

AT YOUR SERVICE

Volume III, Issue 1

December 2008

A message from the desk of Harold D. Johnson

Associate Vice President for Facilities Management and Construction

On November 21, 2008 TWU's Green Initiatives were taken to a new level when Facilities Management and Construction (FMC) on behalf of the University hosted a one workshop. The event was sponsored by Nouveau Construction, The DFW APPA (Higher Education Facilities Officers), and Denton Municipal Electric. Our goal was to identify the tools, techniques and content needed to conduct a greenhouse gas (GHG) inventory (more commonly known as a carbon footprint).

In conjunction with this overall goal, FMC recently invited two (2) professional arborists to assist us in establishing a new program that will count, measure, catalog (by specify identify, hazardous health, location, etc.), and track the total campus tree population using GPS technology. FMC has planned collaborations

with faculty and have created and funded two (2) student forester positions to participate in this program. The arborists estimate that the Denton campus tree population is approximately 3,000. Despite the generous tree population, I should also note that our Landscape and Grounds planted 226 Redbud trees last year.

This year and in 2009 an additional 100 trees were and will be planted including 27 oak trees in each of the two years.

The only way to manage this urban forest is to accurately determine its size and the health of the trees. This data will help us understand and evaluate reductions in pollution, improvements in flood control and air quality. We hope to identify any financial and environmental value of this asset as well.

This moves us closer to our goal of reducing the university's carbon footprint.

INSIDE THIS ISSUE

- 2 TWU Powered by Wind Energy
- 4 Prepare Before You Purchase
- 4 Conservation at Work for TWU
- 6 New and Updated Fleet Procedures

SAVE THE DATE!!

**FMC
OPEN HOUSE**

**THURSDAY,
DECEMBER 11TH**

TWU Powered by Wind Energy

By Ron Tarbutton, Director of Physical Plant



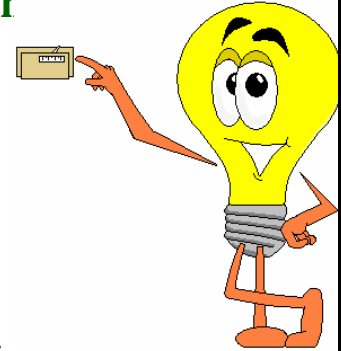
Beginning July 2008 TWU began purchasing green energy for the two Dallas campuses and the Houston campus in the form of “renewable electricity.” Renewable electricity is generated using renewable energy resources and is delivered through existing utility grids. TWU purchases 15% of its electricity (green energy) for these three campuses from wind power which uses turbines to generate the electricity. This is one way that we can lessen our environmental impact and reduce our carbon footprint. FMC continues to take action on our established environmental goals, when also addresses a certain responsiveness to the desires of the TWU community while demonstrating environmental and civic leadership.

Facility Management and Construction co-hosted a workshop with UNT on the Texas Woman’s University campus titled, “Conducting a Carbon Footprint. This one-day workshop covered the basic issues, data challenges, report writing guidance and technical information for conducting an institution’s greenhouse gas (GHG) inventory or “carbon footprint.” The workshop drew on many publicly available resources and examples of GHG inventories in higher education and beyond. The workshop should lead to a better understanding of how to calculate our carbon footprint and hosted many other North Texas and some out-of-state higher education participants.

Continued on Page 3

Ernie the Energy Saver

Bring Your Greer to Work



The small steps you can take at work to save energy can make a big difference!

- During cold weather, keep blinds open to use the sun’s warmth to help warm your space. Just as, in the summer months, keep blinds closed to keep out the heat of the summer sun.
- Look for the “Energy Star” settings on your work computer and monitor so they automatically enter a low-power mode when not in use.
- Energy Star qualified, multifunctional devices are available to print, scan, copy, etc. These models can save energy and space. If you have one of these devices, make sure the power management features are enabled for additional savings.
- The university automatically adjusts your buildings temperature settings so energy is not wasted to heat or cool facilities when not scheduled for use.
- Remember to turn off the lights when leaving conference rooms and your work space.

