10 Expectations
1. Honesty & Integrity
2. Communication
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. Accountability
10. Follow Up

Recycling expands hours

Customers can now use self-service bins throughout week

The UAB Recycling Drop-Off Center has expanded its hours to enable the UAB community more opportunities to recycle. The center had been open during specific hours on Mondays only and is now open 6 a.m. - 3 p.m. Monday through Friday. The center is now also a self-service recycling location.

“We wanted to open the center for those who couldn’t come by during those brief windows of time on Mondays,” said Tim Sullivan, Manager of UAB Campus Services and Grounds. “This will also enable our recycling team to focus more on our on-campus recycling collection.”

UAB Recycling regularly collects three types

Fire drill process improved through mapping

The Facilities Division has placed an emphasis on continuous improvement, which has been highlighted in previous issues of this newsletter. The process mapping project, led by Business Process Manager Tony Caminiti, has enabled departments to assess their current processes and look for ways to improve.

Kenton Howard, Fire & Life Safety Specialist in Occupational Health and Safety, has been working with Caminiti to map the current fire drill process, and that has opened the door to many improvements that will enhance the safety on campus for all faculty, staff and students.

“It allowed us to remove outdated processes,” Howard said. “We had an opportunity to improve the program to enable it to be streamlined and efficient. It benefited not only me in my job, but the entire campus.”

Howard has been using the improved process for the past couple of months and has seen:

• clearer expectations
of materials from campus buildings: paper and cardboard, aluminum cans, and plastic bottles (labeled plastic #1 or #2):

- Paper and cardboard are collected throughout the campus in 96 gallon rolling totes labeled “paper recycling only.”
- Aluminum cans are collected throughout campus in the green containers known as half-gluttons.
- Plastic bottles are collected throughout campus in the same half-gluttons as cans.

In addition to the change in hours of operation, electronics recycling will now be conducted by appointment. To make an appointment, call 934-WORK (9675). The UAB Recycling website contains a wealth of information regarding accepted materials, how to recycle at the center, its location, etc.

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**Group Spotlight**

The Facilities HR department is featured often in this newsletter for the services it provides. Many times employees are referred to the HR Department when their questions are complex or involve state, institution or departmental policy.

“We are here to serve all of your Human Resources needs,” said Trish Fox, Office Support Specialist III in Facilities HR. “Don’t hesitate or be afraid to reach out for our assistance. We will do everything we can to assist our employees.”

In addition to helping others, this tight-knit group enjoys working together. You may see a few of them walking around together at the Annual Picnic, snapping selfies with Blaze or being the first in the photo booth.

“We have a great team that truly enjoys working with each other,” said Sharon George. “We all have different strengths and we rely on each other.”

The team works together to process all employee changes within the Facilities Division, coordinate Facilities Welcome Day each month, manage staffing and the training program for the Facilities Division, as well as tackle any questions employees have on a day-to-day basis.

The HR employees want you to come see them when you have questions.

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

Working in the Elevator Maintenance Department requires more creativity than you might imagine. This small group maintains or supervises the maintenance and inspections of more than 290 elevators on campus.

“We are serious about what we do,” said Dustin Hawkins, Elevator Mechanic.

All members of the Elevator Maintenance team are Licensed Elevator Mechanics by the Alabama Department of Labor. As such, safety is their number one priority.

“We work a lot behind the scenes,” said Roger Nash, Manager of Elevator Maintenance. “My group is highly skilled, and safety is the most important thing to us.”

Servicing and supervising the servicing of so many elevators on campus can be a daunting task, but this group is up for the challenge. They say they enjoy working with other groups within Facilities and across UAB. Especially when creative solutions to problems are needed, including too large objects, heavy objects, etc. that need to be moved using elevators.

The group was clear that the best thing their customers can do when they notice an issue is to report it.

“Elevators are machines that can and will break down occasionally,” said Samuel Eaton, Elevator Mechanic. “But we will repair and troubleshoot the issue as soon as we know about it.”

Students, faculty and staff who have a concern about any elevator on campus are encouraged to notify Elevator Maintenance by calling 934-WORK so it can be addressed promptly.

