



Office of Facilities and Services

Building Monitor Newsletter December 2010

FROM THE FRONT OFFICE

Well first off, we owe all of our Building Monitors an apology for neglecting you. As you probably know, on July 1 of last year, the Office of Facilities Planning and Construction was consolidated with Office of Facilities and Services (OFS) Project Development and Engineering. And, the Environmental Health and Safety office reporting line was moved to the Office of Facilities and Services (OFS).

We wanted to have a fall Building Monitor meeting, but since this was a pretty significant reorganization, we wanted to have the current information in place to share with you. Then we decided to just have a campus "Town Hall" meeting, but pretty soon after the start of school, our Senior Vice President of Administration and Finance decided to retire.

After that, we thought that we'd just wait until the selection of her replacement was made, because the original hope was that this position could be filled by Thanksgiving.

The "best laid plans of mice and men" ..and all that.

We want to apologize that you haven't heard from us, provide you with some updated information, tell you about our plans for a spring Building Monitor meeting, and wish you a safe holiday and prosperous New Year!

INFORMATION

Scott McLean will be joining OFS as a Design Project Manager on January 4th. Scott was previously employed with the University of Northern Colorado (UNC) where he was the Manager of Construction Services. Prior to that, Scott held positions as a Senior Construction Project Manager and as the Director of Parking Services at UNC.

Kellie Camilli will start as an Administrative Assistant on Monday, December 20th. Prior to joining NMSU, Kellie was a Budget Analyst / Accountant II at College Invest in Denver, Colorado. Darlene Maynes is also assisting in the front office and she will be with us at least through February, unless she finds another assignment first.

CHARACTERISTICS OF A PROFESSIONAL

- Appearance
- Dependability
- Pride in your work
- Human Relations
- Response to Criticism



these folks for their achievements, because this demonstrates the level of professionalism of our employees.

CONGRATULATIONS

We want to brag on our staff, and congratulations are in order to Daniel G. Carrera and Sabino Ramirez in the HVAC / Mechanical Shop and Jessie Vargas and Jose De Leon in the Plumbing Shop for passing the Journeyman's written and "hands on" tests in their respective trades. Congratulations also to Ron Tarazoff for passing the written test for the Journeyman's Sheet Metal license. I am particularly proud of

PROJECTS

There are numerous large and small projects going on across campus; OFS has nearly \$126 million on the books from the Tier 1 project list:

Project Name/Description	Budget
Milton AHU Replacement	\$ 526,952
Gerald Thomas Re-Roof	\$ 1,500,000
Horse Farm Breeding Barn	\$ 500,000
Pan Am Roofing	\$ 2,000,000
Institute for Public Policy	\$ 9,000,000
Stadium: Soccer Field	\$ 650,000
DACC - Hatch	\$ 2,250,000
DACC- East Mesa 6 & 7	\$ 18,000,000
Carlsbad - Lighting Upgrades	\$ 500,000
Arts Complex Phase 1	\$ 37,500,000
Chilled Water System Improvements	\$ 24,000,000
NMDA Addition and Remodel	\$ 2,400,000
Chamisa Village Phase 2	\$ 22,000,000
Arrowhead Road Phase 2	\$ 2,500,000
Anderson Hall Building Improvements	\$ 1,200,000
Environmental Management Facility Renovations	\$ 1,130,000
TOTAL	\$ 125,656,952





ENVIRONMENTAL HEALTH AND SAFETY (EH&S)

As the year winds down EH&S remains busy with indoor air quality concerns and campus inspections, as well as asbestos abatement in campus buildings.

To date, EH&S has responded to over 160 calls from campus building occupants about their concerns; these are frequently about their work area and often related to indoor air quality. This year, as part of the response to address these concerns, we arranged for the complete cleaning of the ventilation systems in two major campus buildings and provided mold mitigation at another 10 locations.

To ensure safe buildings, EH&S has inspected and reviewed over a thousand rooms in campus buildings to date this year. Jose Gamon, EH&S, is currently wrapping up a full inspection of the Activity Center and has begun submitting work orders to correct noted safety deficiencies. Jose meets with each building monitor before and after the building inspection to check for known problems and review findings.

Sometimes the correction takes time and building monitors with outstanding WOs from prior inspections are asked to contact EH&S with details.

