Welcome New Main Campus Mechanical Manager

Paul Dowling is the Main Campus Mechanical Manager for The University of Toledo. Paul has over 27 years in the construction industry. Paul worked at VM Systems for over 17 years as well as owning a local HVAC Company. His most recent employer was Promedica at Flower Hospital where he was in charge of daily operations of the Steam Plant and associated mechanical systems.

Paul and his wife Kelly of over 25 years reside in the area with their two daughters, Elizabeth and Madelyn.

Welcome Groundskeeper 2, Roger Durdel

Welcome Ken Konoff, Electrician Journeyman, HSC

Ken Konoff starting working with HSC Facilities Operations in July. He and his wife have been married 24 years and have a 14 year-old son. Ken previously worked at The Andersons. He likes to golf, fish, go boating, and is a hockey fan. He also is a woodworker and makes gifts at Christmas time.

Ken used to race motor cross and drag raced at Milan Dragway where he was Rookie of the year in 1985.

Welcome Jared White - Jared starting working with HSC Facilities Operations in November. He is studying engineering at UT, is single, loves to travel, play sports, and lives in Toledo.

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Spring can’t come soon enough

As I write this column for the newsletter, I look out my office window at the snow and glance at the weather forecast on my computer calling for more. I never thought I would get there but I find myself already thinking I don’t know that I’d miss it all that much. I do like the change of seasons and do not mind snow for a month or two, but the bitter winter winds make me think how nice it may just be to cut grass 12 months out of the year. At this point, I have to believe our grounds crew is thinking the same.

A welcome to all of the new faces that have joined our ranks. Please make them feel at home and part of the team. We continue to fill open positions with quality folks. As we all know ‘many hands make light work’. We are more than halfway through the fiscal and academic years. Seems like we were just planning for students to return to campus and now we are already planning for summer work when they leave. I hope that all of you read or saw in the news that our enrollment and retention numbers were up for the spring semester. This is a good thing and in part thanks to all of your hard work. You are all part of the University experience. Keep working to provide the service and environment that our students, faculty and staff need to be successful.

I hope that you are all seeing the benefits from the capital that is being invested in our facilities. More work is on the way with planned projects taking place now and through the summer. We expect to receive $20+M from the State for FY19/20 to invest into the physical plant. This will continue to allow us to improve our spaces.

As a reminder, all of you should have seen an email in early January regarding the ROCKETS Recognition Program. Check your bracelet...

Respect – Ownership – Commitment – Knowledgeable – Ethical – Trusting – Service focused

If you don’t have a bracelet and need one, come see me.

The campus, despite the cold, looks great. Spring flowers will be here soon and we will get the place tidy and ready for graduation in the Glass Bowl in early May.

Thanks again for all of your efforts. I am proud to lead a great group of folks.

Remember... Zero excuses! Whatever it takes!

Jason Toth
April 19, 2017

Congratulations to Tony Gibson for receiving the 2017 Outstanding Staff winner! Tony is a custodial worker in Building Services on Main Campus and has been with the department since 1997.

Congratulations Tony! This is obviously well deserved!

June 5, 2017

Maggie,

Just wanted to give a great shout out to Candace Huner for all her hard work in following up on keeping the building in better shape. She responds very quickly to my emails with questions and her follow up is great. Please keep up the great work. Thanks!

Shirley Grzecki, Events Coordinator 1, Office of Alumni and Annual Engagement

August 20, 2017

Jason,

Facilities continues to be the easiest department on campus to work with. Chris and Amanda have done an exceptional job keeping us in the loop and being available when needed.

David Remaklus, Director of Library Operations

August 23, 2017

Chris and Maggie,

Just wanted to let you both know how much we appreciated your help in getting SB 1200A/B in usable condition for yesterday! I know that took a lot of effort on your parts and it paid off as the Provost’s Office was able to go ahead with their plan to be in 1200A/B. Thanks again!!

Sandy Whitman, Administrative Assistant, Office of the Dean

February 2, 2018

Amanda Costell,

I have pictures hung and we’re completely moved in. I’ve had visitors over here recently and everyone is very complimentary of the work your group did. You should stop by.

