

News and Views from Facilities Management



September 2018

Welcome back to all!

With all the new faces on campus, I use this edition as my annual reminder about doing work in and around your office spaces. In short, only Facilities Management (FM) and contractors of Facilities Development are permitted to make modifications to campus facilities. This constraint includes, but is not limited to, hanging shelves in offices, painting & carpeting offices, and installation of equipment in classrooms. While seemingly restrictive, the requirement protects you from personal responsibility for damaging University property, and prevents you from inadvertently exposing yourself to hazards behind the walls. In addition, working through FM ensures you do not run afoul of Western's obligations with regard to its Bargaining Unit Agreements.

Below you will find information on our new software and how to request service or maintenance. I notice there are a number of calls to UPD Dispatch on weekends and off hours that may actually be routine issues that don't require a tradesperson to come in. If you have such an issue (i.e. it can wait until the next work day), I encourage you to submit the issue electronically through ReADY or text to fixit@wwu.edu.

I have also included some information on the Arboretum, which Western shares ownership with the City of Bellingham. The governing board is looking for a replacement member from Western's faculty or staff.

John Furman, Director of Facilities Management

REQUESTING WORK

[ReADY](#) is FM's new work request portal. If you have a chair to fix, a leak to stop, or a key to order, ReADY is how you request all facilities services. **[If you haven't already, log into ReADY](#)** – all it takes is your universal login and password. For more information about logging into ReADY, please visit [FM's website](#). You'll find some handy guides on the site for how to log in, how to approve funding, and how to delegate your funding authority. We've recently improved the site for your keys and access requests; you can now reassign keys, report a lost or stolen key, request a lock rekey, or ask for a change in a building's opening hours. Give our helpful customer service team a call at x3420 with any questions on your work requests, or email aim@wwu.edu with any issues or suggestions about ReADY.

We recognize there are also times when you have a situation that appears to be more than simple repair or maintenance. These requests are likely to require some sort of scope development which could lead to a department funded project. [ReADY](#) is still the answer! The option "Estimated or Planned Work" enables you to put in a request that will lead to some technical help on scope and cost before actually committing to the work.

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SUMMER MAINTENANCE

Also known as “While you were away”, I provide this photo documentary of some of the work that was done over the summer.

In late August we experienced a “mysterious” electrical event in Miller Hall. The emergency generator was running, which should only happen when the main power is off, but we still had full power to the building. A day of investigative work by the Electric Shop found that an underground concrete slab designed to protect the power feed to the building had sunk and failed, causing the protective PVC conduit to crack. That crack penetrated the cable enough to cause a short. That short was enough to prompt the automatic transfer switch for the generator, but not enough to interrupt power to the entire building. The pictures below show the progression from broken to fixed.....



Cracked slab & 4" PVC conduit



Bare 1" copper wire



New conduit in place



No one would ever know!

Elsewhere, the Lock Shop continues to plow through a huge pile of work. They are in the process of converting to a new key management system within AiM. Implementation of the new system, combined with the large volume of work at the beginning of the academic year, has resulted in substantial delays in completing requests for keys and electronic access. The team is putting in many hours of overtime to catch up, and we appreciate your patience as we work through the backlog.

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Please note that under the new key management system, keys may be returned to your departmental key controller when they are no longer needed, rather than returning them to the Lock Shop. This allows the keys to be reassigned to other staff members without the expense and time required to make new keys. For information about this process, please contact the FM Special Projects Manager Anne Gilbert at x2801.

In a more routine project, here are the during and after pictures of new carpet in the common space between Wilson and Haggard.



Wilson Library bare floor



Wilson Library completed

THE ARBORETUM NEXT DOOR

The Sehome Hill Arboretum Board of Governors (SHABOG) seeks a member of the WWU Faculty or Classified staff to serve on the board. SHABOG was created under an Inter-Local Cooperation Agreement between the City of Bellingham (City) and Western Washington University (WWU). The purpose of the Board is to develop and coordinate the Sehome Hill Arboretum program.

Time Requirements

Meetings are held on the third Thursday of every month (excluding June, July, August, and December) at 4:00 p.m. at the WWU Physical Plant,

915 26th Street, Bellingham. Meetings normally last one and one-half hours, and members may need to spend an additional few hours of their time outside meetings for site visitations.

<https://www.cob.org/gov/public/bc/arboretum>

<https://www.cob.org/services/recreation/parks-trails/Pages/sehome-arboretum.aspx>

<http://www.wwu.edu/share/index.html>

If you are interested, please email me at: John.Furman@wwu.edu.

CLOSING THOUGHTS

My custodial staff wants to remind you of the proper way to dispose of broken glass. Please don't throw the glass directly into a nearby trash can since the shards will often cut the bag, resulting in a bigger mess. The "best" way to dispose of the glass is to place it in a box or other similar container before discarding. You can always call the customer service desk during the day for a custodial assist as well.

If there is some topic or project you would like to see addressed in these notes, please let me know. If you are interested in receiving these notes personally rather than through Western Today, please email me (John.Furman@wwu.edu) and I'll place you on the distribution list.