



Facilities and Services

Facilities and Services Administration

MSC 3545 Box 30001

New Mexico State University

Las Cruces, NM 88003-8001

Phone: (575) 646-1489 Fax: (575) 646-6432

FS Business Office Staff Meeting

11/12/2015

Thursday – 2:00 pm to 3:00 pm

FS Large Conference Room

Attendees

Olga, Vivian, Florarine, Cindy, Rene, Kelsey, Yvonne, Cecilia, Jake, Patricia, Lorraine, Mary Ann , Priscilla

Absent

Esther, Yolanda

Corrections/Changes to meeting notes

Patricia opened meeting with an article of Team Leadership, Some team lessons from geese. "In times of trouble, come together as a team."

Thanksgiving

Bring snacks in on Wednesday to celebrate Thanksgiving. Harvest of Thanks is on December 18th.

The Voice Update

Olga mentioned that the members are preparing for the semi-annual meeting on November 18th. Elections are currently being held so if anyone is interested they can sit in on the first meeting in December to see if what it's like.

Internal Advisory Update

There will be a tailgating party at the southeast side of Pan Am on November 21st at 4PM and game will start at 7PM. Accounting and PD&E bring hot dogs (3 packs each).

Uniforms are in and the transition was successful.

HR Update

Cecilia will be helping at the work order desk in Yolie's absence. We have two new students—Samantha and Iliana. Yvonne presented new hires and resignations. Ralph Lucero will retire effective December 31, 2015. FS currently has three openings—groundskeeper, project



Facilities and Services

Facilities and Services Administration

MSC 3545 Box 30001

New Mexico State University

Las Cruces, NM 88003-8001

Phone: (575) 646-1489 Fax: (575) 646-6432

manager, and plant operator

BAAC Update

Admin & Finance will continue mobile device allowance through December 31, 2015. A plan will be implemented by December 1st by Glen.

Bill Hardy is the new Director for Purchasing. Purchasing is now located in Hadley.

Around the Table

Jake—Bring any reporting issues to Jake.

Lorraine—Lorraine will be hiring three positions. Paul Gonzales is the new instrument tech and will start December 1st. Central Utility Plant naming ceremony for Charles Strickland Jr. will be this Saturday from 12 to 3 pm.

Olga—Building monitor luncheon will be at the golf course on December 4th. Fire Department will hire two or three new hires—student fire fighters. Fire Dept has been busy with BCOMM fire plans, football games and other events. HED hearing is scheduled for tomorrow and State Board of Finance is schedule for Tuesday.

Yvonne—New employee welcome for past employees and supervisors will be coming up shortly.

Florarine—Accounting is currently working on updating KPIs for this quarter, Sightlines and APPA data.

Patricia—Jake updated the financial spreadsheet with automatic posting of account and expense recovery codes. Thank you, Jake.

NMSU Fire Department

February 12, 2016
Fire Headquarters

MINUTES

Members Present: Chief Carrillo, DC Huber, Capt. Guerin, Capt. Tarkington

Chief Johnny Carrillo commenced the meeting at 8:00AM.

New Items

FS Employee Scholarship — Are you currently taking three or more credits at New Mexico State University and an employee at Facilities and Services? If yes, please send me your name and Aggie ID to verify that you meet the requirements for the Facilities and Services Employee Scholarship. Glen and Suzanne Montes have established this scholarship to support FS employees who are attending college and can use some assistance for books, tuition, supplies, etc. This will be the first time awarding this scholarship. The deadline to respond is February 24th.

If you would like to contribute to the Facilities and Services Employee Current Use Scholarship Fund, please visit <http://advancing.nmsu.edu/annual-giving/faculty/staff-payrollgiving>. You can give as little as \$5.00 per month through Payroll Giving.

Scoring for Driver Operator Course — Captain Guerin is finalizing. We will use a proficiency standard system.

Hydrant Work orders — There are approximately 60 work orders for hydrants that are still open. We are working with Facilities Operations to take corrective measures to close them out. Most are minor (missing chains or gaskets). Ops will order extra gaskets and chains to have on-hand for the coming hydrant testing in May. Easy fixes will be done immediately so a work order will not be required.

