

Facilities Management Newsletter

Oklahoma State
University

VOL. 1 2018

OSU Central Plant Open House

April 27, 2018

The Central Plant facility provides office and work space for 85 of Energy Services 94 person team. It is also where steam for heating and chilled water for cooling the OSU Stillwater campus is produced and distributed into the campus-wide utility infrastructure. The Central Plant was designed with a 50-year vision, and replaces the nearly 70-yr old Power Plant.

West two-thirds of the building is the Utilities "Production Plant":

- Chilled water – cooling capacity:
 - Currently capable of producing 12,000 tons and expandable to 16,000 tons
 - 3900 HP pumps and 750 HP cooling tower fans with variable frequency drives
- Steam production – heating capacity:
 - Currently capable of producing 220,000 lbs. /hr., and expandable to 280,000 lbs. /hr.
 - Heating water loop to serve nearby buildings (NOC)

East one-third of the building is Admin. & Operational

- 43 offices
- Conference rooms
- Construction plan archive
- Public observation room
- Mechanical maint. shop & field equipment storage
- 60-seat General University classroom
- Staff training room, break rooms, and locker rooms

Design/Construction Timeline and Significant Features:

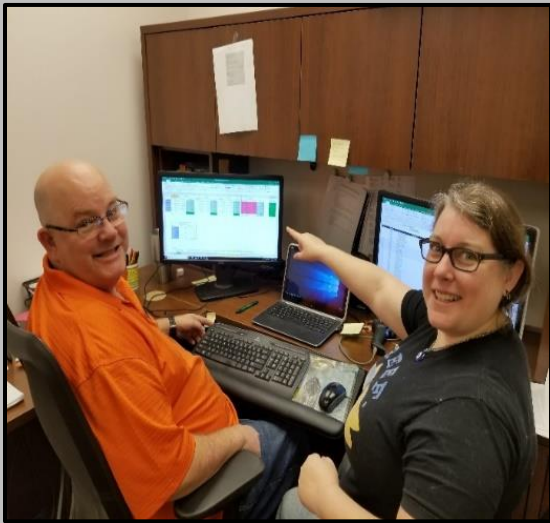
- From development of Utilities Master Plan to Central Plant occupancy – less than 5 years
- Tie in to OSU's academic mission with a 60-seat GU classroom
- Involvement of Energy Services staff in the design and construction of the facility



➤ Department News

University Mailing Services (UMS)

To ensure budget adherence and to address potential shortfalls as early as possible, **Darren Stormont and Jess Mutschelknaus** created a budget tracker tool. By downloading each UMS fund into an Excel Workbook using Banner reports (*OSU's official financial system*) and linking the Banner data to a summary page which automatically updates each month, this tracker tool allows UMS to quickly assess the financial condition and make immediate adjustments.



Energy Services Promotes Communication with Customers and Staff

- Check out the GEOSYS Campus Interactive Map where you can find information such as street names, building names, construction zones, the Campus Tree Inventory and much more information: <https://geosys.okstate.edu>
- Energy Services implemented an emergency utility outage URL on the ES website that is updated with live outage data for customers and staff to view. Link to the ES home page: <https://utilities.okstate.edu/node/150>

Business Systems - Employee Training

As a response from FM employees requesting additional AiM training, Business Operations Systems group developed an AiM iDevice training pilot program. Business Operations employees **Mike Horn and Madalyn Chambers** conducted three handheld training sessions in February with Landscape Services employees. The training consisted of an overview on how the handheld devices work and how to operate and utilize the FiRE Ops. & Maintenance application. Approximately 30 employees participated in the pilot program. Using the feedback received at the pilot training, Mike and Maddie further enhanced future handheld device training to be substantive for FM employees. This group is also working to produce a desktop training course that will focus on "tips and tricks" to better utilize the AiM system.