This year, EH&S addressed ~30 asbestos removal projects in campus buildings and abatement continued this month in areas within Garcia Annex, Nason House, PSL, and Gerald Thomas. Henry Saenz, EH&S, arranges the abatement vendor and an additional air sampling consultant to ensure safety. We try to schedule the asbestos projects in advance, but sometimes they have to be completed quickly to prevent delays with other work. Never-the-less, EH&S is careful to contact the building monitor beforehand with the extent and time so they can notify building occupants. Concerns on asbestos or abatement activities should be addressed to EH&S.


OFFICE OF SUSTAINABILITY

joni newcomer (newcomer@nmsu.edu) is the OFS Manager of Environmental Policy and Sustainability and also the current Chair of the NMSU Sustainability Council, and she will be working on sustainability matters in all buildings after the first of the year. In particular, the Office of Sustainability will be working with you on recycling, behavioral changes that result in energy savings and reducing utility costs, and any other individual sustainability needs that you might have.

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 after-hours event where you feel that our response could be improved, please contact Tim Dobson, tdobson@nmsu.edu, or Ask OFS, ask-ofs@nmsu.edu.

CURRENT ISSUES

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 after normal business or class hours 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.

This is particularly important with the impending break.

BUILDING MONITORS

I have attached the most current phone list and organization chart for your use. We value input on how things are going and what we can do to improve. If you have any thoughts about how the Building Monitor program can be improved please send an E-mail to Glen Haubold, ghaubold@nmsu.edu.

WINTER HOLIDAYS – HAVE A GREAT HOLIDAY FROM ALL OF US...!



Glen

Glen Haubold
Assistant Vice President for Facilities
Office of Facilities and Services
New Mexico State University



2010.12.17

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Office of Facilities and Services
ADMINISTRATION AND FACILITY OPERATIONS
CONTACT LIST

OFS WORK CONTROL	CYNTHIA POOR	6-7114	CPOOR@AD.NMSU.EDU
	MAIN NUMBER	6-3021	ASK-OFS@NMSU.EDU
ADMINISTRATIVE ASSISTANTS	KELLIE CAMILLI	6-2101	
	ESTHER AMEZQUITA	6-2012	ESTER@NMSU.EDU
ASSISTANT VICE PRESIDENT FACILITIES	GLEN HAUBOLD	6-2101	GHAUBOLD@NMSU.EDU
UNIVERSITY ARCHITECT	MICHAEL RICKENBAKER	6-4610	MRICKEN@NMSU.EDU
BUSINESS OFFICER	KELLY BROOKS	6-2101	KEBROOKS@NMSU.EDU
EXECUTIVE DIRECTOR	JACK KIRBY	6-2101	JFKIRBY@NMSU.EDU
EXECUTIVE DIRECTOR	TIM DOBSON	6-2101	TDOBSON@NMSU.EDU
SUSTAINABILITY MANAGER	JONI NEWCOMER	6-7563	NEWCOMER@NMSU.EDU
OFS BUSINESS OFFICE			
EXECUTIVE DIRECTOR ADMINISTRATION	KELLY BROOKS	6-2101	KEBROOKS@NMSU.EDU
BUSINESS MANAGER	MATT OCHOA	6-2101	DMOCHOA@NMSU.EDU
SUPERVISOR DATA MANAGEMENT	STEVE SELF	6-2525	STEMSELF@NMSU.EDU
SENIOR ACCOUNTANT	MARIA GOVER	6-3598	MARGOMEZ@NMSU.EDU
SENIOR ACCOUNTANT	LORRAINE SILVA		
EXECUTIVE DIRECTOR FACILITY OPERATIONS	TIM DOBSON	6-2101	TDOBSON@NMSU.EDU
SUPERVISOR CUSTODIAL & RECYCLING	ART LUCERO	6-8159	ARTL@NMSU.EDU
GROUNDS MANAGER	BUD JONES	6-5957	RALJONES@NMSU.EDU
SIGN SHOP	TINA PATTON	6-3276	TIPATTON@NMSU.EDU
AUTOMOTIVE SERVICES	VACANT	6-1415	
DIRECTOR OF BUILDING SERVICES	RON FISHER	6-1598	RGFISHER@NMSU.EDU
ROOFING / CONSTRUCTION / REMODEL	CHIP SAWYERS	6-7110	RSAWYERS@NMSU.EDU
CARPENTER SHOP	VACANT		
PAINT SHOP	ROBERT SEGRETO	6-5958	RSEGRETO@NMSU.EDU
LOCK SHOP / ACCESS CONTROL	ANDY GONZALES	6-6292	ANDGONZA@NMSU.EDU
DIRECTOR MEP (MECHANICAL SERVICES)	VACANT		
ENERGY MANAGEMENT	PAT CHAVEZ	6-5956	PCHAVEZ@NMSU.EDU
HVAC / MECHANICAL	PAUL PONCE	6-4604	PONCE@NMSU.EDU
ELECTRICAL SHOP	TOM RUBADEAU	6-1222	TRUBADEA@NMSU.EDU
PLUMBING SHOP	RALPH LUCERO SR.	6-7112	RALPLUCE@NMSU.EDU
ASSISTANT DIRECTOR PLANT OPERATIONS	GREG PARHAM	6-3192	GPARHAM@NMSU.EDU
PLANT OPERATIONS	CONTROL ROOM	6-2529	



