



# Just the Fac's

Winter 2019

Edition No. 5

*Just the Fac's is the Facilities Services' quarterly newsletter which highlights current projects, accomplishments and staff. It is produced in collaboration with employees, management and the human resources office as a method to convey information across departments and campus. Our employees are the foundation to our success and we are proud to present a snapshot of their work.*

## Winter Safety Tips

*Contributed by Darlene Necaster*

### Tips for Snow Shoveling

- Before you begin physical activities, warm-up your muscles for 10 minutes with light stretching exercises.
- Pace yourself, take breaks and replenish fluids to prevent dehydration, which effects your muscles.
- Shovel early and often, begin when a light covering of snow is on the ground.
- Watch out for large rocks, branches, tree stumps, ice patches and uneven surfaces.
- Avoid falls by wearing shoes/boots that have slip-resistant soles.
- Use a shovel that feels comfortable for your height and strength. Ergonomically designed snow shovels reduce the amount of bending.
- Avoid using a shovel that is too heavy or too short.
- Space your hands on the tool grip to increase your leverage.
- Push snow instead of lifting it, but if you must, do it properly:
  - Squat with your legs apart, knees bent and back straight. Lift with your legs, without bending at the waist;
  - Scoop small amounts of snow into the shovel and walk to where you want to dump it;
  - Holding a shovel-full of snow with your arms outstretched puts too much weight on your spine;
  - Never remove deep snow all at once, do it piecemeal.



**Got a GOOD IDEA?**

**Got a suggestion to improve efficiencies in Facilities?**

Well, what are you waiting for... go to:

[go.geneseo.edu/suggestions](http://go.geneseo.edu/suggestions)



## Update from the Planning & Construction Office

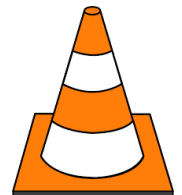
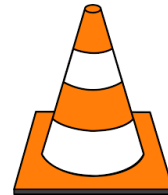
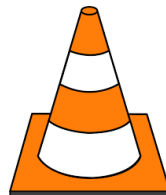
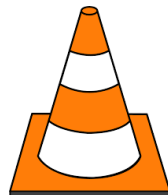
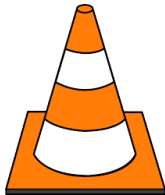
*Contributed by Dave Norton*

We are getting close to starting up summer construction, below are projects coming up for construction:

- Replace Building Environmental Controls-Merritt Athletic Center
- Replace Chillers at Mary Jemison, Milne Library, Brodie & Erwin Hall
- Merritt Pool HVAC Upgrade
- Jones Hall Site Improvements
- Replace Boilers at Lauderdale Health Center
- Merritt Pool Mechanical Room Relocation and Schrader Hall Pool Asbestos Abatement Project
- Exterior Rehab at Building 18
- Asbestos Abatement-Milne Library
- Main Electrical Relay Replacements-Clark Service Building
- New Flooring at Saratoga Townhouse
- Roof Replacements at Clark A, Clark B, Erwin Hall, Welles Hall, Doty Tower Roof, Doty Generator Roof and Suffolk Hall
- Floor Slab Repairs at Nassau, Suffolk & Wayne
- Window Replacements a Nassau, Suffolk, Wayne, Clark A & Clark B
- Elevator Replacements at Steuben and Allegany Halls.

Come see all of our projects listed on our website:

[go.geneseo.edu/planning](http://go.geneseo.edu/planning)



Hey, there's still time to get your mugshot on the Facilities Website.

Go and submit one at:

[go.geneseo.edu/myphoto](http://go.geneseo.edu/myphoto)



# Custodial Christmas



South Village custodial celebrating with a Christmas Party at Fratelli's Restaurant.  
Front Row: Brandy Eddy, Sarah Field, Jessie Shaw    Middle Row: Deanna Norton,  
Ava Pascalar, John Creamer, Shelly Mitchell, Jill Rectenwald    Back Row: Brandy  
Canfield, Craig Barney, Holly Miller



Please join us for a **Soup & Salad Lunch**

Thursday March 21<sup>st</sup>

11:30am to 12:30pm

Wyoming Lounge



If you are interested in making a soup or chili please contact a committee member

