10 Expectations
1. Honesty & Integrity
2. Communicate
3. Think of the Entire Team
4. Look at the Big Picture
5. Treat People Fairly
6. Anticipate deadlines
7. Develop relationships
8. Be a Role Model
9. Be accountable
10. Follow Up

Recycling just got easier

Program collaboration between multiple Facilities Division departments

UAB employees can now recycle used toner and ink cartridges by dropping them in Campus Mail. The new program aims to make recycling as easy as possible for employees, and, in return, UAB will receive a check for the recycled cartridges. “I think that working smarter is always better, and that’s part of the reason why Campus Mail was such an obvious choice,” said Paula Sullivan, manager of Facilities Management’s Campus Services and Grounds. “With the Tree Campus USA designation and the work of the Tree Campus USA recognition from the Arbor Day Foundation and Toyota. The recognition honors colleges and universities and their leaders for promoting healthy trees and engaging students and staff in the spirit of conservation. “The National Arbor Day Foundation’s recognition of UAB with the Tree Campus USA designation represents the maturation of our Campus,” said Tim Sullivan, manager of Facilities Management’s Campus Services and Grounds. “The older trees on campus stood witness to the renewal of seventy city blocks, and the younger trees on campus will grow as the institution continues to flourish.”

UAB recognizes the July 4th holiday, and will be closed Friday, July 3 in observance.

Campus honored for commitment to conservation

Please see RECYCLE, Page 6

Please see TREE, Page 2
From Page 1

Facilities employees honored for service

Nearly 100 Facilities Division employees were honored earlier this year for their service to the university:

40 years of service
David W. Craft

35 years of service
Max Richard James Swanson* Janet Cunningham

30 years of service
Johnny Armstrong* Winfred Price* Phyllis Rush Tim Sullivan Sherri Hicks Price Kenneth Morrow

25 years of service
Timothy Muncher* Wayne Nall Michael Teague Karen Benson Dorothy Brown Kyle Boyett Jerry Burden Dan Snelson John Welch Steven Spencer William Griffin

20 years of service
Johnny Hyde Frederick Cook Charles Lynch Lilie Gill Audrey Lewis Pauline Peoples Bonnie Stewart Cynthia Taylor James Bailey Frank Hamby Demetria Scott Arthur Jones Harry Kyle

15 years of service

10 years of service

5 years of service

*Denotes those who retired.

The Facilities Division Newsletter will print monthly, and we want your input on what we should include.

What projects should we highlight? What information do you want to see included?

Submit ideas to Facilities Communications Specialist Natalie Merrill at nlwade@uab.edu or 934-4825.

Facilities Division Core Values

Customer Service
Stewardship
Valuing the Environment
Sustainability
Safety
Inclusivity

Campus Advisory Committee we will ensure our trees will be protected for the future, ensuring a living legacy for Facilities, its employees, and all of UAB.”

Sullivan said Campus Services and Grounds partnered with UAB Sustainability to form the Tree Advisory Committee in November 2014 not only to gain the recognition but also to promote and preserve existing trees and encourage future tree planting on campus.

The committee will provide guidance to encourage the addition of campus green spaces, in order to create a more attractive, healthy, and sustainable campus environment.

“UAB has a tree-care plan, which protects and monitors the health of our campus trees,” Sullivan said. “Protecting and promoting trees is a key component for improving air and groundwater quality, plus it adds to the aesthetic beauty of the campus.”

In order to receive the Tree Campus USA distinction, UAB had to meet five core standards for sustainable campus forestry required by Tree Campus USA:

• Establish a tree advisory committee,
• Develop a campus tree-care plan,
• Dedicate annual expenditures for its campus tree program,
• Host an Arbor Day observance, and
• Sponsor environmentally-related student service-learning projects

“As more and more trees are added to the campus landscape, they are not only adding to our environmental efforts to improve air and water quality, but they are also adding financial value to our facilities,” Sullivan said.
Answers to FACE comment box questions

Have you left a question in one of the FACE comment boxes around campus? If you have, an answer to your question will appear in one of the monthly issues of the Facilities Division Newsletter.

