Reorganizing

The Staff Resources Committee endorsed a Facilities Services “Department Staffing/Reorganization Plan” in June. Employee departures through attrition and the Early Retirement Program called for some creative thinking to fill the voids. Life will surely be different in the absence of our longtime colleagues. While we endeavor to provide the same quality of service, it is inevitable that our response time will lengthen. Out of necessity the services we provide and how frequently we provide them have changed to some degree, particularly in the area of Custodial Services.

Reassignment of staff and duties will result in some new contacts for the campus community. As before, please use our online forms at go/facilities as your first point of contact in placing any Service Request. Changes you will notice:

Custodial Administrative Assistant
Carol Quenneville has moved from our main office to the Custodial Services Office, where she will continue to run our vehicle rental program and act as Administrative Assistant for Custodial Services.

Auto Shop
Bread Loaf Seasonal Grounds Worker Steve Beckwith is acting mechanic on main campus.

Carpentry, Paint, & Lock Shops
A net loss of five staff from this area will result in greater lead times for any carpentry service request. Please anticipate this when requesting carpentry, painting, and locksmith service.

General Services
Custodial Supervisor Kelly Trayah has assumed the role of supervising the General Services team.

HVAC (Heating/Ventilation/Air Conditioning)
Ray Gale will become HVAC Supervisor on November 30th.

Bread Loaf Campus
Melissa Beckwith is now Bread Loaf Manager. Missy will continue to oversee the Waste Management operation, as well as coordination of Facilities Services for Commencement and Reunion events. Bread Loaf Crew Chief George Coro is now Caretaker. Former main campus carpenter Justin Allen is now Bread Loaf Maintenance Supervisor.
**Changes in Cleaning Service for Offices and Classrooms**

As announced in a June 25th all-campus email, the following reductions in cleaning service were implemented on June 29th:

- Classrooms will be cleaned three times weekly (Monday/Wednesday/Friday).
- Office cleaning will be reduced to once weekly. Office occupants may request additional service for unusual circumstances (dry spills like potting soil and print cartridges, or prior to a special meeting). Door tags to request special service may be obtained from your custodian or department coordinator. Please contact your custodian or call Facilities Services immediately for wet spills. Your department coordinator can inform you of your cleaning schedule.
- Occupants of all offices will be responsible for emptying their own office trash at the central waste/recycling stations located in your building. Please see your custodian or department coordinator if you are unsure of these locations.
- Plastic bags for office trash bins will be provided only on request. Please leave a note for your custodian if you wish to receive a bag, which they will deliver on their next date of service. We encourage reuse of these bags to save on expense and decrease plastic waste going to the landfill. Any food waste is best taken directly to the central waste station to discourage pests, maintain the cleanliness of your trash bin, and/or increase the longevity of your trash bag.
- Central waste/recycling stations are emptied three times weekly (Monday/Wednesday/Friday).

These changes were developed as cost saving measures to compensate for the departure of Facilities Services custodians that have opted for the Early Retirement Program.

We appreciate your patience and cooperation as we make these transitions.

**Campus Furniture – Where does it come from?**

All campus furnishings are purchased by, or with the assistance of, Facilities Services. We have established relationships with numerous furniture suppliers, and work to identify durable, cost effective products that best meet our needs. We also take advantage of discounts available to us as a higher-ed institution.

All requests for furnishings are submitted through our Customer Service Desk. In the interest of minimizing cost and being “green,” we first attempt to fill requests with existing inventory. Depending on circumstance and magnitude, requests for new furnishings may need the approval of a budget administrator or to be resubmitted as a Project Request. For more info on Project requests visit [http://www.middlebury.edu/administration/fs/maintenance/projects.htm](http://www.middlebury.edu/administration/fs/maintenance/projects.htm).
Summer Projects:

**Main Quad Water Main Replacement and Drainage Project** - The new water main has been pressure-tested and chlorinated. New water service connections have been completed to McCullough, Voter, and Munroe. Installation of new service connections to Warner and Old Chapel begin July 7th.

