers should have the correct distance space from ceiling to store materials. These are all helpful ways to prevent fires from spreading.
• “Everyone should have an escape plan both at home and at work, in case of a fire emergency,” said Emmons.
• Set up a home fire escape plan:
  • Know the exits.
  • Install fire alarms.
  • Have a meeting place outside.
  • Identify emergency contacts before a fire occurs.

For residence halls, students should locate fire escapes, appropriate staircases, and fire extinguishers. Also, students should have portable heaters approved by Student Housing and Residence Life. Heated lamps, candles, and other open flames are not permitted in the residence halls.

According to the Department of Homeland Security Federal Emergency Management Agency (FEMA) Acting Regional Director, Dennis Hunsinger said, “one out of three home fires start in the kitchen, leaving cooking unattended, and other unsafe kitchen practices are recipes for disaster.”

In the home, office, or residence halls, cooking appliances and heating equipment can be a host for fires. In many cases, this can be the leading cause for building fires and fire injuries. Cooking high heat foods should not be left unattended. Heating equipment should be installed by a qualified professional and should meet all required safety standards.

Know how to prevent fire emergencies and how to stay safe in the case of a fire emergency. Find more information and resources about this year’s campaign, visit nfpa.org or contact Robert Emmons, at remmons@uab.edu.

Facilities 2018 Goals

Communicate UAB Engagement Survey results in small group settings
• Survey staff to learn about communications needs

Define Performance Metrics
• Implement Employee Recognition Program

Enhance FACE Committee Responsibilities
• Create a “Welcome Day” type sessions for existing employees

WIN AS ONE

All UAB Employees are encouraged to come out and support the UAB Blazers during this football season. Dr. Ray Watts, President of UAB, has challenged UAB students and employees to have the highest attendance ever at UAB football events this year, and we need your help!

UAB Blazers Football
Remaining Home Schedule:
10/20- Wear Lime Green
11/10- Wear Red, White, & Blue

Tickets can be purchased at UABSPORT.com
HOME FIRE ESCAPE PLANNING

- Home fire escape planning and drills are an essential part of fire safety. A home fire escape plan needs to be developed and practiced before a fire strikes.

- **A home escape plan should include the following:**
  1. Two exits from every room in the home – usually a door and a window
  2. Properly installed and working smoke alarms
  3. A meeting place outside, in front of the home, where everyone will meet after they exit
  4. A call to 9-1-1 or the local emergency number from a cell phone or a neighbor’s phone

SMOKE ALARMS

- **Smoke alarms detect and alert people to a fire in the early stages.** Smoke alarms can mean the difference between life and death in a fire.
- Working smoke alarms cut the risk of dying in a home fire in half.
- Install smoke alarms in every sleeping room, outside each separate sleeping area, and on every level of the home, including the basement.
- Test smoke alarms at least once a month using the test button.
- Make sure everyone in the home understands the sound of the smoke alarm and knows how to respond.

COOKING

- **Cooking is the leading cause of home fires and home fire injuries.** The leading cause of fires in the kitchen is unattended cooking.
- Stay in the kitchen when you are frying, boiling, grilling, or broiling food.
- If you are simmering, baking, or roasting food, check it regularly and stay in the home.
- Keep anything that can catch fire away from your stovetop.

HEATING

- **Heating equipment is one of the leading causes of home fires during the winter months.** Space heaters are the most often involved in home heating equipment fires.
- All heaters need space. Keep anything that can burn at least 3 feet (1 meter) away from heating equipment.
- Purchase and use only portable space heaters listed by a qualified testing laboratory.
- Have a qualified professional install heating equipment.
- Maintain heating equipment and chimneys by having them cleaned and inspected by a qualified professional.
2018 Facilities Picnic

The annual Facilities Picnic was hosted for all Facilities employees on Sept. 28. Here are some of the highlights from all the fun activities at the event.
We appreciate your ongoing dedication to the continuing success of the university mission and vision!
Help UAB Stop the Spread of the Flu

In an effort to promote flu awareness, UAB Occupational Medicine, UAB Medicine Employee Health, and Student Health Services have teamed up to run a university-wide campaign. This year, everyone in the UAB community is encouraged to receive a flu vaccine in order to stop the spread of the flu virus. The campaign began in September, and several flu clinics will be servicing different areas of the UAB community over the next few months.

1. Open enrollment dates are set
UAB’s annual open enrollment for benefits will begin 7 a.m. Oct. 26 and conclude 5 p.m. Nov. 12. Eligible employees can choose among dental, vision, and health insurance plans, plus voluntary life and accidental death, dismemberment insurance, and tax-deferred spending accounts for health and dependent care for 2019. You can review all the information you need in the open enrollment toolkit anytime on the UAB for Me portal.

2. Action is required
This is an active open enrollment, which means any benefit-eligible employee who does not select a 2019 health care plan option during the enrollment period WILL NOT have UAB-provided health care coverage (medical, dental, vision) beginning January 2019. Detailed offerings of these plans will be provided in the coming weeks to better enable you to make the best choice for your household.

