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## The Importance of Proper Key Management

John Donegan

We simply cannot forget the importance of proper key management. In the last few months, there has been much discussion surrounding the disbursement and subsequent handling of keys. At the risk of not being redundant, I thought this newsletter would be a good format to clarify our objectives of managing keys on campus.

First and foremost, the Physical Plant is the responsible department for the large and often complicated task of implementing the key distribution policy related to all University keys on campus. As these keys are property of the University, they are loaned to individuals to protect the safety and well being of all of our stakeholders and to protect the assets of the University.

All keys being distributed require the approval of the key requestor's immediate supervisor. Under no condition will a key be distributed on either a permanent or temporary basis without this approval and a subsequent signature from the key requestor. All keys cut and distributed are documented. The intent of this is to ensure we know who has access to what locations. Sometimes it is necessary to carry two or more keys to enter a specific area. This is done to protect the "hierarchy" of the keyway associated with the specific key.

For example, very seldom do we allow building master keys to be distributed, as this type of key is considered a very high level of security and its loss would be significant to the University and would be very expensive to replace.

Individuals assigned University keys should exercise caution by reviewing the following suggestions:

- 1) Only carrying keys that are necessary for your job. Keeping the remainder to your "seldom" used keys in a secured location reduces your liability in the event of your primary key ring being lost.
- 2) Secure your University keys to yourself. Use a key ring that attaches to your clothing or fits tightly into your pocket. Many lost keys simply fall out of pockets while performing work or getting change.
- 3) Know what keys you have. Many of us carry keys that we don't have a clue as to what they open. If they are University keys, our locksmiths may be able to identify this key, or at least give you an idea of what type of key it is and what it will open.

And lastly, just a reminder, we key for safety first, then convenience. It is not our intention to create inconvenience, but sometimes it's necessary to protect others. Concern for safety will always "trump" convenience when requesting University keys.



## But It's Not Going To Rain

By Tracey McDonald

In case you haven't heard, Eastern Michigan University hosted this summer's Michigan Association of Physical Plant Administrators (MiAPPA) conference on July 13th, 14th, and 15th. It was a huge success! I am so thankful for the opportunity to have attended two previous MiAPPA conferences last year. The mission, of course, was to go and see and educate the eye. And did we ever! Our core MiAPPA planning committee members: Kevin Abbasse, Susan DiMario, John Donegan, Marsha Downs, Karla Gower, Regina Kelley-Spencer, Tracey McDonald, Steven Moore, Dieter Otto, Bilal Sarsour, and Scott Storrar did an outstanding job of drilling down all of the details; leaving no stone unturned. A humungous thanks to you AND our terrific Physical Plant volunteers for all of your hard work in planning this event. You, guys, absolutely ROCK!!

You couldn't have asked for a better venue in which to host such a conference. The scenic Eagle Crest Golf Course, the stunningly sophisticated Eagle Crest Conference Center, the ultra sleek Ypsilanti Marriott, and our posh Student Center. A special thanks to Jim Hallman and Marie Lenhardt, Eagle Crest Conference Center for your patience and attentiveness before and during the conference. We couldn't have pulled this off without you and your staff's assistance. Our keynote speaker, Frank C. Bucaro and the conference session presenters were entertaining as well as informative. Dining al fresco under tents, added a bit of ambiance to the overall mood of the conference. Tuesday's bands, during the social hour and dinner, were energetic and kept us moving to the beat literally until the evening ended. Dining Services prepared a superb luncheon for us at the Student Center and what took center stage was the spectacular ice sculpture carved (photo above) in the shape of the official MiAPPA logo. Thank you, Larry Gates, Dining Services for that unexpected surprise!

What a wonderful way to showcase Eastern Michigan University's campus and have a fabulous time doing so. And.....it didn't rain!

To view more photos of the MiAPPA conference, visit <http://s915.photobucket.com/albums/ac354/miappa2009/MiAPPA%202009/>

The University of Michigan is hosting the winter (February) 2010 MiAPPA conference.