Mid-Year Fire Fund and EMS Budget meeting — Staff met on Friday, Jan. 29th to discuss our current budget and prioritize our commitments for the remainder of FY 15-16. **Non-critical requests will wait until FY 16-17.** Firefighters are reminded to get their requests in as quickly as possible for EMT licensure reimbursement, as the window for reimbursement will be closing soon.

Quarterly Sprinkler Testing — Scheduled for the week of February 22-26th.

Recent Licensures/ Certifications- Matthew Castrejon completed his probationary requirements on January 29th. Roger Hernandez received his EMT-B license on Jan. 29th. Cameron Clark met his probationary requirements on Feb. 11th.

Annual SCBA mask fit test — All Firefighters completed their fit test on either Feb 8 or 9th.

County Standardization Committee — Next meeting is Monday, February 15th at 6pm at County Fire Training room. They are currently working on SOG's. Captain Tarkington will attend.

Review of SOG's –

- 2.3 Deployment and Dispatch –**ACTION:** Under review.
- 4.2 Fire Ground Strategy – **ACTION:** Under review.

Minutes
February 12, 2016

Spring Housing Fire Drills — Tentatively scheduled for week of February 8-11. All Sororities, Greek, Chamisa, RGH, Pinion, and Garcia will be tested between hours of 5-9pm.

UPDATE: Complete. Chief and DC will review, have work orders submitted for corrections and insure that RP's get a copy of the report.

Unfinished Business

2016 State Fire Grant — We will be receiving \$100,000 in funding to purchase general firefighting equipment to include: SCBA bottles, hand tools, nozzles, fire hose and appliances, thermal imaging cameras, RIC packs, Keiser sleds, agility dummies, and a washing machine extractor.

UPDATE: We are waiting for County Purchasing to set up an account where we can draw from.

ACTION: Chief met with Al Flores, working on final estimates. **Captain Tarkington will submit a purchase order to the County so we can pay for the work.**

Smoke detectors for resident's hall — It was noted that this new program would take approximately 3-5 years to get on a standard schedule. The preliminary cost would be approximately \$25,000 per year. Once the program is running the costs would be reduced.

UPDATE: DC Huber is working on a FEMA Fire Grant to help make this a reality quicker. Grant has not opened yet.

HIPPA Updates/Refresher — Capt. Tarkington will coordinate this training. We will invite PD. Captain Tarkington to get class added to Training Central.

UPDATE: Captain Tarkington contacted Lori who advised that the class is taught online now. Will be scheduled within the next two weeks. All FD employees must participate.

Roof —

UPDATE: The insurance adjusters have made several visits now. Chief met with Structural Maintenance supervisor and Safety to discuss plan of action. Floors in each of the west wing dorm room flooring have been confirmed to have asbestos. Remediation efforts are being scheduled. We'll start with vacant room, move to south end then work our way to remaining rooms on NW wing. All work will commence after roof work is complete.

Programs Update

NMSU Army ROTC Emergency Preparedness Lab — Request for a guest speaker on the topic, "Actions to take in an emergency." DC Huber will contact them.

Training Request — Tyler Aguirre and Cameron Clark are just about done with their FF1 training. They would like to pursue the FF 1 and 2, IFSAC certification. They will need the Haz Mat A&O class as part of the FF2 requirements. The next class is the weekend of Feb 19th and Feb 26th in Ruidoso NM.

ACTION: Capt. Guerin will research options. Is there a County IFSAC class coming up or can we host one?

UPDATE: Contact made with County Fire Admin. We are working on hosting a class here at NMSU FD.

Minutes
February 12, 2016

DACC Fire Science request — Feb 28th from 9am – 3pm, DACC Fire Science (Shift B) program is requesting to use our obstacle course to run students from the Pump Operations and Hydraulics. They will use Mesilla FD's apparatus.

ACTION: FFs Largent and Boehms to review and update our current obstacle course to ensure it meets or exceeds NFPA 1002 requirements. This will include updating our vehicle inspection process.

UPDATE: Course is marked out and drawn electronically. We are finalizing proficiency standard form to go along with course map.

