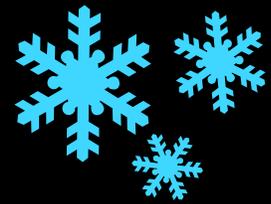


USB News

Facilities Management

February 2013



FM Notes

- ◆ Overtime Leave Open Enrollment ends February 24. Please contact Susan May, 8-6126, if you have any questions.
- ◆ Choices is a program where admitted freshmen and their families visit the campus. The first Choices event will be held on February 18.
- ◆ The Administration and Finance divisional meeting is scheduled for May 7.
- ◆ JMU has taken possession of Tuesday Morning. This store is adjacent to Blue Ridge Hall on University Boulevard, across from Costco. There are currently no plans to renovate the building and retail operations will continue. The AiM name is 593 University Blvd.



Q & A

Q: What are some helpful tips this time of year for home heating systems?

A: For February and March we will still be in the heating mode. It is important to keep your air filters clean. Inspect them regularly. Initially this could be every two weeks or so until you get a feel for how quickly your filter gets dirty. Everyone's house is different. Pet hair can be a large nuisance in stopping up air filters. Replace filters when they start to show dirt or dust accumulations. Replace with a new, good quality filter. Air filters are coated with a residue to help dust stick to them better so it is important that they be installed in the correct direction and replaced, not just cleaned.

Contrary to what some people think, turning your heat off while you are gone may not save you any money. Typically the most cost savings can be obtained by turning your heat back four degrees at most. Any more than that will cause the unit to run such an extended time when turned on that your cost savings is lost. (Answer provided by HVAC Supervisor, Chris Keagy)



Operations Corner:

Work orders are a central part of Operations. Work orders drive our work schedule and budget.

There are times when a customer will ask for work to be done with no work order submitted. When this is the case, please let the customer know that a customer request is needed in order to purchase materials and labor. Customer requests are generally submitted by building coordinators.

When a work order is assigned to a shop and needs another shop involved for assistance, please contact Work Control so the shop can receive a phase for their work.

When there is an emergency, staff are expected to respond and a work order will be issued.

Our goal always is to provide excellent customer service.





FM Snapshots



Utilities Worker, David Jetton, working in front of Warren Hall



Senior Planner, Julie Ruebush, and Property Inspector, Kathleen Whetzel, at the December Graduation



Utilities Worker, Dennis Dove, working in front of Warren Hall



Elevator/Generator Tech, Joe Moshier, and Fire Alarm Sprinkler Tech, Mitchell Propst

Please visit the state DHRM website at <http://www.dhrm.state.va.us/employee discounts.html> for the following discounts for state employees:

- Enterprise Car Rental
- Colonial Williamsburg
- Disney World and Sea World
- Great Wolf Lodge

Questions!?!

We need your questions! FM is fortunate to have many employees with a variety of skills. We would like to introduce a segment in the newsletter where everyday questions are answered by FM employees, such as household cleaning tips and things to do to extend the life of your vehicle. We are also interested in any JMU-related questions you would like to have answered such as those regarding university or FM policy or procedures, benefits, leave, etc. Please submit questions to Deanna Glass (8-6422, glassdl@jmu.edu) and indicate that this is a question for the newsletter.

Banquet Committee Announcements:

- ◇ Drawing for Valentine Basket Raffle is February 13. Basket includes movie tickets and \$50 cash! See Kathleen Whetzel, Matilda Honeycutt, Deanna Glass, or Donna Fink for tickets. 
- ◇ Monthly ham, roast beef, and pork sandwich sales are the third Wednesday of the month at 12:00 p.m. in the hallway in front of the USB lunchroom.

FM Birthdays for February

Robert Brooks 2/1	Tim Breeden 2/2	Charles Lam 2/2	Deborah Selmon 2/2	Dennis Fulk 2/3
Bruce Helsley 2/3	Theresa Shifflett 2/3	Tana Lam 2/4	Carolyn Armentrout 2/5	Diana Miller 2/6
Chuck Horn 2/7	Sharon Laughlin 2/7	Kreg Somers 2/7	Carlene Heatwole 2/8	Sharon Morris 2/9
Gary Ritchie 2/9	Tom Nash 2/10	Scott Wachter 2/10	Michael Carr 2/11	Brett Brubaker 2/12
Lorie Hartman 2/14	Dwight Wallace 2/14	Kenny Berry 2/15	Lora Holcomb 2/17	Ruth Emswiler 2/18
Debra Shifflett 2/18	Dippy Dove 2/19	Kenton Dove 2/22	Allen Umbarger 2/22	Ronnie Davis 2/23
Stacy Heishman 2/23	Vickie Raynes 2/23	Robert Cassidy 2/24	Linda Varner 2/24	Terry Hemp 2/29

Regular contributors to the newsletter: Carlene Heatwole, Melissa Mayhew, Michelle Small, Deanna Glass, Kathy Kirtley, Kathleen Whetzel