## **Energy Performance Contract Update**

**By Steven Moore, Energy and Sustainability Manager**

The energy performance contract with Chervon is proceeding on schedule, with savings estimated at over \$150,000 per year to be achieved once the project is complete. The new hot water heating system in Wise will be up and ready to run by October 1st, providing consistent and controllable heat throughout the building. The new system should greatly reduce the number of windows open in the building during the winter, resulting in savings immediately. At Brown and Munson, the window project is over 10% complete. Many students have complimented the new windows, with the biggest questions being “When will I get my window?” The project is scheduled to be complete in March of 2010. Finally, the new boiler plant at DC-III is proceeding rapidly. Temporary heat will be provided if a new gas meter is not ready in time, keeping the residents of the towers warm. The project will be complete by December.



### **Shop News—HAVC/R Shop**

**By Bilal Sarsour and Mark Monarch**

A major issue frequently encountered by institutions the size of Eastern Michigan University is maintenance and repair of an aging infrastructure. One recent example occurred this past June at Quirk where the heating coil for the air handler unit serving the Quirk Theater had failed beyond repair. A new coil was fabricated and installed. The repair will extend the life of the air handler unit, provide some energy savings, and keep the theater warm during the winter months.



### **Plumbing Shop**

**By Bilal Sarsour and Dennis Paul**

To comply with the Federal Virginia Graeme Baker (VGB) Pool and Spa Safety Act of 2007 and the Michigan Public Swimming Pool Rules the existing drain covers at the Warner Club Pool and the Rec I.M., Jones Pool had to be replaced. Last August the pools were drained in order to make the required updates. Additional repairs were coordinated to take place during this time including: 1) removal of an underwater viewing window which had cracked and sealing of the opening and 2) repairs to piping of the filter systems on both pools.

## SUMMER 2009 EMPLOYEE APPRECIATION PICNIC BY REGINA KELLEY-SPENCER

The Physical Plant Summer 2009 Employee Appreciation Picnic was held on August 18, 2009. Although we were scheduled to be outside at the Lake House pavilion, the threat of rain caused us to picnic inside Bowen Field House. Of course it didn't rain, but with the heat and humidity it was nice to be indoors. We had an "All-American" theme picnic with plenty of burgers, hotdogs, salads and of course apple pie. Tables were decorated with red, white, and blue covers adorned with stars and striped fringes. The usual tournament games were played: cornhole, hillbilly golf, and washers. Everyone had an All-American good time. This year's winners were: Cornhole (Nathan Dykes and BJ Storck); Hillbilly Golf (Karla Gower and Joshua Mathia); and Washers (Carlos Thomas and Greg Wester). Thanks to the P8 committee: Kevin Abbasse, Aida Beard, Karla Gower, Regina Kelley-Spencer, and Amy Nolff for their planning and execution of the day and kudos to everyone else that helped out. A special thank you goes to Eric Keil, Athletic Facilities Manager, for allowing us to use Bowen and to Diane Lynn-Veals for her efforts in securing Bowen and the tables and chairs that set the stage for our wonderful All-American indoor picnic. Special thanks also to Kevin Abbasse for being the "GRILL MASTER" for the day.

## MIAPPA 2009 UPDATE BY DIETER OTTO

This summer the EMU Physical Plant had the opportunity to host the 2009 summer MiAPPA conference. During this 3-day event the Physical Plant received a lot of positive feedback on the appearance of the campus. Part of the programming included tours of the campus, heating plant, mass notification, and general tour of buildings and grounds. Diane Lynn-Veals and Steven Moore were the tour guides for buildings and grounds. During the tour Lucky Grubaugh reported a lot compliments on the appearance of both the grounds and the insides of the buildings. These compliments came from people in the same business that we are all in and you know how hard it is impress us. So thanks all again for all of the work that was done during summer.

Our department was instrumental in the donation of food items for the SOS Community Center.



## CUSTODIAL AND GROUNDS UPDATES BY DIETER

### **Custodial**

It's hard to believe that the summer is over and we are already starting another school year. There were a few operational changes that took place since the last news letter and I would like to go over some of them.