Advanced Firefighting Techniques — Held at Mesilla FD on Thursday, Feb 11th. Captain Tarkington, Rogelio Hernandez and Matthew Castrejon attended.

Salvage Operations — On Friday, February 12, 2016 at 1800. DC Huber will be teaching a Salvage class with a hands-on portion and has invited LCFD Truck-4 to participate. The class should last for approximately three hours. The first part will be at NMSU FD Station in the training room and the hands-on portion will be in the Chemistry Building on the north side of the horseshoe. Arrangements were made with the building RP.

Landing Zone — Saturday, February 13 at 9-11am. Native Air will be providing a Landing Zone operations class at the fire station to include actual landing of the helicopter. CE's will be given. We have invited NMSU PD, Las Alturas VFD and South Valley VFD to participate. All firefighters are expected to attend. If you absolutely cannot attend, notify your Captain.

Multi-Hazard Planning for Schools — Offered by NM DHSEM, Feb 24-25, 8am-5pm at NMSU Academic Research Building C, room 110 (EHS training room). Register at <http://preparingnewmexico.org>.

ACTION: Chief Carrillo, DC Huber, and Captain Guerin will be attending.

Campus Fire Safety Conference — March 6-8 in Columbus, Ohio. Chief Carrillo and DC Huber will be requesting to attend.

Grants

- **FEMA application to attend Fire/Arson Origin and Cause Investigation** — Fire Captain John Guerin and NMSU PD Lt. Brandi Teixeira. Class next year in July or August.
- **2017 EMS Fund Act Grant** — Deputy Chief Huber and Capt. Tarkington working on an EMS grant that will provide for radio patching between NMSU and LCFD. Approximately \$20,000. No matching funds.
UPDATE: Submitted
- **2017 EMS Fund Act** — Due in January 2016.
UPDATE: Submitted
- **"NEW" 2016 State Homeland Security Grant** — DAC/CLC OEM announced the opening of this grant. Submission deadline is Friday, March 18th at close of business. No automatic allocation this year. We will submit a request for 20 full sets of PPE.
UPDATE: Capt. Tarkington and DC Huber to attend workshop in Socorro, NM at County FM Office.

Capt. Guerin

- **Apparatus** —
 - T301 — Annual test completed on Saturday, January 9th. 10 Category II items noted, nothing to deadline. Captain Guerin coordinating repairs. **No update.**
 - E302 — Capt. Guerin will work on estimate and scheduling of repairs to door that was damaged. Damage estimate approx. \$1200.
UPDATE: Awaiting approval from County Risk Management.
 - Tahoe — Damage estimates have been forwarded to County Risk Management. Awaiting approval.

Capt. Tarkington

- **Uniforms** — Beanie sent back.
- **PPE** — 2 full sets of bunkers were sent for repairs. One of the pants were damaged beyond reasonable repair cost.
- **Facility** — DC Huber will contact Al Flores for status of remote control for garage doors and stair chairs.
UPDATE: Awaiting response from A. Flores.
- **ADA** — The main access located on the west side of fire administrative office will see some changes made to be in compliant with ADA. This will include modifying the pathway and parking lot.
- **Maps** — Maps in office area, DC's office and Apparatus bay and Classroom need updating. We will be coordinating hydrant locations via GPS to go along with this project.
UPDATE: Capt. Tarkington will oversee this project and anticipates commencing this Tuesday.
- **Communications** — Capt. Tarkington is working on adding a channel that will allow NMSU to scan County Fire.

Leave/Training/Travel -

- **Chief** — March 6-8th Campus Fire Safety Conference
- **Deputy Chief** — March 6-8th Campus Fire Safety Conference, March 4 – Grant Workshop in Socorro.
- **Capt. Tarkington** – March 4 – grant workshop in Socorro.

Upcoming Events

- 2/14 Harlem Globetrotters
- 2/18 Men's BB vs CSU
- 2/19 Equestrian Meet
- 2/20 Men's BB vs Seattle
- 3/05 Equestrian
- 3/25 Equestrian
- 3/26 Equestrian

Meeting adjourned at 8:40am.

