

CoEmmunicator

Brought to you by the Facilities Management Office

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Meet the New FMO Staff



Michael Lee is joining us as the facility manager for the Ford Robotics and Naval & Marine Architecture buildings and Gorguze Family Labs. Michael's most recent position was as the Meeting and Event Coordinator for Econ. Prior to that he served as Facilities Manager for Gorguze and Lab Tech for the Wilson Student Team Project Center.

Welcome back Michael!

We welcome Josh Chenier as the Facility Manager for Cooley, Chrysler Center, SI-N, Gerstacker, ERB I, and ERB II. Josh has been at UM since 2013 and comes to us from ITS where he was Facilities Coordinator.

Welcome Josh!



Did You Know?

CoE Facilities Management Office has a lot of great info at our website. Check it out! <https://rpm.engin.umich.edu/facilities/>

CoE Volunteers at Food Gatherers

On Nov 11th, 2019, the staff of FMO was able to join a great group of volunteers from CoE to support the efforts of Food Gatherers to alleviate hunger and eliminate its causes in Washtenaw County.



Food Gatherers
exists to alleviate hunger and
eliminate its causes in
our community.



Ford Robotics Building Update

As 2019 comes to an end, our thoughts turn toward 2020 and the completion of the Robotics Building. The March 1 end date is fast approaching. Many of the contractors are working 10 hrs per day, 6 days a week in a push to finish. An average of 130 workers are on site each day. To date, there has been 252,583 man-hours worked with zero lost time due to injury and only one reportable incident. This was a minor cut that required three stitches.

All exterior concrete work has been finished, including the Robotic Playground pictured in the middle photo on the left. The building is being completed in a top-down fashion. Thus, the 4th level is near 100% while the 1st level is approx. 75%.

Inside, 65% of the glass has been installed, the atrium terrazzo is 40% done, and the main grand stair is 95% complete.

Final painting has begun, carpet installation begins next week and casework and cabinets are set to be installed. The next big event is to order furniture. This will happen in January.



Ford Robotics Building Update Cont.





CoE Clean-Up Day 2019



- 31 CoE Buildings participated
- 419 Staff, faculty, and students volunteered
- 24,300 Lbs. of documents securely shredded
- 25,200 Lbs. of recycling & waste removed
- 4,350 Lbs. of chemicals safely removed

Pictures courtesy of the Office of Communications & Marketing

Preparation and Service for 2019 Season Days



ENERGY REDUCTION

Please do your part to help save energy and make a positive impact on the environment.

- Turn off all unused office equipment such as computers, monitors, printers, fans, coffee makers, and lights and unplug cell phone chargers.
- Set thermostats per your facility manager's recommendations.
- Close windows to save energy and prevent water pipes and sprinkler heads from freezing.
- Close fume hood sashes and, where available, switch them to "low" or "unoccupied."

Facility Managers: Ventilation systems will be set back where possible in collaboration with facility managers, except those that serve labs, animal rooms, and research areas with fume hoods or that have special ventilation requirements. Provide Building Automation Systems (FO-BldgAutoSys@umich.edu or 763-4013) with schedule information if you need facility ventilation turned on for special events or activities over the holiday period (5 p.m. Dec. 24 to 1 a.m. Jan. 2). Contact your Regional Energy Manager (if applicable) for additional energy-saving opportunities.

TRANSPORTATION

There will be NO BUS SERVICE on Dec. 25 or Jan. 1 and bus service throughout the break will be modified.



PARKING

Parking enforcement will be modified from 5 p.m. on Dec. 23 through 6 a.m. on Jan. 2. Visit ltp.umich.edu for details.

The Parking Customer Services office at 523 S Division St will close at 3 p.m. on Dec. 24 and UH South will close at noon on Dec. 24. Both reopen Jan. 2.

CUSTODIAL SERVICES

The last day for regular custodial service will be Dec. 24. Upon request, limited custodial service for common area and restroom cleaning can be provided Dec. 25 through Jan. 1. Email your request to Facilities Service Center at FO-service-center@umich.edu as soon as possible. Normal operations will resume on Jan. 2.

WASTE AND RECYCLING COLLECTION

Waste and recycling collection needs will be monitored and performed during season days as needed. Contact the Facilities Services Center if there are additional needs.

MAINTENANCE

Maintenance - Regions will operate with limited crews to monitor buildings and perform routine maintenance and select maintenance projects. Call the Facilities Service Center (647-2059) for maintenance requests during this time.

KEY OFFICE

The Key Office will be closed from 4 p.m. on Dec. 24 until 7:30 a.m. on Jan. 2. Problems with building access, doors, or locks during this time period should be reported to the Facilities Service Center at 647-2059.

SAFETY

We need your help to maintain a safe and secure environment. Please remind your staff, faculty, and student colleagues to complete the following before they leave their work, research, or living areas for break:

- Close and lock all windows and doors
- Secure valuables and lock desks and closets
- Ensure the safe shutdown of labs that will not be operating (cap chemicals, shut down equipment, etc.)

Phone support will be available throughout the holiday break. Please call:

647-2059 to reach the Facilities Service Center for maintenance requests, including custodial, pest management, and grounds and parking maintenance

763-1131 to reach DPSS for non-emergencies or 911 for crimes or other emergency situations

Holiday Deadlines for Campus Mail and USPS

- **Friday, December 20, 2019:** This is the deadline for units to submit requests to University Mail Services for USPS mail delivery or metering needs during University Season Days, December 26-31, 2019. Please submit requests via e-mail to: mailservice@umich.edu.
- **Wednesday December 18, 2019:** Mail must be dropped off at University Mail Services by 5:00 pm in order to be postmarked before December 24, 2019.
- **December 26-31, 2019:** USPS will be open during University of Michigan season days, but will not provide service to University buildings unless advance written requests are received at University Mail Services (see bullet above). University Mail Services will be closed.

USPS Domestic Mail

Mailing schedule to ensure delivery by December 24, 2019:

Class/Product	Cut-off Date
First Class Mail	Dec. 19
Priority Mail	Dec. 19
Priority Mail Express	Dec. 20
Standard Post/Media Mail	Dec. 13

Review the USPS web site for additional information. www.usps.com.

For questions regarding the newsletter, please contact the CoE Facilities Management Office.
E-mail keelar@umich.edu
Telephone (734) 647-7070