FMAC Representatives Needed

The Facilities Management Advisory Committee (FMAC) needs representatives from these areas to serve on FMAC: Business Operations, Zone 1, Zone 2, CCS, and Energy Services. The new term will begin July 2018 and last for two years. If you are interested in serving, please contact the following:

Cord Harris (FMAC Chair) at x6922
Holly Pasmore (FMAC Secretary) at x1174

The FMAC committee is organized for the benefit of all exempt and non-exempt staff in an effort to further communication and cooperation among all staff members and to foster a harmonious working relationship through the Department. The committee will serve in an advisory capacity to the FM Chief Facilities Officer, Ron Tarbutton.

IDEA Conference 2018



Left to Right: **Phil Curley, OSU Energy Services Utility Engineer**

Ron Warner – Flintco

Vic Alford – Flintco

Justin Grissom, PE – Burns & McDonnell

Mike Hume – Flintco

Brian Sauer, PE – Frankfurt, Short & Bruza

Richard Rappa – Senior Vice President of CHA Consulting Inc.

Phil Curley, OSU Energy Services Utility Engineer, attended the recent 2018 IDEA Conference in Baltimore, MD and was part of a panel presentation on lessons learned on the journey from development of Campus Utility Master Plan to construction of the new utility production plant/administrative facility.

Abstract from the presentation:

In 2016, our team presented the story of completing a Campus Utility Master Plan, designing a central plant, and beginning construction in less than three years. Now, our team will tell the conclusion of the story, highlighting the construction, commissioning, and completion of the new Oklahoma State University Central Plant. The presentation will focus on successes as well as the lessons learned from the perspective of the University, Construction Manager, Commissioning Authority and Architect-Engineer.

We will present a case study of central plant design and construction completed through the Construction Manager at Risk delivery method. We will share our successes and lessons learned as a result of having the University, Construction Manager, Commissioning Authority, and Architect-Engineer engaged from project conception through completion.

Energy Services Archive

Over the past 2 months, a large undertaking has occurred as the Construction Plan Archive has moved from its former location in the FMA Building to the new Central Plant building. The planning and packing for the move began a few months before and the move took five separate days to accomplish. All of the shelves, file cabinets, and flat file cabinets containing plans for OSU's buildings, utilities, all O&M manuals, and specifications were moved with over 100 boxes of manuals, multiple truckloads, and many strong backs! Thank you to **Julie Hill** and **Sheryl Burri** for their hard work in planning and coordinating, and all of those involved in the physical move!

*New Archive space **BEFORE** the move.*



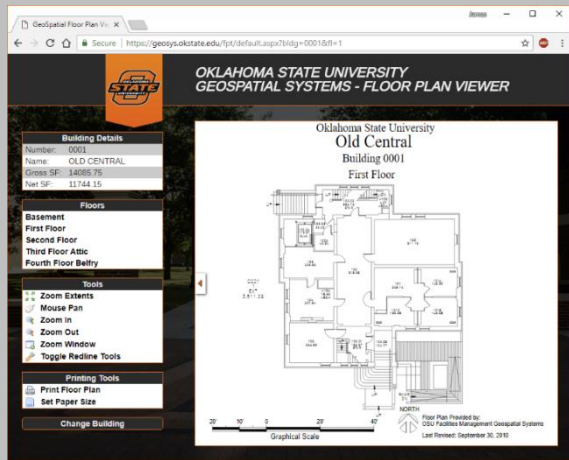
*New Archive space **AFTER** the move.*



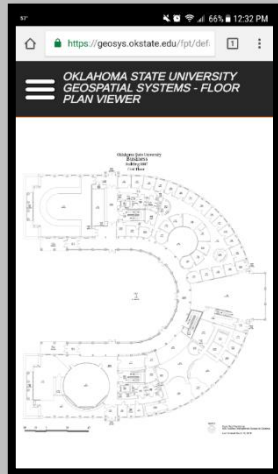
Energy Services Updated Floor Plan Viewer

Geospatial Systems has completed its update of the campus floor map viewer. The updated floor plan viewer features redlining features, new printing tools, and can be used in any browser, including mobile browsers! All OSU Faculty and Staff have access to this valuable tool. Thank you to **Steve McClary** and **Alex Franco** for their work in this project. To use the viewer go to <https://geosys.okstate.edu/> and select the Floor Plan Viewer in the Application list.