Office of Facilities and Services
PROJECT DEVELOPMENT AND ENGINEERING
CONTACT LIST

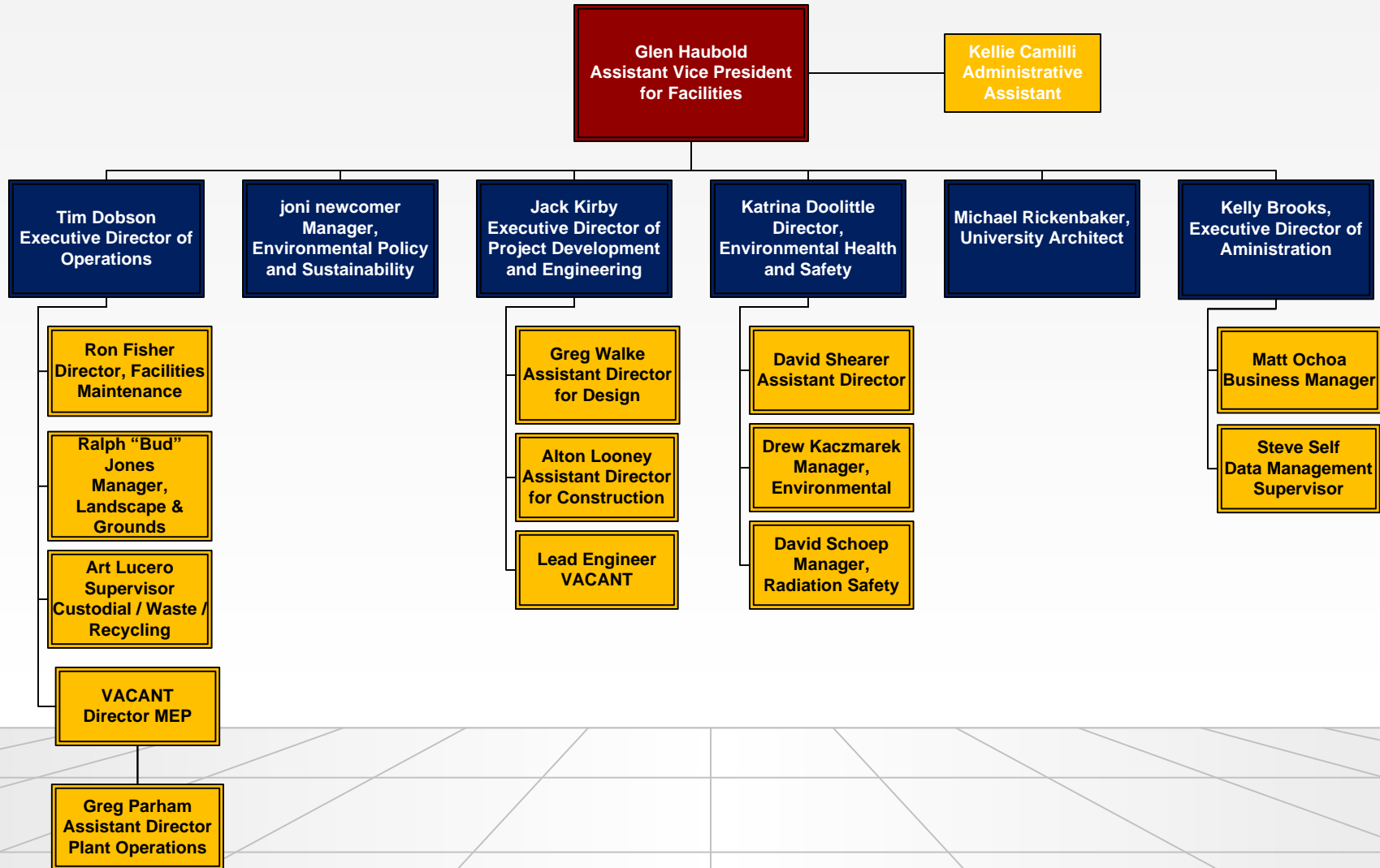
Table with 5 columns: Position Title, Name, Phone Number, and Email Address. It lists staff members under two main sections: 'PROJECT DEVELOPMENT AND ENGINEERING' and 'ASSISTANT DIRECTOR FOR CONSTRUCTION'.