Work on the drainage system in the Commencement quad has begun. This system will assist in reducing the puddling and soft ground we experience after prolonged rain. Once the system is installed, the quad will be re-graded and seeded.

*The track of progress from McCullough to Voter (left).*

**Dorms & Athletic Facilities** – Plans are in the works to replace wired glass in hallway and exit doors with fire rated glass. Wired glass proves to be weaker and poses a safety hazard.

**75 Adirondack** – Construction of a shed to shelter an outdoor downdraft kiln for the pottery club.

**Atwater A, B, and Dining Hall** – Exterior painting.

**Biomass** – The plant is running well and the commissioning process continues. Commissioning consists of a third party entity working with our own staff to ensure that all aspects of the building and its systems are performing to specification. In the near future the State of Vermont is scheduled to perform emissions tests as part of our permitting process. The state will confirm that the “bag house” is capturing sufficient particulate matter and that carbon monoxide and carbon dioxide levels are within acceptable levels.

**Bread Loaf** – In compliance with Vermont “Essential Maintenance Practices” for lead safety, metal inserts will be installed in residential window windows.

**Caretaker’s Home** – Cosmetic updates in preparation for the new Caretaker, George Coro.

**Center for the Arts** – Exterior painting.

**351 Chipman Park** – Interior and exterior maintenance of rental property.

**Fletcher House** – Carpet replacement in common areas.

**131 Franklin** – Installation of a new fire suppression sprinkler system is nearly complete. A new water service will be installed to accommodate this system.

**Hadley/Milliken/Kelly/Lang** – Replacing water damaged bathroom vanities.

**Hadley Dorm** – Carpet replacement for 3rd & 4th floor hallways.

**KDR** – Bids are being received for the installation of a new heating system to be installed this summer.
Kelly Dorm – Carpet replacement in the 4th floor hallway.

LaForce Hall – Installation of a carbon dioxide detection system and maintenance of stone façade.

Material Recovery Facility – A shed roof will be added as a safety feature over the doorway where trash leaves the facility. In winter, snow and ice accumulation sliding off the steep metal roof poses a threat to life and limb.

Mead Chapel – Exterior painting.

Proctor Dining Hall – Midd Alums christened Proctor Hall on Reunion Weekend with class dinners and receptions. The dining hall officially opened this week to French and Spanish School participants. The Redfield Room will receive new carpet in early July, and is expected to be open mid-month.

The main dining room at Proctor Hall. Booth seating adjacent to the main dining room. Some may know this space as “The French Quarter.”

1179 Route 23 – Interior improvements to rental property.

Service Building – Two “speed tables” will be added to the parking lot near the new entrance to the Biomass facility to slow through traffic. Signage and pavement markings will be added to warn drivers. The campus community will be updated as this work proceeds.

108 South Main - Installation of a new fire suppression sprinkler system. A new water service will be installed to accommodate this system.

121 South Main – This temporary office building is being converted back to residential use.

Wright Theatre – The new water main is in place.

Other News…

Tree Surgery
Our Landscape Services division has the expertise to perform minor operations when one of our leafed residents is in distress. Wood chips at the base of an elm tree near Mead Chapel indicated that something was amiss. A pileated woodpecker had begun to peck away at the elm, excavating for food. The woodpecker seeks out wood boring insects living in deteriorated wood. A close-up look at the woodpecker’s work revealed a deepening wound at the site of an old limb removal. The cause of the wound was an old metal brace rod, a method that is no longer used to support errant limbs. The interior of the wound was found to be quite pulpy, and yes – harboring some tasty woodpecker treats.
A consultation with Bartlett Tree Experts, who assist in maintaining our elm population, determined the best course of action was to remove the rotted material and drill a hole at the base of the wound to allow it to dry out and heal. We are hopeful that this elm is on the road to recovery.

Questions about content may be directed to hoyenski@middlebury.edu.

Read past issues of the Facilities Services newsletter at:
http://www.middlebury.edu/administration/fs/about/newsletters.htm