**Various Soup or Chili Options Available**

**with a Salad & Drink, ONLY \$5.00**

The Facilities Picnic Committee is hosting this event



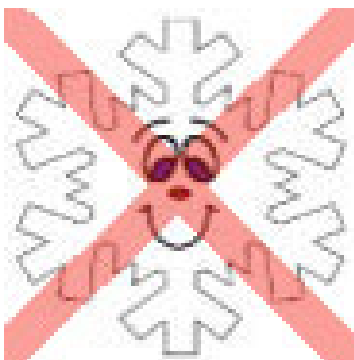


## Awards—No Sick Time Used

An event was held at the Big Tree Inn to give out awards for employees that have not used any sick time hours for the past year. The award winners received a certificate and a check in the amount of \$75.

The award winners were: Mary Burger, Michael Caito, Cynthia Wood, Jose Alvarado, Kris Andersen, Kristin Andolina, Joan Book, Daryl Brooks, Guy Christiano, Matias Gonzalez, Martin Murphy, Ava Pascalar, Christina Riedl-Gibson, Tavis Roberts and Justin Rusby. Pictured above are: Ava Pascalar, Matias Gonzales and Joan Book.

## A Message from the Head Grounds Supervisor





## 10 Things You Should Know about Mold

*From the Environmental Protection Agency*

1. Potential health effects and symptoms with mold exposure include allergic reactions, asthma and other respiratory complaints.
2. There is no practical way to eliminate all mold and mold spores in the indoor environment. The way to control indoor mold growth is to control moisture.
3. If mold is a problem in your home or school, you must clean up the mold and eliminate the sources of moisture.
4. Fix the source of the water problem or leak to prevent mold growth.
5. Reduce indoor humidity (to 30-60%) to decrease mold growth by: venting bathrooms, dryers and other moisture-generating sources to the outside; Use air conditioners and de-humidifiers; increasing ventilation; Using exhaust fans whenever cooking, dishwashing and cleaning.
6. Clean and dry any damp or wet building materials and furnishings within 24-48 hours to prevent mold growth.
7. Clean mold off hard surfaces with water and detergent, and dry completely. Absorbent materials such as ceiling tiles that are moldy may need to be replaced.
8. Prevent condensation: Reduce the potential for condensation on cold surfaces (windows, piping, exterior walls, roof or floors) by adding insulation.
9. In areas where there is perpetual moisture problems, do not install carpeting (i.e., by drinking fountains, by classroom sinks, or concrete floors with leaks or frequent condensation).
10. Molds can be found almost anywhere. They can grow on virtually any substance, providing moisture is present. There are molds that can grow on wood, paper, carpet and foods.

## RETIREEES!!

The following people have announced their retirement for this coming April:

Felice Rogers, Maintenance Assistant  
Charles Drum, Cleaner

## NEW PROMOTIONS!!

Tim Carey, promotion to Project Manager in Planning & Construction Office

## Facilities Word Search

A	S	H	E	E	S	E	N	S	T	O	R	E	S
M	F	M	M	P	S	J	R	W	S	N	O	R	P
A	G	O	S	A	D	U	A	W	E	W	R	E	E
I	N	V	E	I	N	S	N	O	C	A	E	G	T
N	I	I	R	N	U	T	C	R	R	T	L	A	R
T	D	N	V	T	O	T	U	K	E	E	E	N	E
E	L	G	I	E	R	H	S	C	T	R	C	A	D
N	I	C	C	R	G	E	T	O	A	P	T	M	R
A	U	R	E	D	T	F	O	N	R	L	R	M	O
N	B	E	Z	E	C	A	D	T	Y	U	I	A	K
C	L	W	O	E	O	C	I	R	S	M	C	S	R
E	E	N	N	I	R	S	A	O	A	B	I	O	O
C	E	O	E	N	E	S	L	L	E	E	A	N	W
R	E	N	S	E	A	W	O	N	O	R	N	I	E

BUILDING  
WORK ORDER  
ELECTRICIAN  
MOVING CREW  
WATER  
SECRETARY  
MAINTENANCE  
PAINTER  
JUST THE FACS  
GROUNDS  
ZONES  
WORK CONTROL  
CUSTODIAL  
MANAGER  
CORE  
SERVICE  
EHS  
STORES  
PLUMBER  
MASON