Courtesy www.epa.gov

CALENDAR OF EVENTS

HAZARD COMMUNICATIONS TRAINING

SIGNED TRAINING ACKNOWLEDGEMENT FORMS DUE TO FMC BY **FRIDAY, DECEMBER 5, 2008**

CHEMICAL INVENTORY FORM

SIGNED TRAINING ACKNOWLEDGEMENT FORMS DUE TO FMC BY **FRIDAY, DECEMBER 5, 2008**

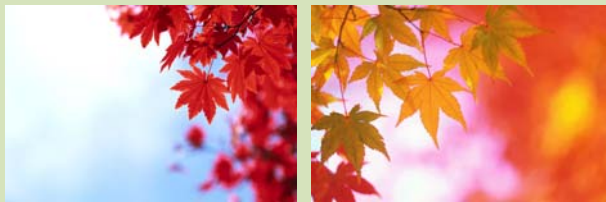
FMC OPEN HOUSE

THURSDAY, DECEMBER 11, 2008

(SHUTTLES AVAILABLE THROUGHOUT DENTON CAMPUS. SEE SCHEDULE ON PAGE 5)

Landscaping is the Perfect Fall Project

by Robert Trevino, Supervisor



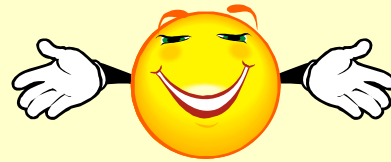
With fall upon us, Landscape Services is currently working on several projects. One of these projects is the planting of 100 Oklahoma Redbud trees throughout the campus. This is part of the Redbud Revitalization Campaign in partnership with the Chancellor's office. The planting will take place at the beginning of November. Another 100 Oklahoma Redbud trees will be planted the fall 2009.

Other landscaping projects are scheduled to take place at the recently renovated Old Main Building and several Bur Oak and Live Oak trees will also be planted throughout the campus. Landscape Services is busy preparing the softball field for the spring season and maintaining the soccer field for the season which is currently taking place.

If you have the opportunity, go by the athletic fields to see the outstanding work that is done by the staff. Ongoing maintenance continues on a weekly basis assure that the campus ambience at Texas Woman's University is also a quality presentation.

New to the Job

by Ann Beverly, Supervisor



I would like to take this opportunity to introduce myself and my assistant, Josie Jimenez, to everyone on campus. I have been with Facilities Management and Construction (FMC) for over 10 years, but Josie has just recently joined the team. In addition, we have two (2) new staff members who will be working at CFO and in FMC.

Some of our latest efforts include Custodial Services joining forces with Landscape Services to assist in the recycling effort. Also we recently had the privilege of helping prepare the university for Governor Perry's visit for the Texas Women's Hall of Fame Induction. I would like to personally thank all of my Custodian Leaders and Custodian II's for their outstanding efforts in making the facilities for that event such a success.

Continued from Page 2

The winter break is not a break for FMC. The Departments Building Maintenance, Central Plant, and Construction Services divisions will have many projects and people working in high gear to complete work that will require utility outages and could have possibly caused inconveniences to students, faculty, and staff. During this time chilled water lines will be extended to the new Science Building under construction. Also new high voltage power lines will be installed in underground duct banks to Bralley, Science, and Old Main. This is part of a major project to upgrade the university's electrical infrastructure. Electrical maintenance work will be performed in the library and at the central chiller plant to ensure reliable utility services throughout the school year.

Conservation at Work for TWU

by Ward Sheeder,
Assistant Director of Plant Utilities

December 11th Facilities Management is having an Open House. I would like to take this opportunity to invite everyone to visit the Central Plant and let us show you our operation. We will be running shuttles from the Central Services Building over to the Central Plant for your convenience.

