



Facilities and Services
All About Discovery!

Facilities and Services

Invites you to join us for our Annual
Building Monitors

Luncheon

Thursday, December 10, 2015

11:30 am to 1:30 pm

NMSU Golf Course

Lunch will be provided

Please RSVP with Priscilla Carabajal

By December 4, 2015

priscar@nmsu.edu or at 575-646-1252



All About Discovery!

Facilities and Services
would like to invite you to attend the
**NMSU Building Monitor
Appreciation Lunch**

Friday, December 5, 2014

11:30am - 1:00pm

NMSU Golf Course Banquet Room
Catering by Player's Grill

Please RSVP with Esther F. Amezquita
ester@nmsu.edu



Facilities and Services

Invites you to attend a Town Hall on:

Friday, December 6, 2013

11:00 am to 12:00 pm

Corbett Center Ballrooms

**Lunch will be provided after in a special session for
our selected special guests!**

Please RSVP with Melissa Fernandez

melifern@nmsu.edu

Each work unit will provide a short presentation on what they do and
how they do.

Hear from Environmental Health and Safety, Facility Operations, the
Fire Department, Project Development, Business Administration,
Campus Planning and Space Management, and the Office of
Sustainability.



Timothy Dobson

From: Melissa Fernandez
Sent: Thursday, September 20, 2012 8:52 AM
To: bdmon@nmsu.edu
Cc: Timothy Dobson
Subject: Fall Building Monitor Meeting

On behalf of Tim Dobson:

Good Morning,

Facilities and Services would like to invite you to attend the Fall 2012 Building Monitor meeting on **Wednesday, September 26 in Corbett Center, Senate Chambers (Rm 302) beginning at 1:30 pm.** We have changed the format of the meeting based upon feedback received from the attendees at the Spring meeting. This semester we will show you how to attach documents to work orders in AiM, discuss FY13 BRR submittals, then open up the meeting for general discussion. We will do our best to answer all questions in the meeting but we may have to do some research then send out the answers. If you would like to send your questions to Melissa Fernandez ahead of time we can start a list and ensure we have answers to those prior to the meeting. We are looking forward to meeting with you and having a good discussion.

Tim

Melissa L. Fernandez
Facilities and Services
Senior Admin. Assistant
Phone: (575) 646-2101
Fax: (575) 646-6432

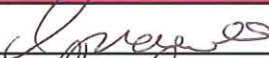

Take judging yourself and others out of your life and watch what happens!

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2012 Fall Building Monitor Meeting

PRINT NAME	SIGNATURE	BUILDING(S)
Ignacio Salgado		Facilities
Priscilla Carabaja		F+S
Cindy Poor	Cynthia R. Poor	F+S
joni newcomer	John	Office of Sustainability
Bonnie Ambrose	Bonnie Ambrose	NMDA
Nancy A. Fritsch	Nancy A. Fritsch	CHSS
ART - CARPET		
RON		

A few questions and answers from the 2012 Fall Building Monitors Meeting:

Q: Who do we contact if there is a personnel matter or concern regarding a Facilities and Services employee?

A: Email Tim Dobson or call Melissa Fernandez at 6-2101

Q: What do we do if we need trash picked up during the weekend?

A: Contact Art Lucero. He'll need details on where and when

NOTE: Common areas are serviced daily by Facilities and Services. Offices are serviced weekly. Please see attached schedule.

Q: Will Facilities and Services ever be fully staffed?

A: We are just about 100% fully staffed. If you feel your customer request is not getting fulfilled, please contact Director/Manager.

Art Lucero – Custodial and Solid Waste/Recycling
Bud Jones – Grounds, Signs, and Vehicle Maintenance
John Shen – Mechanical, Electrical, and Plumbing
Ron Fisher – Building Maintenance

Q: I am unable to complete WORK COMPLETE SURVEY.

A: You will need to be logged into AiM in order to complete.

Q: Who do I contact to get a status on a customer request?

A: Please contact Cindy Poor at the work order desk. If needed, she will contact the supervisor/director of that shop. You will then get a return call from the supervisor.

Q: I am unsure of project status especially after consultant left.

A: Please email Jack Kirby.

Q: Does Facilities and Services supply chalk for the classrooms.

A: Yes, Facilities and Services does provide *dustless chalk*.

Q: Does Facilities and Services clean white boards and chalk boards?

A: Yes, as part of the cleaning schedule.

Q: Does Facilities and Services routinely bug spray?

A: No, if you need your office sprayed, it requires a customer request and a we will "spot" spray.

Q: Can we keep our own supply of fluorescent lights and replace ourselves?

A: No, per CID, a electrical permit is required in order to change campus lighting which includes fluorescent lighting. If you need bulbs replaced please place a customer request.

If you have any questions or concerns, please email ask-ofs.com. These emails are send to the Administrative team and Cindy Poor.