Floor Plan Viewer in Google Chrome.



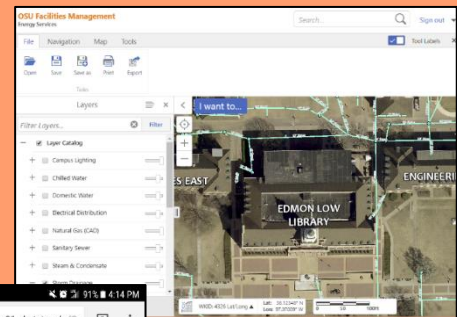
Floor Plan Viewer in Mobile Browser



Energy Services WEB GIS Application

Geospatial Systems has been busy the last few months developing the new Web GIS application. The goal of the Web GIS is to take the relevant mapping information for each FM and campus department and make it available in an easy-to-use application. It takes the ease of use of an application similar to Google Maps and adds our OSU information. This application has already been rolled out to Energy Services who has been using it for utilities mapping information both in the office and in the field. OSUPD is also beginning to use the information for the handiness of the steam tunnel information, especially while on patrol. GeoSys is also working with the Emergency Operations Center to have relevant information available in the event of a campus emergency situation. The web GIS is mobile enabled and will allow you to not only see the information, but geolocate your position to show where you are in relation to OSU assets. Geospatial Systems will continue to roll out the app to various FM and OSU Departments in the near future. To request access or to inquire about adding data, please contact **James Hollan**, Geospatial Systems Manager.

Web GIS showing storm drainage info around Edmond Low Library



Web GIS Mobile showing steam tunnel locations and geolocating in the new Central Plant

➤ Creating Service Excellence

Dean's Representatives Meeting

Customer feedback is critical to improving service. FM collects customer feedback in many different ways, ranging from the annual Customer Satisfaction Survey, work order completion surveys, to informal conversations with students, faculty and staff. However, with a campus as large as OSU, it is difficult to capture the "Voice of the Customer." One of the most valuable tools FM utilizes to collect feedback is our quarterly Dean's Representatives Meeting.

FM established the Dean's Representatives Meetings to capture feedback from a selected representative of each college. This quarterly forum provides an avenue for face-to-face communication between FM and the Dean's Representative. The meetings are held at either FM or at the Representatives College. These meetings have proven to be a huge success!

Below are pictures from the 2018 First Quarter Meeting held at the new Central Plant on March 14th. Following the meeting, the group toured the new facility.



Customer Comments to FM Employees

"CEAT wishes to thank [Aubrey Wilson](#) for her excellent customer service and construction management skills."

"Thank you ([Curtis Cooper and In-House Construction Team](#)) again for creating such a special space for our students. We would love to have the names of all who worked on our project so we can thank them." Elizabeth Payne, JD, Director, Center for Sovereign Nations

"Thanks to [Jeremiah Petri and Chris Krieger](#) for getting to this quickly. Great Job Guys."

"**Zone 1** guys are great. This was an "emergency" request late in the day and [Duane Ramsey and Aaron Moore](#) jumped in quickly to solve our problem."

"[Tom Sneed](#) helped and he is very professional and courteous."

"[Gerrod Forquer and Sean Stebler](#) were awesome. They quickly identified the problem, got it fixed and brought my attention to another problem with the fans. It's nice to have great people to call when problems arise."

