

**Administration and Finance
Weekly Activity Report
Week Ending: February 6, 2015**

- **DACC Central Utilities Improvements** - Demolition began for the DACC Central Utilities Improvement project on January 26th in Classrooms 75, 77, & 79 of the main building. Temporary partitions were erected on January 30th to block general traffic through the adjacent corridor as demolition progresses. Once complete, the corridor, as well as the classrooms will have improved functionality, fresh new appearance, and will be code compliant with life safety standards. The rendering to the right depicts a proposed new look once the project is completed.

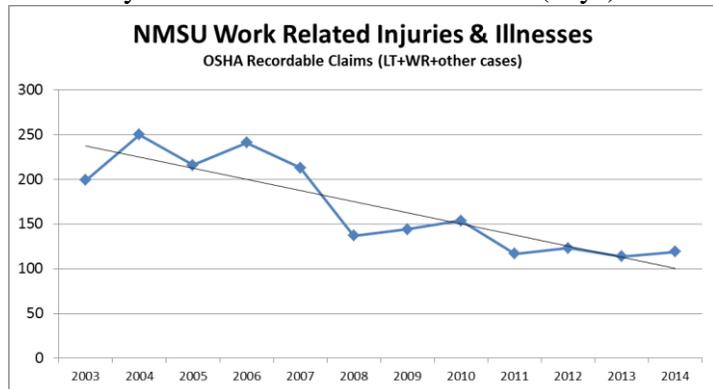


- **Fire Department HVAC Renovation** - Asbestos abatement began February 2nd in the east wing of the Fire Station. Once complete, the entire Fire Station will be asbestos-free. This is the first phase of a construction project to upgrade the heating, ventilation, and air conditioning systems to the dormitory rooms.

- **Landscaping** - Grounds personnel have coordinated the removal of 4 trees from the South side of the Biology Annex. The trees were removed after a request was received from the Biology department that the greenhouses were not useable due to the shade from trees. The trees were chipped and will become part of the compost that is generated by Facilities and Services. Facilities and Services always plants more trees that we remove. We will be Xeriscaping the area where the trees were removed using Crape Myrtles, and ornamental shrubs.



- **Chocolate Lovers Buffet** - The 3rd Floor Bistro at the Danny Villanueva Victory Club hosted this event on Feb. 4th, featuring Traditional Turkey Mole, Skewered Fruit with Chocolate Fondue, House-Dipped Chocolate Pretzels, Mexican Cinnamon-Chocolate Mousse and more! Over 70 guests enjoyed this special lunch buffet.
- **OSHA 300 Log** - Environmental Health & Safety notes that the NMSU 2014 OSHA 300 log, a summary of employee injuries and illnesses, is posted on the NMSU [safety website](#) (click the [NEWS](#) link). This log lists summary information on cases and time (days) lost or restricted due to reportable injury (or illness) by NMSU employees in 2014. Under New Mexico law this annual summary log must be posted from February 1 through April 30. Additional details on posting and the injury trends are provided on the safety website.



- **Loss Prevention**
Employees are reminded to report work-related injuries and illness to their supervisor. Supervisors are obligated to complete a [Supervisor Accident Investigation Report](#) for injured employee under their supervision.
- **Mac Office Hours**, run by the NMSU Barnes & Noble tech shop, are held each Sunday from 11:00-5:00 and Wednesday from 11:00-7:00. This program has been very successful in helping students, faculty, and staff navigate and better use the apple product they purchased.
- **NMSU Turbine** - Plant Operations and representatives from SOLAR Turbine conducted reliability testing on NMSU's turbine. There have been issues restarting the turbine after scheduled maintenance shut downs. SOLAR was contacted after the scheduled maintenance in January and asked to visit NMSU and help resolve issue before the next scheduled maintenance in March. The team reviewed operational data and made some changes in the programming logic to adjust operating parameters. The turbine was successfully restarted after the adjustments were made by the team. They performed and additional 3 shut downs during the course of the day and all of the restarts were successful.
- **Retirement Reception** - A retirement reception was held for Dave Coon, Master Electrician. He was employed by NMSU for 25 years in the Electric Shop.



- **Chiller #1** - Carrier completed the scheduled refurbishment of Chiller# 1 at the Central Utility Plant. Performing this maintenance will extend the life of the unit and improve the operational efficiency. During the refurbishment they found a broken sound attenuator, and the loose pieces could have caused a catastrophic failure of the unit.

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- **Aggie Kindness Week** - Taos Restaurant offered \$5 meals all day on Tuesday, February 3rd. Sodexo is also running a “Post It Forward” campaign this week where guests can pay for someone else food or beverage at either Taos Restaurant or Einstein Bros Bagels in the Corbett Center; to date, over 75 guests at Taos Restaurant and over 25 guests at Einstein Bros. Bagels have participated in this year’s “Post It Forward” campaign.
- **Event Support** - Custodial and Grounds personnel provided support to the NMSU Softball Team’s Hotel Encanto De Las Cruces tournament. Throughout the weekend they will provide cleaning services at the facilities and prepare the field for the games.
- **Reunion** - The NMSU Golf Course hosted a reunion outing for the NMSU Baseball Team. Twenty-four individuals braved some cold and wet conditions but all had a great time.