Facilities and Services - Direct Reports Meeting
Friday, January 8, 2016; 10:00 – 11:30 am
FS Large Conference Room

Agenda

Attendees: Glen Haubold, Tim Dobson, Katrina Doolittle, joni newcomer, Alton Looney, Johnny Carrillo, Dale Harrell, Patricia Hartell, Heather Watenpaugh

Guest: Angela Throneberry

1. Updates All

2. Staffing Study Angela

3/26/16

AL ORLANDO
ART (LUD)
PAT TIM

OPERATIONS MAJOR INITIATIVES

Notebook: OPERATIONS
Created: 12/31/2013 7:55 AM Updated: 2/26/2016 8:17 AM
Author: hauboldg Location: Dona Ana County, New Mexico, Unit...
URL: file:///

- Follow up on
 - PM
 - Work order
 - OT
- Compost pile
- NEO
- Video Platform for Softball
- Annual report
- uniforms
- project entryway
- Annual KPI Summary Report
- Research Lab listing for outages and maintenance - 2/29
- Operations image on campus -
- Service delivery -

{059}
* DESK REFERENCE MANUAL - TODAY
- BI-MONTHLY REVIEWS & UPDATES
- WORK FORCE MEETING - 4/1

* OUR IMAGE ON CAMPUS IS IMPORTANT

- * PROFESSIONAL APPEARANCE *
- * CLEAN & ORGANIZED WORK SPACES
- * MECH ROOMS / OFFICES / TRUCKS
- * OWNERSHIP

EMPOWERED TO ENTER WO'S
BOILER ROOM EXAMPLE →

ASSISTANT SUPERVISORS DISTRIBUTION LIST

IS IT USED: →

* FIRE DEPT CALLING PEOPLE DIRECTLY
* FIRE ALARMS

BASEBALL SUPPORT
DRAINING POND @ KNOX
COLLEEN CALDWELL
NEXT WEEK TH/F } PRESIDENT
SEND MEMO } PROVOST
DUMP IN WINDMILL } DR. LIBBIN

CHEMICAL SPLASH / DAVE SNEARER
CUSTODIAL
* BRELAND HALL WINDOW WASHING ⇒ COMPLETED YESTERDAY
TENNIS THIS WEEKEND

* ANTHONY COVERING M/T = AL OUT *

TRAINING WENT WELL W/ CITY

HOUSING OPEN PHASE REVIEW - IN PROGRESS
GREEK ASSESSMENT NEXT WEEK

* PAT OUT THIS AFTERNOON THROUGH, MARK COVERING

* MUSIC E-LEAKS / HANDICAP OPERATOR ⇒ MTG NEXT WEEK WITH RENA TO SET SCHEDULES. (JERRY)

Timothy Dobson

Subject: Director's Coordination Meeting
Location: LCR

Start: Wed 2/3/2016 1:30 PM
End: Wed 2/3/2016 2:30 PM

Recurrence: Weekly
Recurrence Pattern: Occurs on Wednesday every other week from 1:30 PM to 2:30 PM effective 1/7/2015.
(UTC-07:00) Mountain Time (US & Canada)

Meeting Status: Accepted

Organizer: OFS Admin Calendar
Required Attendees: ✓ Glen Haubold ; Matthew Ochoa; Alton Looney; Timothy Dobson HENRY, BEN, AL, PAT

Categories: Confirmed Meetings/Appointments

* PLAN REVIEW SIGN-OFF

OPS ⇒ TIM, AL, PAT

⇒ TIM

↳ FAC OPS SIGN OFF / AFTER REVIEW

COMMENT REVIEW FORM ⇒ ACTIONS TAKEN COLUMN

DOCUMENT COMMENTS THROUGH REVIEW

* BCOM ELECTRIC METER

* TREE TRIMMING

MAKE NOISE / REMOVE NEST

SWALLOW CONDO ⇒ PAINT SHOP

BUD HAS LEAD!

* SWAINSON'S HAWKS

* WORK FORCE SOLUTIONS ⇒ CREATE ACCOUNTS

⇒ GET W/ JOSE IF WE NEED TO PULL WAGE RATES

⇒ BUD ALREADY SET UP

SHOP SUPPORT TO PROJECTS

* STATE FUNDED / MATERIALS ONLY

GD BONDS

SEVERANCE TAX BONDS

REVENUE BONDS ARE OK

* WALK THROUGHS - CAN AL ON PROJECT WALK THROUGHS

* VDM ROOF

NO PLATES / RUNNERS

⇒ FIND OUT WHO DID THE WORK.