3. Transition to three tiers continues
A change in the tier structure that began in 2016 affects employees whose spouses are covered through their UAB benefits in the temporary category “Employee plus spouse, or employee plus spouse plus one child.” Premiums in that category will experience incremental increases as UAB realigns coverage options to offer only three premium tiers: 1) Single, 2) Employee + Children and 3) Family.

4. Premium assistance increases
To ease the cost of medical premiums for qualified employees, UAB offers a premium-assistance program for eligible employees. This year the subsidy increases include covered employees whose household income, based on family size, is two (2) times the federal poverty level or less.

5. New voluntary benefits debut
UAB employees will also have the option to select insurance to cover accidents, identity theft, and/or participate in a pet care discount program during open enrollment. These are voluntary and paid for by employees. Details to come.

6. Get answers at the Benefits Fair
The UAB Benefits Fair will be held 7 a.m.-4 p.m. Nov. 1 in the UAB Hospital West Pavilion Atrium to help answer any questions you may have before choosing your benefits for 2019. Can’t make it but have individual questions? Facilities HR consultants and benefits representatives will also be available for your convenience. A full schedule of times and locations will be available by Oct. 22. Contact benefits@uab.edu or 934-3458.

UAB OPEN ENROLLMENT 2019
6 things to know about OPEN ENROLLMENT
Available now on the UAB for ME Benefits Portal
(UAB, UAB Hospital and UAB Hospital Management LLC)
ub.edu/hrintouch

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UAB Facilities Division invites you to attend the 2018 Facilities Fair from 10 a.m. to 2 p.m. on Oct. 19 at the UAB Campus Green for free! This event is meant to showcase the many programs and services offered by UAB Facilities Division and to bring together a full spectrum of well-being opportunities provided to all members of the UAB family in a fun and exciting atmosphere.

Vendors from UAB Facilities Division and departments across campus will be set up on the Campus Green with fun activities and giveaways. Food, drinks, t-shirts, and games also will be available.

The UAB Benevolent Fund will host the 5th Annual UAB Habitat House Build this fall! The build began Thursday, Sept. 20. General registration is now live.

The UAB Facilities Division has been assigned, Oct. 25-27, week 6 of the build. Activities include landscaping, punch list, final cleaning, and more. Please coordinate with co-workers to attend as a group. Morning and afternoon shifts are available.

Contact Cathy Tanner, at 205-975-6066, or Chris Klein, at cklein7@uab.edu for more information.

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UAB and UAB Medicine employees will receive two extra holidays at the year’s end.

This year, Christmas and New Year’s Day occur on Tuesdays, which are scheduled holidays. In addition to Dec. 25 and Jan. 1, 2019, UAB President Ray Watts announced that UAB will observe two additional holidays, Monday, Dec. 24 and Monday, Dec. 31, to provide employees additional time to spend with their families.

HAPPY HALLOWEEN & HAPPY THANKSGIVING!
What’s new in construction?

**College of Arts and Sciences Building**
- Construction 60% complete.
- Brick, precast, windows in progress.
- Projected completion April/May 2019.

**ROTC Building**
- Construction 50% complete.
- Brick, external metal panels in progress.
- Projected completion Nov. 2018.

**Beach Volleyball Courts**
- Site demolition is complete
- Project completion is Jan. 2019

**UAB Track & Field Complex**
- Construction is 30% complete
- Site clearing, grading and excavation underway
- Project completion is Dec. 2018

**Soccer Expansion**
- Construction is 30% complete
- Site has been prepped with major utilities and foundation installed
- Grandstands to begin in late Sept.
- Project completion is late Dec. 2018

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Facilities Division Professional Development Center schedule for

**OCTOBER 2018**

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<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<tr>
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<td>OPEN</td>
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<td>OPEN</td>
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<tr>
<td>1</td>
<td>Outlook Basics 9 -11 a.m.</td>
<td>2</td>
<td>OPEN</td>
<td>Outlook Intermediate 8:30-10:30 a.m.</td>
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<td>7</td>
<td>Typing Fundamentals 9:30 -11 a.m.</td>
<td>8</td>
<td>OPEN</td>
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<td>9</td>
<td>RESERVED</td>
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<td></td>
<td>11</td>
<td>12</td>
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<td></td>
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<tr>
<td>14</td>
<td>OPEN</td>
<td>15</td>
<td>16</td>
<td>Submitting Pay Requests 9 -11 a.m.</td>
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<td>OPEN</td>
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<td>18</td>
<td></td>
<td>19</td>
<td>20</td>
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<td>21</td>
<td>OPEN</td>
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<tr>
<td>22</td>
<td>OPEN</td>
<td>23</td>
<td>24</td>
<td>Intro to Computers 8:30-10:30 a.m.</td>
<td>25</td>
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<tr>
<td>28</td>
<td>OPEN</td>
<td>29</td>
<td>30</td>
<td>Outlook Basics 8:30-10:30 a.m.</td>
<td>31</td>
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Check your email and the Digital Bulletin Boards for the October Professional Development Center schedule.