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Custodial Services Management Assessment Follow Up

Facilities Operations has received the final report from Hunter Consulting and Training. We want to share it with the campus community and have posted it on the Facilities and Services website under this name: [Custodial Services Management Assessment Report](#). The report contains 13 recommendations that would help Facilities Operations improve service delivery. Art Lucero and his Custodial Leadership Team have developed an [action plan](#) and are currently working Step 1 to fill vacancies and balance the Custodial workload.

Balancing the workload among the teams is going to require some creative thinking and re-assignment of personnel and this model results in adjusting the number of custodians that are assigned to service buildings. The custodians will be following the published cleaning task schedule for each building that was designed to ensure minimal interruptions to a standard routine.

All departments in Facilities and Services are evaluating the services they provide to help meet the budget challenges that NMSU is currently experiencing. Facilities Operations is faced with the same opportunity and we are adjusting our service delivery to continue providing a high quality product to the campus. We are committed to providing the same services but may occasionally take more time to schedule and perform tasks. The Custodial Leadership Team will work with you to schedule any extra services. Please contact your Custodial Supervisor for your building, Art Lucero, Tim Dobson, or the work order desk at 646-7114 if you require extra services, have questions or comments.

Attaching Documents to AiM Work Orders

At the March 31, 2017, Building Monitors meeting, we were asked how to attach documents to work orders in AiM. The instructions for attaching documents and files to work orders in AiM can be found on the building monitor webpage and accessed by clicking on this [link](#).

Hands-Only CPR

Thanks to a wonderful idea by Cheri Coffelt, Building Monitor at ARC-B, who suggested we offer CPR to our building monitors as a precaution to an emergency situation. We loved the idea but want to modify the request to offer hands-only CPR. They are finding that this method has shown to be as effective as conventional CPR for cardiac arrest at home, at work or in other public locations.

We would like to know how many Building Monitors are interested in attending a 30- to 45-minute FREE hands-only CPR class offered by our own NMSU Fire Department. You will need permission from your supervisor to attend the class but there is no monetary cost except for your time away from work. We would like to have these classes in either June and/July, depending on the interest. The Fire Department can teach 15 people at a time.

Please let Olga Holguin know by May 15th if you are interested in the class. The class(es) will be scheduled at a convenient time for the majority of the people interested in hands-only CPR. Submit your name to Olga by email at olgahol1@nmsu.edu.



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*Happy
Summer!*

Next Meeting: May 18, 1:30 to 2:30 PM, Gerald Thomas Hall, Rm 336

To suggest future topics, please contact Tim Dobson via email: tdobson@nmsu.edu or phone: 6-8026.

To update building monitor information, contact Olga Holguin via email: olgahol1@nmsu.edu or phone: 6-2101.