



Office of Facilities and Services

Building Monitor Newsletter FY 2011 Vol. I

FROM THE FRONT OFFICE

We have made a few changes within OFS during the last 6 months. Tim Dobson, Executive Director of Operations, will take over responsibility for our newsletter. He will be working with all departments in OFS and the Building Monitors to ensure we are presenting information that is beneficial to all.

By now everyone has read about Environmental Health & Safety and Facilities Planning & Construction being integrated into OFS under BFHR. We want to welcome our new members to the team and we look forward to having them regularly participate in our newsletters.

Please review our web page, [NMSU: Office of Facilities Operations and Utilities \(OFS\)](#) to find out more information on current events within OFS.

AFTER HOURS CALLS

In case of emergencies after hours you can reach OFS by calling the Work Order Desk, 646-7114. At the close of each business day the phone is forwarded to the Central Utility Plant which is staffed 24/7. This has allowed us to obtain more information about emergencies and dispatch the proper work crew. If you have an afterhour call that you feel was not responded to properly, please contact Tim Dobson, tdobson@nmsu.edu, or Ask OFS, ask-ofs@nmsu.edu.

CURRENT ISSUES

In future versions of the newsletter we will use this section to address issues identified by the Building Monitors and OFS personnel. We will provide a summary of any issues that arise between newsletters as well as lessons learned which are helping improve our service. If you have an issue please send an E-mail to ask-ofs@nmsu.edu.

AIM IMPLEMENTATION

The new work order system has been active for a little over six months. We appreciate all of your efforts to make sure customer requests are entered for items that need to be addressed in the campus buildings. We are reviewing the work order data to ensure they are worked in a timely fashion. We are focusing our efforts on improving communication with the Building Monitor. It will take some time to develop the practice and appreciate any feedback on our performance with this task. If you have any comments about our communication efforts please send those to Tim Dobson, tdobson@nmsu.edu

ENVIRONMENTAL HEALTH & SAFETY

A concern was raised about the air quality in the Speech Building. EH&S conducted air sampling and identified that the duct work needed to be cleaned. A local vendor was contracted to clean the duct work then the Custodians provided a thorough cleaning of the building. An operations deficiency was identified in the ventilation system. A work order was issued to upgrade the ventilation system controls which transferred control to the campus energy management system. The ventilation system will deliver a balanced air flow which will keep the doors from slamming shut.

Please remind all of the building occupants that they should not prop open doors after hours or on the weekends. This action will help prevent vandalism, theft, and increase safety. If someone needs access afterhours they should make arrangements with the Building Monitor to have the area unlocked. OFS personnel lock and unlock buildings based upon the schedule we receive from Academic Scheduling. This procedure can be reviewed on the OFS web page.

NEXT TIME

We value input on how things are going and what we can do to improve. If you have any thoughts about how this newsletter can be improved please send an E-mail to Tim Dobson, tdobson@nmsu.edu.

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