The biggest change was the consolidation of Custodial and Grounds operations. Diane Lynn-Veals is now solely operating the State side custodial services and Chris Grant is now solely operating all of grounds operations. Aida Beard is still all of the Housing Facilities and Lucky Grubaugh is still all of midnights.

The Custodial department employed through Michigan Works a few students this summer which allowed us to get a little window cleaning done. This is one of the areas that custodial services have had to significantly reduce because of labor reductions. This program worked well, and if youth employment is available next year we will try again to help to place some hard working young people.

The Custodial products were put out to bid and we have a new company, Allied Eagle/Mellocraft. The major change was in the paper products and there were also few chemical changes. Apparently the new "Greener" less expensive toilet paper was not well received around campus, so we changed to a different type.

There was a change in custodial Housing operations this summer. The afternoon shift was moved to a late day shift. This allowed both teams to work together and created an extended day for projects. Overall the custodial operations in the Dorms this summer were very productive and a strong team environment was evident. This effort reminded me of some of the midnight operations and how effect teamwork between employees of different areas working together with management creates a strong and positive operation. Great job too the Housing Crew.

Another major change in custodial operations was to track all floor care projects. I was personally impressed with some of the numbers. Everyone in custodial operations should feel proud about the work that has been done this year. The numbers just from the midnight crew exceed 1,000,000 sq ft of floor projects; this includes stripping and waxing tile, carpet extraction, refinishing wood floors etc... The campus looks good, thanks everyone.

### **Grounds**

So much was done this summer I do not even know where to start, except WOW.

Let's start with the big concrete jobs. Upper and lower levels of the Eateries including the stairs, REC/IM and Snow entrances including widening the turn around, new side walks around the retention pond in the Green lot, curbs in front of Walton an Putnam, and the North sides of Buell and Wise. You will also notice all of the new bollards with the new concrete. These bollards are part of the Grounds department's new standard developed last year. Retaining walls would be next, and these also follow our new standards. The wall at 600 W. Forest was replaced, the 3 walls between Buell and Downing were replaced, and the wall behind the bus stop on College Place was replaced along with removing the bus shelter and installing new benches (Good job).

There were several other projects that are really eye catching. The White "E" along Cross St, the trees in the Green lot (old North Lot 1), and something everyone should to take moment and go see the Westside of the new DPS. What a beautiful job with everything in that area. These are all jobs to be proud of and just the general appearance of campus the Grounds crew should be proud. There were a lot of projects going on all summer and all of the day-to-day was still taken care. The Grounds spent a lot of time following up on projects to make sure everything looked good when the projects were finished.

### **People**

Nathan Dykes received a nice letter from the people of Pray Harrold.

## SCIENCE COMPLEX PROJECT BY SCOTT STORRAR

The beginning of the fall semester marked a major milestone for the science complex project identified by the 225 ft crane towering over campus. This crane is part of the steel erection currently taking place on site for the new addition. August 31st was the first day that the steel work got underway starting at the south end of the site with plans to continue through the fall placing steel northwards and upwards.

Tasks completed over the summer were the installation of an underground 60-inch storm detention system and complex rerouting of the utilities which included the construction of a new concrete tunnel.

In preparation for the foundation and steel structure associated with the new addition, approximately 60,000 cubic yards of soil will have been excavated. The majority of this excavation took place this summer. We've been able to reuse the excess soil around campus and saved approximately \$800,000 in hauling expenses.

This fall the major concentration of construction work will focus on getting the new addition structure far enough along so work can continue throughout the winter months.

## BORDER TO BORDER TRAIL BY DAVID JAWORSKI

Eastern Michigan University and Washtenaw County Parks and Recreation teamed up in a collaborative effort to add to the existing Border to Border trail. Four segments were part of the project which will now allow pedestrians to walk from the Main Campus to West Campus and back. The engineering services for the project were provided by TriMedia Consultants and the construction work was performed by ABC Paving.