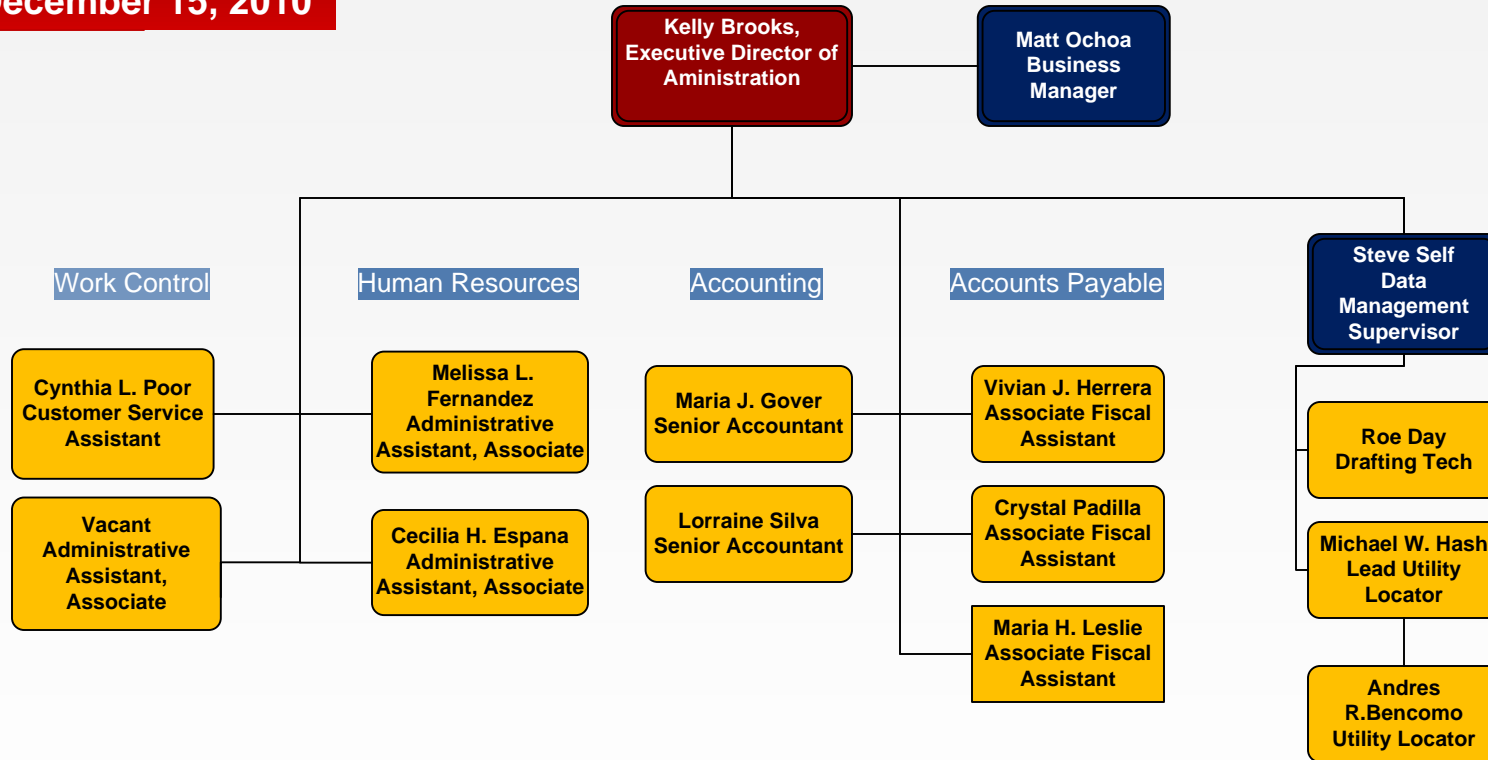
Office of Facilities and Services
ENVIRONMENTAL HEALTH AND SAFETY
CONTACT LIST

Table with 5 columns: Job Title, Name, Phone Number, and Email Address. Rows include Environmental Health and Safety Director, Associate Coordinator, Senior Data Entry Operator, Assistant Director, Safety Specialist, EHS Program Technician, Environmental Manager, Hazardous Materials Specialist, Radiation Safety Manager, and Hazardous Materials Technician.