Patricia Peterson, Controller, Finance and Administration
September 15, 2017

Jason,

The Veteran’s Lounge looked fantastic, as did the Library! I was really proud.

Thank you for your teams’ outstanding work and commitment to excellence.

Sincerely,

Sharon L. Gaber, President, The University of Toledo

October 21, 2017

Gentlemen,

I can’t thank you enough for the work you put into preparing for this survey. Environment of Care has been getting bludgeoned in every survey and Kathryn, the lead surveyor, warned me on Tuesday to expect as many as 50 findings for facilities. You guys just crushed it.

Dan Barbee, Chief Executive Officer, UTMC

February 19, 2018

Jason,

By the way, your new guy on grounds, Brian, is doing an excellent job. We had 2 rough weeks of weather and I don’t believe we had one fall.

Dan Barbee, Chief Executive Officer of UTMC

February 9, 2018

I just wanted to pass along a message about Donna our new custodian – she cleaned the commuter lounge carpet today and it looks great! After several attempts to get it done, she came in and mastered it. Could you please pass along to her supervisor what a great job she did above and beyond. Truly great to have her. Thanks!

William L. Pierce, MBA, Director of Undergraduate Admission, Division of Enrollment Management

Refurbished Ohio Historical Marker at the Glendale entrance to the HSC.

The frozen Ottawa River looking downstream east, below the river name on the David Leigh Root bridge.
There are opportunities for creativity that make our jobs more interesting and easier. These happen often in our F&C group, but I’d like to give this one honorable mention.

This past fall/winter we had a few condensate leaks: Snyder parking lot, Ottawa West grass, Carlson, Student Union court x2, and Stadium Drive near lot 5. Stadium Drive was a tough one because it’s on main steam/condensate lines and couldn’t be shut down long on the 10F days.

To add to the problem, we couldn’t repair during school without upsetting a lot of students and staff and had to push it back to Winter Break, just before the closure week. As a group, Jonathan, Tobias, Mark, Don and Lester worked the idea down to a 2 - 4 hour shutdown. To do this, half of the group would start at 4am and the other half (kid free group) would stay late, if needed, bringing the lines back up. They planned a way to get the 100psi steam pressure down within a couple hours, (normally takes a day), but that particular location is the condensate low point.

We had a problem a few months before this trying to repair the valve vault to Larimer and couldn’t get it all drained so we made the repair in building, not the vault. This one had to be repaired at an even lower location. The plan was to cut the ¾” condensate letting it drain quickly into the dig site and pump to sanitary. The how was the creative solution: taken from Jeff Dunham’s Jose Jalapeno on a Stick, they made a Sawzall on a Stick. It cut the time in half.

I was impressed with how well the repair went; our customers weren’t inconvenienced because it was all done so quickly.

Thank you Jonathan, Tobias, Mark, Don and Lester for creatively working the idea.

Michael Green, Director, Energy Management
There have been over **17000** Work Orders completed in the new work order software since July 1st between all of our campuses. We have also introduced tablets into the trades, and plan to continue adding them as our new software continues to grow.

All of our Facilities staff have online SchoolDude accounts created for them which can be accessed through ANY computer or mobile device from anywhere on campus or even at home. If you have not logged into your account yet, please do so ASAP. As we continue to transition further into our new software, there will be less paper work orders printed and more online assignment and distribution of work.

Through your SchoolDude account, employees can track and monitor all Work Orders assigned to them and also look up completed work orders. They can also edit WO statuses and work completed, and enter and track labor hours easily. Documentation, such as photos, manuals, or even guides as to how a project was completed can easily be added into the software. The software will also aide in communication about work assignments because employees will be able to easily contact the requestor or their supervisor via email directly through the work order with any questions.

On the mobile application, employees can keep track of all work orders assigned to them and add information including status updates, time on the job and also materials they have used. Using the mobile device software in the field will ease keeping track of paperwork, and will allow employees to pull up their assigned work orders while out on campus. Also, employees can easily add pictures of work completed or question areas directly onto the work order by taking pictures with the camera on their mobile device.