The project areas included a path south of Mayhew Street adjacent to the Village and Cornell Courts and the re-surfacing of a portion of the existing path along Hewitt Road. Other elements of the project included the addition of a path along a section of the south side of Huron River Drive between Hewitt Road and Westview Drive and segments near the softball complex and Westview Apartments. A road stripe was also completed down Westview Drive which essentially created a loop around the West Campus area back to the Rail Trail.

With the completion of this project, the two campus areas will now offer connectivity and inspire pedestrian travel for recreational enjoyment and fitness.

## WESTVIEW APARTMENTS ROOF AND GUTTER REPLACEMENT BY DAVID JAWORSKI

Eastern Michigan University is nearing completion of a major roofing and gutter project at Westview Apartments. The project scope included the removal and replacement of existing asphalt roof shingles with a new architectural 35 year shingle for all 24 buildings. The scope of services, provided by Detroit Cornice and Slate Company, also included the removal and replacement of the existing gutters and downspouts, some of which were dilapidated and clogged with debris.

Other services provided by the contractor were the repair of fascia boards, roof deck boards and metal trim on the overhangs which were missing or insufficient on several buildings.

From a curbside vantage point, the new roofs and gutters have now given Westview a fresh and revitalized exterior to complement many of the upgrades on the apartment interiors.

## PITTMAN HALL FF&E IMPROVEMENT BY CHRISTOPHER LONGERBEAM, AC

This fall Pittman Hall is getting a face lift! With a total project budget of 1.63 million dollars the Hall will receive substantial upgrades. When you walk into the lobby you will be greeted by a new suspended ceiling with a tegular edge tile. New 4' by 4' light fixtures made to resemble skylights will be featured in the main lobby. A new ground level kitchen will take the place of the old APO office. The newly expanded front desk with better sightlines of the front doors and upgraded security cameras will provide improved safety for building residents. The main lounge will also have a video projector with a 100" screen for movies or the students' favorite gaming system. Improvements to the first floor will be rounded out with new carpet, PCT floor tile, and paint.

The remaining 10 floors will receive new paint, carpet, electrical outlets and switches. The rooms will additionally receive new furniture including full size beds, three-drawer dressers, and 10 foot long built in closet millwork. The outdated mini kitchenettes on each floor will be removed to make way for alternating lounges and study rooms. The lounges will be equipped with flat screen TVs. The project will be completed with new furnishings throughout all common spaces of the dormitory.

This project is just getting underway with construction bids received and award anticipated by October 9<sup>th</sup>. Demolition is planned to commence subsequently and construction will be completed by the New Year. Installation of the new furnishings, almost \$400,000.00 worth, will commence as soon as construction is complete.



## WHO'S BAD? THE PHYSICAL PLANT WINS MOTOWN THEME HOMECOMING DECORATING CONTEST!

BY AIDA BEARD



The Physical Plant entered the contest for the very first time and we won 1st place! Thank you to Kaye Tobias-Stachlewitz, Pranali Wandile, Karla Gower, Regina Kelley-Spencer, Aida Beard, Dennis Paul, Greg Meeks, Jane Bartman, John Lamb, Kevin Abbasse, Amy Nolff, Robin Piach, Michele Roman, Amandeep Sandhu, Sherry Shopshear, and Christine Kersey for all their hard work. Not only did our efforts show through in our decorations; our department was instrumental in the donation of food items for the SOS Community Center.

## DECK THE OFFICE WITH SAFE DECORATIONS BY KEVIN ABBASSE

**Ho, Ho, Ho! Attention all elves!** Right about now Santa's probably announcing the holiday decoration rules for the workshop to all his elves. You should be doing the same thing. If you haven't already, this week circulate a clear written policy statement to all office workers stating your organization's do's and don'ts for decking the office halls and walls for the holiday season. Why? Because decorations can be a safety hazard--mostly a fire hazard, but poorly placed electric cords for holiday lights can also cause trips. Nobody wants to be a Grinch, but nobody wants a fire or other accident caused by holiday decorations either.