FACE installed 10 comment boxes in Facilities Division areas across campus to encourage employee feedback.

There are two other ways to submit questions, aside from the physical boxes:

- Questions can be emailed to fac-suggest@uab.edu.
- Questions can be submitted using the online form, located under the Facilities Quicklinks tab on the Facilities Division website.

We appreciate any and all feedback from our employees.

Q: Something needs to be done about the group leaders and supervisors' training. Working with employees as human beings and not like they are dogs (animals). The group leaders feel safe and it's alright to yell loudly at employees about matters of the job or etc. and lie on employees and get away with it, and are supervisors using scare tactics on some of the employees.

No order of jobs being done when people are out sick, vacation, etc. A whole lot of confusing "constantly" going on, just for no reason. The employees that do work it's a problem the employees that don't work it's okay. They get away with it — all of this is a serious problem and no one can really report matters — that's why it keep going on.

A: Any concerns with any person on the campus can be communicated to Facilities HR, if you are uncomfortable talking to anyone in Facilities Management, such as a direct supervisor. However, if you have a problem with a direct supervisor, you may go to the supervisor's supervisor before HR, if you wish.

Q: I would like to see how we are going to keep these new buildings being built maintained when we don't have the manpower as it is. "Painting"

A: As the new buildings are brought on line, budget will be increased and manpower will be hired to take care of the new space.

Q: How about starting a Plumbing Apprentice Program for Hospital Maintenance? Campus Maintenance has one, why not Hospital Maintenance?

A: Facilities Management is working on an Apprentice Program for Campus and Hospital Maintenance. It will take some time to get the program right and make it work for all employees.

Q: Several years ago the qualifications for a general mechanic was changed from being able to work on 120 volt equipment to 277 volt equipment. This change is understood it was necessary for lights to be repaired. Our question is why are we told to repair the high pole lights @ Chevron which are 480 volts? This is safety concern and could present a dangerous situation. No Lies, Just the Truth.

A: In reality, we should change that requirement to 600 volts, because the safety concerns are the same for everything under 600 volts. They are all considered low voltage and all are equally dangerous.

All procedures should be followed by working on circuits that have been locked out and de-energized. If work on an energized circuit is required, only qualified personnel should touch the circuit. In this case, the lights are 480 volts and should be handled exactly the same as a 120 volt or 277 volt circuit.

You will need to talk with your supervisor, if you are unsure about the proper procedures. As a side note, 277 volt lighting is one leg of a 480 volt circuit.

Q: These fit for tat games by supervisors. Making truck keys unavailable, not sharing parts/supplies information and making one beg and plead for P.O. #’s. Well, the customer pays the pence. Hiding in the office, not returning calls, highlighting trivial syntax errors (while ignoring your own) ignoring problems and controversies with customers, these phallic symbols are hurting Facilities ultimately. You’re the drunk with the lampshade.

A: Any concerns with any person on the campus can be communicated to Facilities HR, if you are uncomfortable talking to anyone in Facilities Management, such as a direct supervisor. However, if you have a problem with a direct supervisor, you may go to the supervisor’s supervisor before HR, if you wish.

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Q: I have been working in Maintenance for 10 years. The policy for bad weather days seems like the Director and the Supervisors are making up policy as they go. Three weeks ago campus was shut down. They let maintenance and craft people go home. I wish the Director of Campus would read the policy, discuss the policy with supervisors. Then hold a meeting at our monthly safety meeting to explain to everyone this event.

A: Employees will be declared essential before each event to attempt to conform with the new Adverse Weather procedure. It should be completed and posted by Augusta so that everyone will understand how they will be paid during an event.

Q: Due to 15 people deceased and not enough people in our areas. What steps are being taken to make the Building Services department stronger? Since jobs have been taken off the board, is there any concern at all for the workers?