Performance evaluation’s due soon

As mentioned in the last issue, the Facilities Division is supportive of a performance management process which includes clear and specific performance expectations and goals for each employee.

This year, formal annual performance evaluations are due by June 30th. In response to a suggestion box comment, this year’s evaluations will encourage employees to give feedback on their managers and supervisor’s performance. Questions about the process can be directed to Facilities HR at 934-8835.

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. Lotoya Beard is an Engineering Manager in Hospital Maintenance and will represent the Facilities Division on the UAB Staff Council for two years. She can be reached via email at lbeard@uab.edu.

Information about the UAB Staff Council can be found on its website at uab.edu/staffcouncil.

What’s new in construction

- **Bell Nutrition Bar Renovation**
  The Athletics nutrition station in the Bell Building has been renovated and reopened in February.

- **Tinsley-Harrison 10th Floor**
  An extensive lab renovation for the 10th Floor of Tinsley-Harrison Tower was just completed, and there was a small opening party in April.

- **Steam and Chilled Water Expansion Continues**
  Steam and chilled water line expansion work will continue in front of the Bartow Arena during the summer months.

- **School of Nursing**
  Several key demolitions have been completed, and foundations have been completed. Passersby can expect to see the new tower take shape, as the 2nd through 5th floor concrete gets poured over the next few months.

Facilities 2017 Goals

- Develop Sustainability Master Plan
- Evaluate Project Management Software
- Develop & Deploy Customer Service Survey
- Apprenticeship Program/Professional Development
- Small Business Utilization
- Define Mission-Critical Programs/Continuity of Operations
UAB honors Johnson as Employee of the Month

The University of Alabama at Birmingham has recognized Sharon Johnson, Outside Construction Supervisor of Campus Services, as Employee of the Month for May.

Johnson was nominated by her peers and more than nine letters of support were written on her behalf, many outlining the commitment she has to her position and her co-workers.

“It thrills me for someone as dedicated and wonderful as Sharon Johnson to receive institutional wide recognition,” said Tim Sullivan, Manager of Campus Services and Grounds.

Johnson said she’s honored to receive the recognition, but insists her team should take some of the credit.

“I work with such a diverse and exemplary group of people and each one of them is more worthy of this than I am,” Johnson said. “They have all contributed to my personal and professional growth. I feel as though this award is for all of us.”

Those who have worked with Johnson say she’s dedicated, inspiring and a beacon of light for the team.

“Always available to help, Sharon does her job with excellence and a positive attitude,” said Ben Beasley, Group Leader in the Grounds Department. “She works in a department of primarily men and her light shines bright for all of us to see. Whether pouring concrete, fixing fences, cleaning drains, removing snow, or cutting trees; Sharon will be there with a smile on her face until the job is complete.”

The FACE team can help coordinate nominations for Employee of the Month. Contact the team at FAC-suggest@uab.edu.

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Facilities Division Professional Development Center schedule for

June 2017

Check your email and the Digital Bulletin Boards for the July Professional Development Center schedule.

<table>
<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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<td>Outlook Intermediate 8:30-10:30 a.m.</td>
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<td>OPEN</td>
<td>6</td>
<td>Outlook Basics 8:30-10:30 a.m.</td>
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<tr>
<td>7</td>
<td>Outlook Intermediate 8:30-10:30 a.m.</td>
<td>8</td>
<td>Scheduled free time for employee computer use.</td>
<td>9</td>
<td>Outlook Basics 8:30-10:30 a.m.</td>
<td>10</td>
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<tr>
<td>11</td>
<td>ASUS Tablet Basics 1:30-2:30 p.m.</td>
<td>12</td>
<td>OPEN</td>
<td>13</td>
<td>lynda.com LearnNow Guides 9-10 a.m.</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>Typing Fundamentals 9-10:30 a.m.</td>
<td>16</td>
<td>Scheduled free time for employee computer use.</td>
<td>17</td>
<td>18</td>
<td>ASUS Tablet Basics 9-10 a.m.</td>
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<tr>
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<td>24</td>
<td></td>
<td>25</td>
<td>OPEN</td>
<td>26</td>
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</tbody>
</table>

Register for classes by contacting Laura Marsh at llmarsh@uab.edu or 934-1054.