**Here's what you can safely allow.** The best places for holiday decorations are in lobbies, reception areas, and break rooms. But you may decide to let employees decorate their offices and cubicles as long as they follow the rules. In your policy statement you might want to specify the kinds of decorations that are allowed. For example:

- Artificial trees and other greenery made of noncombustible or fire-retardant materials or treated with flame retardant
- Non-breakable decorations (glass balls can fall and break and become a cutting hazard)
- Flame-retardant paper or cloth decorations (check the label)
- UL-approved holiday lights and extension cords only (although you should discourage the use of extension cords as much as possible, since they're a tripping hazard)

You may choose to allow a real tree in your lobby or reception area. But if you do, make sure it's been properly treated with flame retardant, and make sure it gets watered regularly by a responsible designated employee. Living potted trees with the roots still attached are nice and may also be safely used for decoration--but again, only in the lobby or reception area. They, too, need to be watered regularly to keep them fresh.

### Why It Matters...

- On an average day, there are over 200 workplace fires in America.
- An office fire could kill and injure workers, destroy the office, and end up costing a fortune.
- Holiday decorations may be festive, but they can also be dangerous.
- With a simple, clearly communicated policy and a little checking up, you can effectively control the safety risks and still let employees enjoy their decorations.

**This is what you don't want.** Be clear and be firm about these decorations

### The No-No's:

- No decorations made of flammable or combustible materials
- No electric lights on metallic trees
- No decorations blocking exit signs, fire alarms, fire extinguishers, fire sprinklers, or emergency exits
- No decorations in stairwells or fire exit corridors
- No lighted candles (even in glass containers)
- No stapling of light cords to the wall (it could damage the cord's insulation and cause a fire)
- No cords in aisles, dangling over partitions or from desks, or anywhere else where they could be pulled or tripped over

No holiday lights left on overnight or weekends (someone has to be designated to turn off lights before he or she leaves for the day)

WE'VE GOT MAIL!



## NEWS FROM WITHIN!

### Move-In 2009-10

Thank you to everyone that made this move-in such a success. There were approximately 2900 hundred residents that moved-in during the weekend of September 5th. The weather was fantastic and the buildings were all ready for move-in.

### **HEY, WELCOME TO THE PHYSICAL PLANT:**

Bruce Urbanski—Building Automation Specialist

Edward Bozek—HVAC Control Specialist

John Weatherspoon—HVAC Control Specialist

Brian McElhone—HVAC Control Specialist

Russell Angerer—Custodial Supervisor

Fred Shorter, Custodian

Kellie Wilson—Custodian

Kaye Tobias-Stachlewitz—Key Coordinator

Allan Edwards—Information Systems Specialist

Carl Smith—Stationary Engineer Heating Plant

### **HAPPY BIRTHDAY (TO YOU) SHOUT OUTS!**

Our October Birthdays: Henry Braunz, Marsha Downs, and Sherry Shopshear, Ray Sowers

Our November Birthdays: John Donegan, Chris Grant, Steven Moore, and Travis Temeyer

[www.physplant.edu](http://www.physplant.edu)

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The Physical Plant newsletter is produced by staff of the Plant. Its purpose is to inform Plant staff and the University community of activities, accomplishments, and information about our organization and the work we perform.

The mission of the Physical Plant Department is to efficiently construct, renew, maintain, operate, and service the campus infrastructure, facilities, and grounds to provide a safe, clean, healthy, functional, and attractive living, working, and learning environment.

The main areas of responsibilities under the direction of the Physical Plant are facilities maintenance, facilities planning and construction management, custodial services and grounds operations.

**The Regents of Eastern Michigan University:**

Floyd Clack, Flint; Gary D. Hawks, E. Lansing; Mohamed Okdie, Ypsilanti; Francine Parker, Ypsilanti; Thomas W. Sidlik, Ypsilanti; James F. Stapleton, Ypsilanti; Roy E. Wilbanks, Ypsilanti

PROVIDING THE ENVIRONMENT FOR  
EDUCATION FIRST