It is understood less money spent bonuses go to Department heads and not to employees who actually do the work. Again what is XXXX doing to help this situation? Again leadership must think of more than himself. We NEED HELP Badly and at least a raise from 1-2 dollars. Mr. McMains your help would be greatly appreciated to help keep Building Services growing and people not dying from overworked & under paid.

A: There have been no elimination of jobs. James Williams and Scott Moran are both busy trying to hire new employees for the current openings in the department.

There have been and are no bonuses given to the department heads or anyone in Facilities. Raises are determined by the state budget.

Q: How about starting a plumbing apprentice program for Hospital Maintenance? Similar to that of Campus Maintenance?

A: Facilities Management is working on an Apprentice Program for Campus and Hospital Maintenance. It will take some time to get the program right and make it work for our employees.

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A: Any concerns with any person on the campus can be communicated to Facilities HR, if you are uncomfortable talking to anyone in Facilities Management, such as a direct supervisor. However, if you have a problem with a direct supervisor, you may go to the supervisor’s supervisor before HR, if you wish.
Answers to FACE comment box questions

Q: Someone needs to create a database so all painting at UAB can be tracked & information can be obtained by all the painters. Thanks.
A: Uniformity in colors will happen as part of standardization, which would make finding the color very easy and there would be no need for a database.

Q: Why do guys in management continue to let manager like XXXXX treat blacks the way he does. It's as if he's there just to hand us (keep us in line). This has got to stop. I've seen him try to provoke black guys by saying things like "I guess you want to kick my ass" and if they replied like he would have it would been for their careers.
A: Any concerns with any person on the campus can be communicated to Facilities HR, if you are uncomfortable talking to anyone in Facilities Management, such as a direct supervisor. However, if you have a problem with a direct supervisor, you may go to the supervisor's supervisor before HR, if you wish.

Q: Why is it that the men in the HVAC program not being paid to be moved from GM to the HVAC Dept. There should be some incentive were doing the job why not pay us. You paid the supervisors you made it happen, why not make it happen for the guys.
A: I don't understand this question. Please clarify if possible. If someone accepts a job in the HVAC department, they are paid the salary for the position that they accept.

Q: XXXXX has to stop. He talks to some contractors as if they are nothing. Because he is a manager he shouldn't be allowed to do this, and these guys were black.
A: Any concerns with any person on the campus can be communicated to Facilities HR, if you are uncomfortable talking to anyone in Facilities Management, such as a direct supervisor. However, if you have a problem with a direct supervisor, you may go to the supervisor’s supervisor before HR, if you wish.

Q: More Personal holidays
A: While decisions for employee benefits are decided at the university level, we will share your recommendations with the appropriate leadership. UAB Designated Holidays can be found online at uab.edu/humanre-sources/home/benefits/holidays.

Q: Prizes should be more UAB based like Free membership to Recreation Center - 6 months or 1 year. Gift Certificates to UAB Bookstore, Free Tickets!
A: Thank you for the suggestion. We are looking into providing a variety of prizes during the annual Picnic and All-Hands Meetings.

Q: Why do guys in management continue to let manager like XXXXX treat blacks the way he does. It's as if he's there just to hand us (keep us in line). This has got to stop, I’ve seen him try to provoke black guys by saying things like "I guess you want to kick my ass" and if they replied like he would have it would been for their careers.
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Q: I work in the maintenance department at the hospital. I am a general mechanic and do not have access to a computer. At the last meeting I see on page 6 there are computers in the professional development Center 616. Since that is out of my work area, will management supply coverage for me to go to this area to obtain information needed. Since jobs are not posted I need to go every 3 business days. Thanks.
A: There is a computer in the shift change room, one in the conference room, and your supervisor’s computer can all be available upon request. A new computer will be requested in the near future to replace the existing one in the shift change room due to the repeated problems identified.