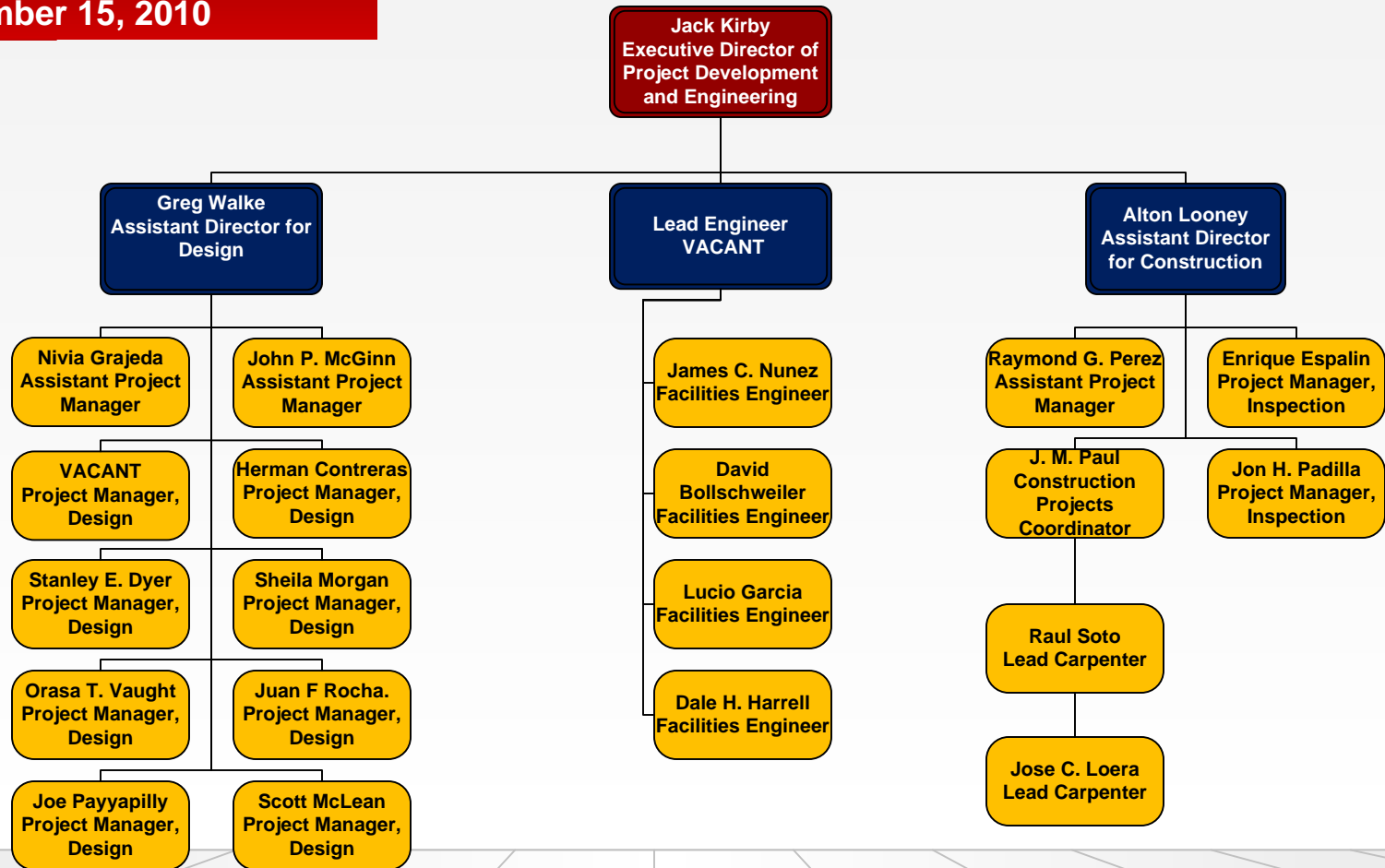
**Office of Facilities and Services
Organization Chart
December 15, 2010**