"[Jeff Foster, Robin Duckworth, Clayton Mayfield, Dan Webb and others](#) are doing a fantastic job!" Ann Hentges at HS Academic Services

"Our new building looked sparkling clean for our building dedication last Friday. Thank you for all your help with making our event such a success. [Please thank your staff](#) for me for all their hard work. I know this building is huge and keeping it clean while so many faculty, staff and students are using it is quite an undertaking. You really went above and beyond for us!" Lisa Fain, Dir Bus Ops, Spears School of Business

"I wanted to pass on my appreciation for the Custodial employee ([Paul Snodgrass](#)) who has been assigned to OSUPD. His attention to detail and thorough job is not unnoticed by our staff! Thank You for assigning a trustworthy and hard worker to our department," Sgt. Leah Storm, OSU Police Department

➤ FM Staff Spotlight

Gerrod Forquer



Featured in the
January issue of
Humans of OSU.

Humans of OSU: Article Abstract

Before he was maintaining air conditioning and chilled water refrigeration, Gerrod Forquer was tearing apart motors to see how they worked. “When mom and dad would throw something away that they thought was broken, I would get it out of the trash and take it apart,” he said. “Sometimes I made it work again, and other times I would make it do something it wasn’t meant to do.”

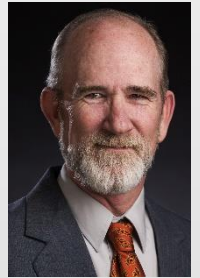
Today, Forquer is an Ast Supv HVAC for Operations & Maintenance in Facilities management. “We spend a lot of our time just checking equipment for any maintenance it might need so we can fix it before it goes completely down and stops work in that building,” Forquer said. “We do most of our work behind the scenes so that others can do their work efficiently.”

Please read the full article on the link below:

<https://news.okstate.edu/articles/communications/2018/humans-of-osu-gerrod-forquer.html>

Humans of OSU highlights stories of students and employees who call **Oklahoma State University** their home. From inspirational journeys to campus opportunities, Humans of OSU strives to showcase the variety of people that make up the Cowboy Family.

Bill Hilson started his career at OSU in 2003 as a student employee in the Motor Pool, then had an opportunity to come to FM’s Landscape Services Department. In the thirty-eight years of OSU having a Landscape Architecture Program, Bill was the first student of that program to have a design created for the OSU campus that was constructed while still in student status. Some of the items Bill designed were even included into the 2012 OSU Landscape Master Plan such as the brick and louvered gate screens around dumpsters. At the request of OSU’s Administration at that time, Landscape Services Director, Steve Dobbs requested Bill to design and create OSU’s first larger than life topiary boot that sits on the corner of Monroe and University during the growing season. Bill also created a custom design/built rose arbor that is a part of the Old Central landscape.



During his career as a member of the FM Landscape Services team, Bill helped the team create many other projects such as the Garth Brooks topiary hat that sits at the north end of the Formal Garden when displayed, the educational QR coded tree and plant ID signs, the labyrinth steel trellis that sits between Morrill and Bartlett, even several custom-built architectural plant cages for gardens across campus.

As a way of honoring our FM military veterans, Bill creates the annual FM Veteran’s Day photograph taking great pride in making sure it honors our veterans for their services and sacrifices.

In 2016, Bill moved to the Geospatial Department inside Energy Services as the department’s GIS Specialist II where he currently oversees the utilities mapping in GIS.

Bill states, “It has been a real pleasure and an honor to work with the great people here at FM. As I walk around campus, I see many projects I have had a large role in and can easily see the evidence of why I absolutely love working here. I still say the most gratifying feeling I have experienced because of my work here is to drive by the big cowboy boot display and see people having their graduation picture taken with it in the background.”

➤ FM Staff Development



Tiffany Munday and Chad Tucker complete the Advanced Leadership Program



Bobby Edwards (left) receives Leadership Development Certificate from CJ Moore CT-Structural Trades Zone Mgr.



Mike Voss (right) receives Leadership Development Certificate from Greg Leeming, MEP Zone Mgr.