GRAND OPENINGS

→ 5M SHORT GOING INTO NEXT YEAR.
EMPHASIZE POSITIVES

MEP and Utilities

Notebook: OPERATIONS

Created: 7/31/2014 8:04 AM

Updated: 1/7/2016 10:24 AM

- Values and hiring
- Code AFSCME
- Research / BSL Lab → CRITICAL LIST FROM VPR → TODAY
- Thermal scan of electric → PLAN IN REVIEW W/ SUPERVISOR
- Foster and Preszler → FORWARD EMAIL TO AL / NEED UPDATE
- elevators June 8 - FUNDING
- HSS roof Aug 1 COMPLETS RECOAT END OF SUMMER AFTER VDM FOLLOWUP.
- NEO
- Temperature monitoring / techs with building monitors - NIAGARA
- Skeen 121 lab Aug 1 DESIGN COMPLETE / FUNDING 50/60 K
- Distribution System Boundaries
- breland locks ELOCKS → FUNDING 79K FY17 DM
- bars at Activity Center EAST SIDE DONE / SOUTH?
- 10% above OT
- NMDA landscape
- Gerald Thomas Hall Roof Repairs
- Project entryway
- Kitchen hood testing
- phone boxes
- elevators
- Satisfaction rating
- Hadley south air
- gas tracking at CUP
- Lock and alarms
- Speech HVAC
- Women's lockerroom swim
- MECHANICAL ROOMS

Important * Plan * Team Plan (Directors * Super)

MECH ROOMS

- IMPORTANT → REFLECTS ON ORGANIZATION
- PROFESSIONAL / PRIDE
- TOP OF MY LIST / WHAT IS REQUIRED TOP OF SHOP LISTS

- * GROUP EFFORT
- * DEPARTMENTAL EQUIPMENT
- * SECURE ROOMS / REKEY AFTER CLEAN
 - * OWNERSHIP
 - * LUNCH
 - * STAND DOWN
- * SCHEDULE
- * SUPERVISORS /

UPDATE NEXT MEETING

- * REPLACEMENT TOWER FOR CAT TURBINE INLET DIL COOLER
- * SEWER LIFT STATION REBUILDS

COMPLETE - COMM.

* RE TEST - NATATORIUM SAMPLES

- FLUSHING
- RETEST ? DONE
- NO EVIDENCE

CESU BFP UPDATE - NGED FROM PDE



Facilities & Services
Supervisors Team Meeting Agenda
 February 3, 2016 10:00 a.m.
 LCR

NOTES

AGENDA

- New Employees
- Projects Updates—2 wk look
- Facility Outages—2 wk look
- Yard Cleanup-Monthly
- New Items from Shops
- Meeting Topic List?

- *CUP- Rudy Arrey, Energy night
Paul Gonzales
- *ROAD CLOSURE ON wells for Domestic wtr.
- *mike - 5KV electric PM @ SUP
 - 2/11/15 Bcom electric power up.
 - 2/11/15 Coca Cola electric power up.
 - 2/13/15 CORBETT electric meter outage
GAS TO BE RESET BY PLUMBING
 - ELECTRIC OUTAGE, CATHRINE, ENGLISH
ULC, SPEECH.
 - CRANE @ COCA COLA for A/C UNITS
 - Jett Hall water service ADD.
- *Vehicle MECHANICS TO EUN
- *BLACKBOARD - MUSIC ONLINE, ULC Commission
- *EQUIPMENT BLOCKING WEST GATE

ACTION ITEMS

DUE	DESCRIPTION
<input type="checkbox"/> 2/17/16	AFE - Award For Excellence
<input type="checkbox"/> 3/16/16	Planning Trust Between Supervisor
<input type="checkbox"/> 3/2/16	AIM Reporting Capabilities
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

Facilities & Services
Supervisors Team Meeting Attendance
February 3, 2016 10:00 a.m.
LCR