Currently, we are wrapping up the second phase of our Chiller and Cooling Tower removal and recycle project. During this phase we are completing the removal of abandoned chillers and cooling towers from the campus. Much of this work was completed prior to the beginning of the fall semester to prevent disruptions to the students. A total of 18 cooling towers were removed from campus and the material content was recycled, as is standard practice. The total effort makes TWU a beautiful and greener place to learn. We gain economic benefits wherever we can, for instance one of the cooling towers from the Denton campus was relocated to our Parkland Campus to serve their needs during the construction of the new Institute of Health Sciences Dallas Center. Others were sold for use at other locations or recycled through the salvage process.

TWU embarked on a rigorous utility conservation plan seven years ago. Two integral pieces of this effort included the construction of our central chilled water plant and the installation of a new building automation system. One way we keep rising utility costs in line is utilizing the building automation system to schedule HVAC building systems. This scheduling is critical in our endeavor to conserve energy. FMC coordinates with Instructional Support Services and Conference Services to schedule cooling and heating systems when buildings are not in use. They keep us updated on changing Class and event schedules used to assure that our clients (student, faculty, and visitors) are comfortable.

Prepare Before You Purchase

by William E. Beckham,
Asst Director, Resource Planning & Assets

As you know, the warehouse delivers most items that are received on campus. Occasionally, a large container will arrive at the loading dock. After a review of the Purchase Order to determine where the equipment should be delivered, we evaluate if resources are available to deliver the equipment. Currently, there are two full-time movers on staff, and their job description limits them to lifting 50 pounds. We have hand trucks, dollies, pallet jacks, and a fork lift, but this equipment is useful only for items that will fit into an elevator.

Recently, equipment was received that palletized, weighed over 350 pounds, and was too large to fit into an elevator. To complicate matters even more, the equipment was fragile. This equipment had to be delivered to the second floor of a building and we simply did not have the resources to fulfill the request. A private contractor completed the move at the department's expense. Please be cognizant that, in some cases, it would be better for the vendor to install equipment, than to have it delivered to the warehouse. We cannot accomplish such a move utilizing warehouse personnel. Now, it is still incumbent on the department to notify asset control so that the equipment can still be properly tagged once it is in place.

Above all, keep in mind the limitations we have with personnel and equipment, and the size of elevators and stair wells. Should a department have a question with respect to the feasibility of delivering some equipment, please contact Bill Beckham WBeckham@twu.edu, Terissa Crisp TCrisp@twu.edu, Randie Wilkinson RWilkinson@twu.edu or J. D. Sprayberry JSprayberry@twu.edu, and we will gladly assist you in any way we can.

FMC Open House, December 11, 2008

Shuttle Schedule

<u>Tour#</u>	<u>Time</u>	<u>Destination</u>
1A	10:00am	ACT to Physical Plant
	10:30am	Physical Plant to Central Plant
	10:45am	Central Plant to ACT
1B	10:00am	ULB to Physical Plant
	10:30am	Physical Plant to Central Plant
	10:45am	Central Plant to ULB
2A	10:30am	ACT to Physical Plant
	11:00am	Physical Plant to Central Plant
	11:15am	Central Plant to ACT
2B	10:30am	ULB to Physical Plant
	11:00am	Physical Plant to Central Plant
	11:15am	Central Plant to ULB
3A	11:00am	ACT to Physical Plant
	11:30am	Physical Plant to Central Plant
	11:45am	Central Plant to ACT
3B	11:00am	ULB to Physical Plant
	11:30am	Physical Plant to Central Plant
	11:45am	Central Plant to ULB
4A	11:30am	ACT to Physical Plant
	12:00am	Physical Plant to Central Plant
	12:15am	Central Plant to ACT
4B	11:00am	ULB to Physical Plant
	11:30am	Physical Plant to Central Plant
	11:45am	Central Plant to ULB
5A	12:00am	ACT to Physical Plant
	12:30am	Physical Plant to Central Plant
	12:45am	Central Plant to ACT
5B	12:00am	ULB to Physical Plant
	12:30am	Physical Plant to Central Plant
	12:45am	Central Plant to ULB
6A	12:30am	ACT to Physical Plant
	1:00am	Physical Plant to Central Plant
	1:15am	Central Plant to ACT
6B	12:30am	ULB to Physical Plant
	1:00am	Physical Plant to Central Plant
	1:15am	Central Plant to ULB
7A	1:00am	ACT to Physical Plant
	1:30am	Physical Plant to Central Plant
	1:45am	Central Plant to ACT
7B	1:00am	ULB to Physical Plant
	1:30am	Physical Plant to Central Plant
	1:45am	Central Plant to ULB