Q: The movie, Paths of Glory, a Stanley Kubric gig starring Kirk Douglass. It should be required viewing for all members of management from stem to stern. Kinda reminds me of Facilities Administration.
A: It is obvious from your suggestions that there are some negative feelings. If you have some specific feedback, contact Janet Cunningham, Facilities HR Manager, at j cunningham@uab.edu or Jolene King, Assistant Vice President for Facilities Administration, at jolenek@uab.edu to schedule a meeting to discuss your concerns.

Q: Post jobs on board so we can see them; other departments do why not maintenance.
A: Thank you for your suggestion. The newly installed Digital Bulletin Boards will feature information regarding new job postings. Additionally, the Facilities Professional Development Center (located in the 616 Building) is equipped with computers, which you can use to check your email or look up new postings during free hours on Fridays. UAB and Facilities HR policies require that all jobs be posted for a minimum of three business days.
Answers to FACE comment box questions

Q: This suggestions are specific to the FAB; however the 616 – 822 Buildings should be considered as well. Building Access - After attending two ALICE training sessions, it seems that our buildings is far accessible to the general public. My thought is card key access on all external doors 24/7 except the main entrance (middle -back door). This entrance should be “open” 7-5. Further we could add a door beyond the main entrance, in the hallway that is locked 24/7 w/card key access that would secure the entire building except the HR/reception area. We should evaluate safety and access specifically for this area. The locks w/card key access would allow the employees access & the ability to escort our visitors while funneling the unexpected visitors to are central point of contact (*) possibly engage UAB police for their help.

A: A safety committee has been formed to create a safety proposal for the Facilities Administration Building including providing swipe card access for doors. The approved plan will be communicated to employees.

Q: FAB Parking lot - The parking lot is scary after 5:00, even with longer daylight. The two entry points remain open (I believe until 8:00) well after most of our staff has left. The emergency phones are not located in good spots, If an employee gets into trouble in the parking area, I propose we return the gate closing time back to 5:15. The gates now open automatically, without punching in a code, to get out, so exiting after hours should not be problematic.

A: A safety committee has been formed to create a safety proposal for the Facilities Administration Building, including addressing the parking lot accessibility concerns. The approved plan will be communicated to employees as soon as possible.

Q: I would like to know why hourly employees are not given the “same” options as salary employees on the UAB investment matching. It should be for “both” hourly & salary equally.

A: Decisions regarding employee benefits are made at the university level. You can submit your question by emailing benefits@uab.edu or by calling 934-3458. You can also direct questions to Facilities HR by contacting Janet Cunningham, Facilities HR Manager, at j cunningham@uab.edu.

Q: Can we get a ADA complaint box height, because I can’t reach this box from my wheelchair.

A: There are ways you can submit your questions and comments without using the box. You can send an email to fac-suggest@uab.edu or use the online FACE Suggestion Form under the Facilities Quick Links on the Facilities website (uab.edu/facilities).

Q: Raises for Hospital Maintenance Department.

A: Pay is a difficult topic to answer because the guidelines and rules about pay increases are governed by the Legislature. The state budget dictates when we are allowed to provide pay increases. Once we know what the budget situation is, we will communicate that information.

Q: Require management to have management skills training.

A: Thank you for your suggestion. The Facilities Division is committed to Professional Development. As part of the Professional Development Program, we recently implemented the Facilities Supervisor Training Calendar to provide on-going supervisory training. This program currently offers one supervisory training course per month and is available to all supervisors in the Facilities Division. The Professional Development Program is also currently providing the Supervisor Development Series with our Support Services Team.

This program consists of a total of seven modules of supervisory training in which the entire team participates together from module 1 through module 7. We hope as we continue to have the Professional Development classes, management skills will be enhanced and management skill levels will be addressed in more detail. For more information on supervisory skills training opportunities, please contact Laura Marsh, Facilities HR, at 934-1054 or lmarsh@uab.edu.

Q: Raises!!