Jessica Mutschelknaus (left) receives Ambassador Program Certificate from Barbara Dobson, Coordinator UMS Mailing Svcs



Jeremiah Petri (left) receives Supervisor Academy Certificate from Steve Ledbetter, Zone 2 Manager



Aimee McMurl (left) receives Supervisor Academy Certificate from Daniel Alexander, FSS Manager

Jean Pangborn (right) receives Supervisory Academy Certification from Yankun Li, Ast Dir Fiscal Ops



Jenelle Feddersen (right) receives Supervisory Academy Certification from Renee Smith, Director Bus Ops



Suminda Mapitigama (right) receives Supervisory Academy Certification from Renee Smith, Director Bus Ops



APPA Leadership 2 Seminar

Jenelle Feddersen and Renee Smith, FM Business Operations, attended a 4-day APPA Leadership seminar at the TAPPA conference in Austin Texas in April.

The Leadership 2 conference focused on Speed of Trust. They studied critical aspects such as the case for trust, self-trust and relationship trust. They considered the cost to an organization if there is a lack of trust and focused on the importance of having personnel with both high character and high competency.

Pictured below are: Jenelle (left) and Renee (right) with Chuck Farnsworth, President of Trust Partners.



2018 Spring OACUPPA Meeting

The spring meeting of OACUPPA, the Oklahoma Chapter of APPA, was attended by FM employees **Jeremy Douthit, Tiffany Munday, Heath Pickens, Jennifer Bennett, and Marla Boles.**

The meeting included workshop presentations on purchasing, quality assurance with cloud-based solutions, energy disruption and a tour of the Oklahoma City Community College Visual and Performing Arts Center Theatre.



➤ FM Retirees – Fond Farewells



Brian Raper – 30 Years of Service



Bruce Jackson – 21 Years of Service



Larry Todd – 36 Years of Service



Dan Knott – 31 Years of Service

*Thank you for your many years of dedicated service to
OSU and Facilities Management*

➤ FM New Hires – Warm Welcomes

Energy Services



Cristian Contreras Nieto
Utilities Engineer



Jeremy Galloway
Utilities Locator Tech



Gavin White
Utilities Prod. Maint



Richard Roach
Utilities Prod. Maint



Sunita Khanal
Spclt GIS III
Geospatial Systems

Landscape Services



Lorie "Kiki" Wilson
Groundskeeper



Scott Mitchell
Shop Support Services



Damien Davis
Installation



Sue Haynes
Groundskeeper



Michael Roberson
Heavy Equipment



Silas Smith
Groundskeeper



Mitch Jardot
Groundskeeper



Emilio Bernabe
Groundskeeper



Anthony Payne
Groundskeeper

Construction & Contract Services



Joshua Baker
Project Manager

Operations & Maintenance



Tyler Pabst
Electrician, Zone 2



Emma Ellis
Bldg. Maint, Zone 3



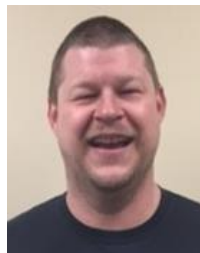
David Hull
Plumber, Zone 2



Anthony Krause
Painter, CT Trades



Keenan Lewis
Carpenter II, Zone 4



Jason Robben
Plumber II, Zone 1



James "Joe" Fultz
Bldq Maint, Zone 1



Rodney Thompson
Maint. Assistant Zone 3



Aaron Cartmell
CT-Structural Trades



Jason Jardot
Carpenter, Zone 2



Daryl Horstman
HVAC Tech, MEP

Business Operations



Anna Hume
Payroll



Tamie Ward
Mailing Services



Teresa Rutherford
Procurement Services

➤ FM Health & Safety

Business Operations Information Technology takes a “**Safety First**” approach in the workplace! Everyone should always take the necessary steps to wear (PPE) Personal Protective Equipment and reach out for assistance when needed in order to stay safe while doing your job. Below is a good example of that behavior!

Narrative below written by: Suminda Mapitigama, IT Manager, FM Business Operations

Battery Disposal

At Facilities Management we have several UPS devices or uninterruptible power supplies. These are like a power strip that are equipped with a battery to prevent loss of data if the power goes out. After 4 or 5 years, these devices start to fail and need to be replaced. In order to dispose of the faulty UPS devices we open the case and remove the battery.