Many Changes on Campus

by Kenneth Burt, Supervisor



You have probably noticed by now that our campus has undergone several changes with the demolition of Redbud Theater being the most apparent. This area will be used to build a new student recreation center. Demolition of the old Reagan Houston dormitory will be completed soon allowing us to reopen this end of campus back up to vehicular traffic. I would like to thank everyone for their patience while dealing with the road closures.

The lighter-than-normal summer small projects load allowed us to reduce our backlog of work requests. We built a new ticket booth for Athletics that can be moved from the soccer field to the softball field and added additional lighting for safety and security around the concession stand and restrooms at the softball field. Many other minor capital projects were accomplished as well. Also, as part of our Green Initiative, we are working on a new pilot project that installs waterless and ultra low water flow urinals in the men's restrooms in the Student Union and in FMC at the Central Services Building. These urinals will conserve water because the waterless urinals require no water to flush and the low flows use only .5 gallon of water to flush. We are monitoring the installations efficiency for possible future use in building construction.

I would like to take this opportunity to welcome two new employees to my staff, Glenn Davidson and David Guice. Between the two of them they have over thirty five years of experience.

New and Updated Fleet Procedures
By Christina Williams, Supervisor of General Services



- Requests for vehicles should be faxed to Ext. 81-3148
- Hours of operation for vehicle pick-up (at least for keys) are 9:00am to 4:00pm. If you are in need of the vehicle before 9:00am please be sure to pick up keys before 4:00pm on the previous day.
- Credit cards are available upon request for all university authorized drivers.
- Cell phones are available upon request for all university authorized drivers on a first-come, first-serve basis.
- Be sure you enter the final odometer reading for the vehicle before surrendering the keys! When vehicles are returned to FMC, an unrecorded odometer reading by the driver dropping it assumes a possibility of being charged for the next client's mileage, should they pick up the vehicle before FMC logs that mileage.)
- Secure all property, including university vehicles. Do not leave keys in the ignition, cup holder, or anywhere in plain view. If returning a vehicle after-hours to FMC, you can leave the keys under the driver's seat and lock the doors.
- Please dispose of your trash. When a vehicle is returned after-hours and then picked up before 8:00am for another trip the following day, there is no time for FMC to service that vehicle. Your trash will remain in that vehicle until it is returned to FMC the next time.
- Fleet vehicles can be picked up and must be returned to the northern most parking area at the Physical Plant Service Center. This is directly to the south of and across the parking lot from the tennis courts and west of the Golf Course. (Signage marks the spot)
- Only university authorized drivers can drive a fleet vehicle. To obtain university authorization, go to <https://portal.twu.edu/o-fm/vehauthrequest.htm> (You must be logged on to the Pioneer Portal to access this form)
- Please see TWU Policy #7.02, [University Vehicle Operations](#) if you have questions regarding collisions, passengers, travel distance limitations, etc.
- Requests for vehicles must be made at least 24 hours in advance and vehicles are assigned on a first-come, first-served basis. If a particular vehicle is needed, please note that on your request. (i.e. special needs vehicle)