~~BUD LEE~~

Chris Lucas

FRANK RODRIGUEZ

Fernando Ortega

Lorraine Silva

PAUL CHOUCH

Henry Espalin

Mike Luchan

Jerry Jovic

Al Flury Jr

Anthony Morales

Jim Dobson



Meeting Agenda

Grounds Meeting Agenda

Date: Monday April 27, 2015

Location: Grounds shop bay area

Time: 6:00am - 06:30am

Called By: Bud Jones

Attendees: All Grounds staff

Preparation for Meeting

	Please Read:	Please Bring:
--	---------------------	----------------------

I Open Meeting

I	Objective: update all employees current events	Notes:
----------	---	---------------

II Action Items from Previous Meeting

	Action Items from Previous Meeting	Responsible	Due Date
1	Finals week, Water keep it quiet around buildings, no backpack blowers.		
2			
3			

III Agenda Topic

	Agenda Topic	Presenter	Duration
1	Projects Update	Bud	5 minutes
2	Water during the day on all hot spots throughout campus.	Bud	10 minutes
3	Fertilize turf areas	Bud	5 minutes
4	Time entry and approvals. Please make sure using correct wo	Bud	5 minnutes
5	Cleaning all utility vehicles weekly, including Supervisors	Bud	5 minutes

IV Meeting Notes:

ELECTRIC SHOP WEEKLY MEETING

01/21/2016

AGENDA

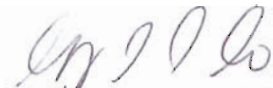
- Review meeting minutes from last Meeting
- Supervisors meeting review
- Customer service (contacting the customer) *Also Note Log + Work Complete*
- Phone etiquette
- Lighting maintenance and upgrades review
- On call updates and after hours callouts
- Fuel card procedures
- Master electrician position
- Questions

ELECTRIC SHOP WEEKLY MEETING


01/21/2016

SIGNATURE

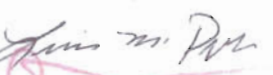
Print Name

1. 

ALFREDO Acevedo

2. 

Matthew T. Marino

3. 

Luis M. Rubio

4. 

Joaquin A. Contreras

5. 

Luis Velasco

6. 

Marcos Rodriguez

7. 

FRANCISCO DIAZ

8. 

→ Ultra Ostra

9. 

10. 


11. 

12. 

Robert Velasco

13. 

Pedro Felix

14. 

Mike Luckman

15. 

ELECTRIC SHOP WEEKLY MEETING

01/21/2016

AGENDA

- ① ➤ Review meeting minutes from last Meeting
- ② ➤ Supervisors meeting review
- ③ ➤ Customer service (contacting the customer)
- ④ ➤ Phone etiquette
- ⑤ ➤ Lighting maintenance and upgrades review
- ⑥ ➤ On call updates and after hours callouts
- ⑦ ➤ Fuel card procedures
- ⑧ ➤ Master electrician position
- ⑨ ➤ Questions

① Last week minutes (Closing Campus - who stays)
positions - w/o-closing-
training-Reply- time - BKS-
warehouse -

② Lett Hall- project start, road closure,

③ Contacting - Customer

④ PHONE MANNERS How to answer phone and helping out others

⑤ Lighting training "soon"

⑥ After hour calls - Bottom line - Come in.

⑦ Receipt need to be turn in same day you gas up

⑧ Close

⑨

LAMPS + LUMINAIRES



Facilities and Services

MSC 3545
New Mexico State University
Box 30001
Las Cruces, NM 88003-8001
Phone: (575) 646-2101 Fax: (575) 646-1460

MEMORANDUM

1-4-2016

To: shop employees

**From: ANTHONY GONZALES FACILITIES
MAINTENANCE SUPERVISOR**

SAFETY, ladders, Watching Students, cell phones
while driving, lifting,

Vision and mission statements

Excepting your role, Willingness

Calling in, annual, sick, lateness

Listening to fellow workers that are in training

Accountability out on field and work orders also
respect towards fellow co-workers