*If you need assistance logging into your SchoolDude account, please check the following –*

*For logging in on a computer, use your **UT email address (@utoledo.edu)** and the password **newuser** if you have never logged in. You will be prompted to change your password at log in.*

*For logging in on a tablet or mobile device, you need to first log in and change your password on a computer if this is the first time you have logged on. If you have ALREADY logged in on a computer, use that same login information to log into the mobile device application.*

For further assistance or questions contact the Work Control Center or Rebecca Smith, Work Control Manager, at extension 1422.

Thank you.
Rebecca Smith, *Work Control Manager*
Hello, and here we are in yet another new year with hopes and dreams for all good things and 12 new months to see them come true. This will be my last contribution to our newsletter as I will be moving on to the next next phase of my life - retirement!!! Although I pick a few to be my personal best for this purpose, I hold all of you in the highest regard.

My personal best goes to our three new MRW guys. Jason Stiff at President’s Hall, Kaleb Neeld at Ottawa House, and Phil Vittetoe for all of the engineering complex. Great work is always defined by how many calls the Work Center receives for these buildings. We are glad to announce that we have gotten very few! These three embraced their jobs from the beginning and are truly adored by the staff/students they interact with daily. You are a welcome addition!

Other honorable mentions: Rebecca Smith for implementing SchoolDude and tablets. Those who have tablets have more control over their open work orders and they can track their work themselves. Maggie Garcia for keeping us informed of who manages what buildings or areas and who to contact if we need help with custodial issues. Tracey Brown for keeping track of the calendar for vacation/sick time and assisting us with any type of problem we have.

And in spite of all the calamities we have experienced in recent months, everyone has remained jovial and positive. Between steam leaks, random flooding, random ice storms and other “natural disasters”, we have handled things well and resolved problems quickly. We work together.

I will be ending a 24-year career at this university this summer. It has been filled with unlimited opportunity and I am grateful to have met people from all over the world and worked with people with such diverse knowledge. I will remember it, (and all of you), fondly. I will think of you when I am sleeping in, off having fun somewhere, or just enjoying my permanent vacation.

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<th>Spring Semester 2018</th>
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<tr>
<td>Nursing First Day of Class</td>
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<td>Martin Luther King Day - no classes, offices closed</td>
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<td>First Day of Class</td>
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![Image of a person]
Cold and Flu Prevention in the Workplace

Every year, without fail, flu season hits. While the influenza virus poses high health risks for individuals, an outbreak at the office can also affect business operations. All it takes is one employee and one sneeze to put others at risk and spread the virus.

According to the Centers for Disease Control and Prevention, flu viruses can spread to people from up to 6 feet away through droplets made by sneezing, coughing or talking.

Even before showing symptoms, an infected employee who sneezes during a meeting or coughs at someone's desk without covering his or her mouth can expose others to the flu.

Avoid Contact
If you do find yourself getting sick, stay home from work. A person is contagious a full day before symptoms show up and up to 7 days after becoming sick. The CDC recommends that a person who catches the flu or a flu-like infection stays home for at least 24 hours after their fever is gone.

Wash your Hands
The flu is spread through droplets when an infected person coughs, sneezes, or even talks. Washing your hands frequently, especially before eating and after using the bathroom can also help prevent the spread of cold and flu viruses.

Germs are commonly transmitted hand-to-mouth, when the person is eating, biting their nails, or mindlessly touching their lips. If frequent hand-washing isn’t an option, using hand-sanitizer can be a useful backup method.

The majority of viruses enter the body through the hands into the mouth. If you haven’t recently washed your hands, it is best to try and keep your hands away from your face.

Cover your Mouth
If you have to cough or sneeze, be sure to cover your nose or mouth. It is recommended that you cover your nose or mouth with a tissue, but if one is not available, immediately wash your hands with warm water and soap after sneezing or coughing.

Keep Surfaces Clean
Whether you or your coworkers are sick or well, it is a good practice to clean and disinfect shared surfaces, such as doorknobs, phones, and keyboards often to prevent the spread of infection.

Prevention is the best way to avoid spreading colds and the flu, but it isn’t always possible. Therefore, it is helpful to create a work environment that encourages hand-washing and cleanliness at all times.