A couple of days ago we were servicing a UPS that had failed. Upon inspection of the battery, we noticed a severe swelling so in order to remove the battery we needed to wear the proper safety equipment.

After removing the battery from the UPS, we noticed it had leaked some battery acid into the UPS case so we decided to take precaution and let someone more qualified handle the disposal of the battery.

We contacted EHS and they recommended we fill out a “request for chemical removal” form from their website at ehs.okstate.edu. We have since filled out this form and they are going to pick up the battery and dispose of it in the correct manner.



Fall Protection Safety Education

FM conducts safety education with employees to ensure they have the knowledge to complete their daily job duties safely.

Below is the Fall Protection Course conducted by Greg Hogan, EHS, on April 24th.

Pictured are employees learning how to properly wear fall protection harness equipment. Left to right: **Thomas Harris, Michael French, Greg Hogan, Bryan Whitmore, Aaron Cartmell, and Sheldon Hagler.**



CCS Safety Buckets

The In-House Construction department uses safety buckets on each job. These buckets contain job documents, fire extinguisher, first aid kit and a flashlight.

Below is the safety bucket that was used at LSW 303



FM Receives 2018 Certified Healthy Department Certification

FM received notification from the OSU Department of Wellness of meeting the criteria for Certified Healthy Department in 2018. This is the second year in a row FM received this certification.

Below is the notification from the OSU Wellness Department:

"Thank you for submitting an application to be recognized as a Certified Healthy Department at Oklahoma State University. We are pleased to inform you that your department meets the criteria for 2018 and will be recognized as a Certified Healthy Department."

"Announcements will soon be made through the America's Healthiest Campus media platforms to notify the OSU community of your accomplishment."

Congratulations to everyone at FM!



Procurement Team participates in Wellness Department Outreach Program

The program was a pilot project to encourage employees to increase their physical activity and participate as a team in a friendly inter-departmental competition. The team members visited the Colvin Center/Seretean Wellness Center once a week for 4 weeks. The highest participation of team members won the challenge. The Procurement Team was one of the winning teams and received a tour of the Wellness Center, t-shirts, and a cooking demonstration in April.

Procurement Team: (L-R) **Jason Bartlett, Marlene Tornakian, Lindsey Dugan, Tiffany Munday, Lori Vogt, Harold Conley**



Stay up-to-date with the EHS Bulletin

Did you know OSU Environmental Health and Safety has a very informative tool to help you keep up to date on the latest health and safety news? Take a moment to read the May issue of the EHS Newsletter!

<https://ehs.okstate.edu/sites/default/files/May%20newsletter.pdf>



In This Issue:

- Satellite Accumulation Area
- Portable Fire Extinguishers
- Current Events

➤ Environment & Energy

Celebrating Arbor Day



Pictured above: left to right
OSU President Burns Hargis, First Cowgirl Ann Hargis, Joris Biddick (Oklahoma student chapter of the Society of American Forester's president) and John Stephens (Horticulturist, FM Landscape Services)

Narrative below written by: Chris Martin, Urban Forester, FM Landscape Services

The picture was taken Friday March 30th to celebrate our campus Arbor Day. As part of our Tree Campus designation, we have to have an Arbor Day tree planting. We are also required to have a student service-learning project where we engage students in a tree related event or project. This year for our service-learning project, we planted 15 trees the Thursday before Arbor Day celebration with nine members of the Oklahoma student chapter of the Society of American Forester's. They were planted along Ridge Road behind the Facilities Management building to act as a windscreen and for their storm water management benefits. Oklahoma is one of only four states in the country that celebrates an Arbor Week and not just a day, so we try to tie the student project in with the Arbor Day ceremony.