Customer communication, Respect

col

Shop Meeting 12-7-15

Randy Limon

Johnny Padilla

Jerry Raught

Ruben Madero

Humberto Vasquez

Braulia Herrera

Ramon Lozano

Tony Montes

Hector Varela

Willie Baldonado

Michael Ortega

Ricardo Gomez

Ricky Munoz

Charley Romero

Ruben Garcia

Lorenzo Astorga

A collection of handwritten signatures in black ink, corresponding to the names listed on the left. The signatures are written in a cursive style. Some signatures are more legible than others, such as 'Johnny Padilla', 'Jerry Raught', 'Ramon Lozano', 'Hector Varela', 'Willie Baldonado', 'Michael Ortega', 'Ricky Munoz', 'Charley Romero', and 'Lorenzo Astorga'. Other signatures are more stylized and difficult to read, such as 'Randy Limon', 'Ruben Madero', 'Humberto Vasquez', 'Braulia Herrera', 'Tony Montes', 'Ricardo Gomez', and 'Ruben Garcia'.

TOPICS: Hours, Phones, Leave, Call Ins, Vehicles, Time, Accountability, Pride

THIS IS A FORMAL DOCUMENT AND WILL BE PLACED IN EVERYONES FILE.



Facilities & Services

Mechanical Shop

Date 2-11-2016

Director: Alfonso Flores

HVAC Supervisor: Fernando Ortega *F.O.*

HVAC Lead Mechanic: Sabino Ramirez *SR*

HVAC Lead Mechanic: Joe Ramirez *JR*

Plumber Lead: Mike Munoz *MM*

Plumber Lead: Alejandro Montoya *AM*

Sign In

Jerry Valdez- *JV*

Eric Blechinger- *EB*

Daniel Munoz *DM*

David Apodaca

Les Alejo *LA*

Fernando Canales *F.C.*

Jesus Vargas

Jose Luis Talamantes

Danny Aguirre- *DA*

Jose A. Barajas

Information & Announcement

A decision has been made on n the facilities technician. I will forward to Al Flores.

As I have stated before. On call will be on a rotation bases as stated in the union agreement.

Performance and Measurements

Prioritize your work orders and keep the customer informed.

Take responsibility and ownership of what is assigned to you.

Make sure your notes indicate what was accomplished on the job. Do not pad your time on a work order. It could lead to time falsification.

All hands are to meet in the break room at 8:00am and at 1:00pm daily.

Time needs to be entered daily as stated in the union agreement.

Journeymen should work on their own unless planned buy supervisor through the leads.

If help is needed coordinate through leads and supervisor.

Itinerary/schedule

Jose Barajas and David Apodaca will be on call.

Safety

Wear your personal protective equipment.



Facilities & Services

Mechanical Shop

Date 2-4-2016

Director: Alfonso Flores

HVAC Supervisor: Fernando Ortega

HVAC Lead Mechanic: Sabino Ramirez

HVAC Lead Mechanic: Joe Ramirez

Plumber Lead: Mike Munoz

Plumber Lead: Alejandro Montoya

Sign In

Jerry Valdez-

Eric Blechinger

Daniel Munoz

David Apodaca

Les Alejo

Fernando Canales

Jesus Vargas

Jose Luis Talamantes

Danny Aguirre-

Information & Announcement

Paul Gonzales new instrumentation technician at the SUP

Rudy new plant operator

Corbett Center will be having a power outage on Saturday the 6th. Plumber will need to respond to lite pilots.

Yard Clean up tomorrow meet behind the mechanic shop at 8:30am.

Performance and Measurements

Prioritize your work orders and keep the customer informed.

Take responsibility and ownership of what is assigned to you.

Make sure your notes indicate what was accomplished on the job. Do not pad your time on a work order. It could lead to time falsification.

All hands are to meet in the break room at 8:00am and at 1:00pm daily.

Time needs to be entered daily as stated in the union agreement.

Journeymen should work on their own unless planned buy supervisor through the leads.

If help is needed coordinate through leads and supervisor.

Itinerary/schedule

Fernando Canalesr and Les Alejo will have the on call duties.

Safety

Wear your personal protective equipment.