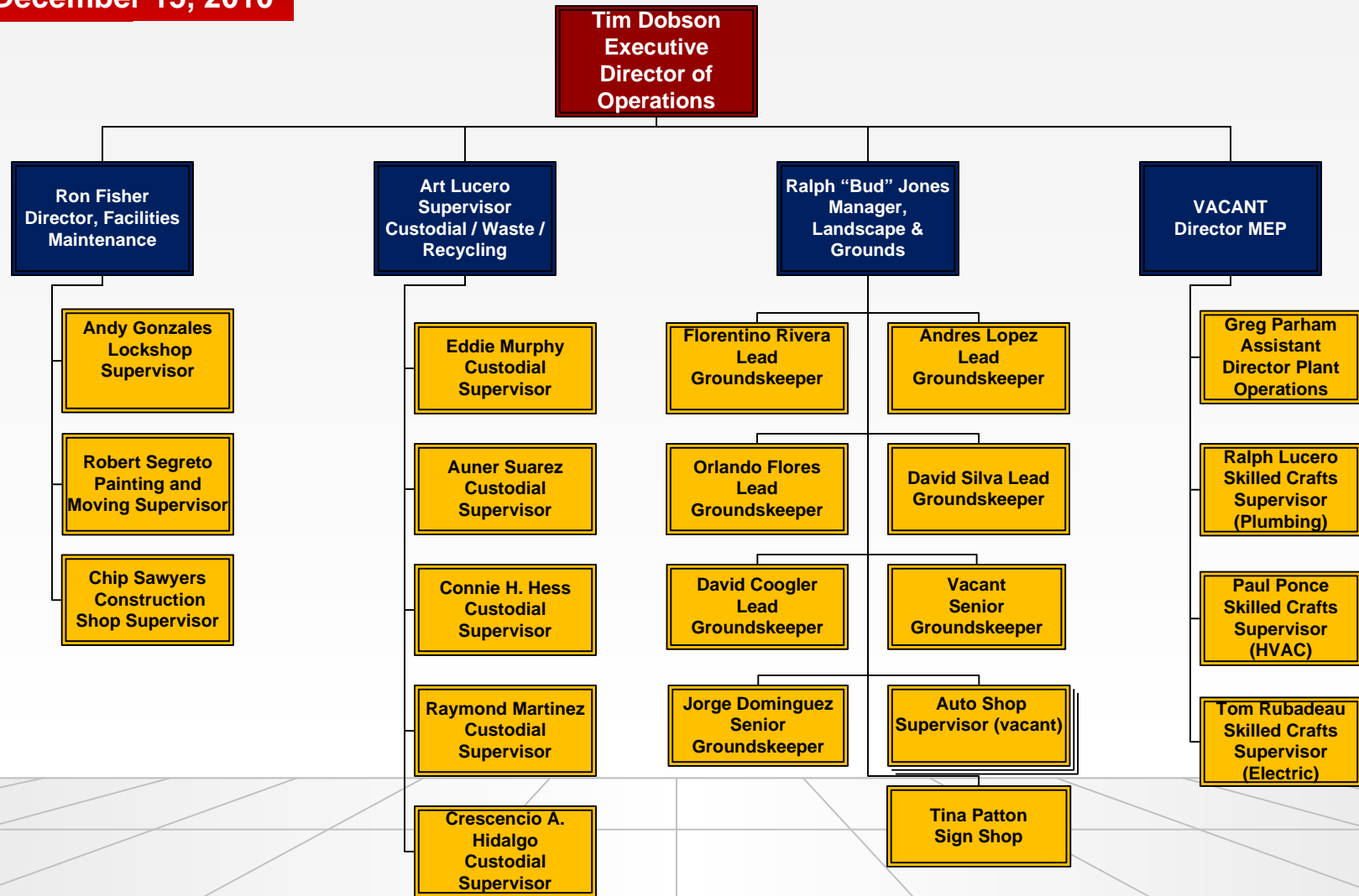
**Administration
Organization Chart
December 15, 2010**



**Project Development and Engineering
Organization Chart
December 15, 2010**



**Facilities Operations
Organization Chart
December 15, 2010**



**Environmental Health and Safety
Organization Chart
December 15, 2010**