This year we planted a Shingle Oak, *quercus imbricaria*, which is native to eastern Oklahoma, during our Arbor Day ceremony. The goal of the Arbor Day Foundation when they established the Tree Campus USA recognition was to recognize and applaud colleges and universities that promote and sustain a healthy urban forest so that it can benefit not just the campus community but the surrounding city community as well. They also want it to

be an opportunity to engage the student population, explain, and educate about the benefits of trees and to promote connectivity through projects. There are five criteria to meet to recertify each year. This will be our seventh consecutive year as a Tree Campus USA. After updating our last inventory, Landscape Services maintains 3,276 trees within our 800-acre boundary and we plant an average of 140 trees per year.

***OSU named Tree Campus USA for 7th Year!
Congratulations to FM Landscape Services employees! Link Below:***

https://news.okstate.edu/articles/communications/2018/osu-honored-for-7th-year-as-tree-campus-usa.html?utm_source=OSU+Communications&utm_campaign=a009e829d1-EMAIL_CAMPAIGN_2018_04_25&utm_medium=email&utm_term=0_ef85cdae6a-a009e829d1-20586429

Energy Services Lighting Project

Narrative below written by: Jamie Andrews, Energy Engineer, FM Energy Services

In 2017, the Energy Services Department started a project to replace lights in common spaces in buildings around campus. One of the primary goals of the project is to provide standard lights and controls for lighting replacements. The lights and controls should provide a significant reduction in electrical usage, qualify for OG&E incentive programs, reduce and eliminate maintenance calls, be easy to install and maintain, and provide an aesthetic look that could be used in multiple spaces. After working with the O&M Department, FMCS, Energy Managers, and the campus Architect, a set of lights were selected. The project replaced lights in common spaces (bathrooms, break rooms, hallways) in the Facilities Administration Building, Whitehurst, and Wes Watkins buildings. The new light fixtures use 38 WATTS compared to the 70 WATTS for the previous fixtures. In addition, controls were added to dim and/or turn off lights when the areas are unoccupied. The new lighting and controls in the Facilities Management Administration Building have reduced electrical usage for those areas by 75%!



Business Operations Receives the Energy Leadership Award (ELA)

Business Operations was the first FM department to receive the Energy Leadership Award (ELA). This accomplishment demonstrates Business Operations personnel's active energy awareness and directly supports OSU's energy reduction goals. Tiffany Munday, Procurement Services Coordinator, spearheaded this effort with help from Madalyn Chambers, Darren Stormont, and Kathy Henderson all servicing as Business Operations' Energy Champions. Sixty-four FM Business Operations personnel from Business Administration, Procurement Services, Accounting, Payroll, IT, Business Systems and University Mailing Services participated in the event. Successful achievement of this award, included completing the Energy Stewardship training, working with Energy Manager, Bobby Horner, to complete the points of opportunity inspection, incorporating processes to address points of opportunity found during the inspection, and passing a randomized audit to ensure the 404 points of opportunity were addressed. To maintain the ELA status, new Business Operations personnel must complete the Energy Stewardship training. Additionally, less than 10%-missed opportunities must be found during future random Business Operations audits



Business Operations Energy Champions

Front Row - Kathy Henderson, Darren Stormont
Back Row - Madalyn Chambers, Renee Smith, Tiffany Munday

Ilda Hershey Honored with the 2018 Timson Award

The Department of Housing and Residential Life honored Ilda Hershey, FM Sustainability Coordinator, with the 2018 Timson Family Award at their banquet on April 22.

"Ilda's tireless efforts help us educate and motivate our residents to recycle and think about their impact on the environment," said Shannon Baughman, Associate Director of Operations, OSU Housing and Residential Life.

The Timson Award was established in 2010 to recognize the outstanding service of the Glen and Jane Timson family from Oologah, Oklahoma. Each year, a valued partner who embodies the spirit of the Timson Award is recognized.

This year, Housing and Residential Life's banquet happened to fall on Earth Day. "I love being surrounded by young people who strive to make the world a better place, said Ilda. "Receiving this award on Earth Day was icing on the cake!"



Pictured above is Ilda Hershey and Dr. Leon McClinton, Director of OSU Housing and Residential Life

Congratulations Ilda!