Facilities & Services

Mechanical Shop

Date 2-18-2016

Director: Alfonso Flores

HVAC Supervisor: Fernando Ortega

HVAC Lead Mechanic: Sabino Ramirez

HVAC Lead Mechanic: Joe Ramirez

Plumber Lead: Mike Munoz

Plumber Lead: Alejandro Montoya

Sign In

Jerry Valdez-

Eric Blechinger

Daniel Munoz

Jose Barajas

David Apodaca

Les Alejo

Fernando Canales

Jesus Vargas

Jose Luis Talamantes

Danny Aguirre-

Information & Announcement

APPA will be coming to visit our campus. Clean equipment rooms and vehicles. Equipment room pics before and after.

Performance and Measurements

Work on your older work orders there are way too many over 90 days. Work on your older work orders. Use your time efficiently. Make sure your work orders have notes. Keep the customer informed with work order status.

Itinerary/schedule

Jerry Valdez and Alex Montoya will be on call.

Safety

Wear your personal protective equipment.



Facilities & Services

Mechanical Shop

Date 3-3-2016

Director: Alfonso Flores

HVAC Supervisor: Fernando Ortega

HVAC Lead Mechanic: Sabino Ramirez

HVAC Lead Mechanic: Joe Ramirez

Plumber Lead: Mike Munoz

Plumber Lead: Alejandro Montoya

Sign In

Jerry Valdez

Eric Blechinger

Daniel Munoz

Jose Barajas

David Apodaca

Les Alejo

Fernando Canales

Jesus Vargas

Jose Luis Talamantes

Danny Aguirre

Information & Announcement

Robert Herrera has taken over the water system. We need to communicate with him and the utility shop when conducting work in where in the water system.

Plumbers – make sure to bleach replacement parts and flush water system after the task is complete.

Journeymen should know their jobs and the codes to what they are tasked with. (We may have to purchase code books)

Yard clean up tomorrow meet at Access control at 8:30am.

Appearance - uniforms and vehicles - *ty-vex,*

Mechanical - room maintenance.

Elevator keys -

When job gets dangerous or unsafe stop work immediately and get with supervisor.

Performance and Measurements

Attendance – Plan your leave ahead of time and watch for patterns. Build up your annual and sick leave to an acceptable level. Be ready to go on time. That means to be at the break room at 8:00am and 1:00pm.

When arriving late or leaving early give me a call for verification.

Work on your older work orders.

What drives you?

*Access control - this warning that citations will be given.
Heavy equipment - and PPE, all work stoppage.*

Itinerary/schedule

Jerry Valdez and Alex Montoya will be on call.

Danny & Jessie

Safety

Wear your personal protective equipment.

Backflows - being shut off.

Weekly Lead, Structural Tech, and Tech Meeting

Agenda for Meeting of March 2, 2016

Leader: Isaac

Planning & Organizing: Establishes courses of action for oneself and/or others that are appropriately comprehensive and effective in meeting short- and long-term goals. Plans proper assignments of personnel and appropriate allocation of resources.

Plans proper assignments of personnel and knowing your budget (your expenses)

- * Develops a planning schedule with realistic time sequences (following of one thing after another) for goal accomplishment.
- * Identifies factors critical to effective plan implementation (putting into effect, action; considers contingencies, (change, uncertainty, and consequences (effect, result, outcome) of decisions / actions.
- * Prepares budget (estimates both shop & P.M.S.) ^{with} considers how to accomplish these desired goals when given available resources. (got to operate within budget.
- * also ~~could~~ seek other options when developing plans
- * Views school planning and implementation as ongoing visually inspect. yours and others.
- * you use feedback and follow-ups to make sure delegated responsibilities are being effectively handled.

ongoing project. things to do in resolving project issues.

- * • Get a register (log book) so that you can log issues that occur on the projects.
- log issues - Have your self or someone else to log issues date, names, how to be log
- assign actions: a person to resolve it, take action, when ~~not~~ they should go back to the issues
- check, assess, evaluate, need by what. ~~know when to react~~
- monitor: progress, is he resolving the issues, ~~evaluate to~~ ~~pro po~~ ~~personally~~, knowing when to escalate the issue.

regularly

- ASSES - ^{affes} the impact making sure items are resolved
- APPROV - get the proper person to approve it.

and approved resolutions.