A: Pay is a difficult topic to answer because we are part of a larger university and the guidelines and rules about pay increases are governed by the Legislature. The state budget dictates when we are allowed to provide pay increases and the allocation available for increases. Once we know what the budget situation is, we will communicate that information.

Q: This is in reference to the seemingly miss-managed situation during the last weather event. It is hard to understand how, after the fiasco of last year’s weather event, that an emergency management protocol in place for hospital operations during any event could be that difficult. This is primarily about hours worked and being paid for said hours. The people that got stuck working last year were very stretched and hesitant to volunteer for this year’s event. Those who did volunteer this year, for the most part, were glad to help and were assured they would get paid. I personally was not displeased with the pay arrangements, if one could understand pay stub, in that UAB has been good to me and for me and I appreciate the opportunity.

But, that being said, we were told not to clock out at midnight and stay on clock to continue an alert awareness.

This management protocol should be already in place. Point being, even though UAB always seems to be in state of transition, an emergency management contingency should be ready to implement. Suggest find a hospital that does it right and emulate.

We also have families and for us to stay and help it is imperative that we know we have prepared our own families and homes for an emergency to facilitate us being willing and able to concentrate on hospital business to best serve our clients here at UAB.

A suggestion may be to have teams in place such events. Team A, B, C, etc., that are trained and equipped for any emergency situation. I think that if the money, which we all know is the main thing employees think about, was decided ahead of time and personnel knew what the pay would be, you would not have so many complaints about the pay.

If people want the extra time and emergency pay, let them know up front where they stand.

A: A committee has been tasked with coming up with an Adverse Weather Plan, including how to compensate employees during bad weather events.

The plan is expected to be approved by August, and will be communicated to all employees.
Mitchell, director of Print and Mail. "Employees don’t have to worry about where to put the cartridges, they just put them with their outgoing mail and we’ll take care of it."

Several departments partnered to create the program, including Business and Auxiliary Services’ Shipping and Receiving and Print and Mail, Financial Affairs’ Surplus Warehouse, UAB Sustainability and PCR America.

Belinda Mitchell, director of University Purchasing and founding member of the UAB Sustainability Committee, created the bid package and contract for the toner-recycling program.

Since the program started, Paula Mitchell said they’ve seen a good amount of participation. She said they even get emails from customers letting the department know when they have a big pickup. Those who want to participate should place used toner or ink cartridges in the box for the new cartridge — or the old box, if they saved it — and put it into the Campus Mail as if it were outgoing mail. Campus Mail will take these items to Shipping and Receiving. When there is a full shipment, the cartridges will be sent to PCR America, which will refill the cartridges for sale as re-manufactured cartridges.

"This is a way to keep them out of the landfills," said Wayne Stead, director of business development for PCR America.

Ink cartridges can only be re-manufactured for use up to three times and toner cartridges up to five times. Once the cartridge has exhausted its re-usability, it then will be turned into other sustainable products.

Stead said the plastic from those that can no longer be re-manufactured will be broken down into pellets to be turned into plastic materials that have nothing to do with ink or toner.

Steve Murray, director of Business and Auxiliary Services, said it’s important for UAB to commit to recycling ink and toner cartridges because of their effect on landfills. Cartridges can take 500-1,000 years to decompose in a landfill and may leak printer ink into the environment.

Business and Auxiliary Services will use the money received from recycling the cartridges to fund future sustainability projects.

Additional Sustainability Measures

- Campus Print and Mail recycles the large aluminum plates used for printing, recycles all waste paper and cardboard, uses low-hazard inks and cleans and reuse the cloths used to keep the printers oiled instead of using disposable cloths.
- Shipping and Receiving recycles pallets and cardboard and hosts the Alabama Environmental Council’s (AEC) glass dumpster as a partnership between UAB and AEC.
- The Surplus Warehouse recycles all surplus computer equipment through a contracted electronics-recycling vendor.

RECYCLE From Page 1

Mitchell, director of Print and Mail.

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