

FACILITATOR

Issue 01

Dec. 2017/Jan. 2018

Jonathan Fink, Maintenance Services, submitted this wonderful photo of a hawk he saw behind Olin Hall



University Facilities Procedure For Purchases Between \$2,500 and \$10,000

Purchasing Policy Reminders:

In order to ensure adequate financial control and separation of duties, purchases exceeding \$2,500 require 3 written quotes unless the materials and/or services are on contract.

Supervisors, planners/schedulers and project managers may get their own quotes but it's their responsibility to provide the documentation to the buyers. In situations where there are less than 3 quotes, the buyers will acquire the additional quotes needed.

Receiving goods and services without an approved purchase order is prohibited. University procurement policy states that purchase orders aren't official until they are delivered through the Buyways system.

It is possible not to award the purchase order to the lowest bidder, providing they can't meet important specifications such as delivery/ completion dates. However, their quote must be provided along with an explanation to why they weren't awarded the purchase order.

To obtain a purchase order to address an emergency (without getting 3 quotes) a letter of justification will be required from the Department Director. It is important that "Emergency" be written in the description field of the requisition to eliminate any unnecessary delays.

Keith Martin

Custodial and Recycling had a record breaking 2017, and are being recognized for it!

By Brittany Morra, Recycling Coordinator

Clemson won the Game Day Recycling Challenge for Most Recycling, and has been recognized by the EPA as the 2017 Food Recovery Challenge Regional Award Winner.

We entered the Game Day Challenge for the Clemson vs. FSU game, and blew away the competition. **We recycled 98,521 pounds of material** while the second-place school (University of Arkansas – Fayetteville) recycled 56,540 pounds. Our overall game day recycling numbers for this season beat last year's numbers by 16% (a 32,790-pound difference.) Way to go Tigers!!

The second award received was the EPA 2017 Food Recovery Challenge Regional Award. This award addresses preventing and diverting wasted food, which we primarily accomplish with our composting efforts on campus. We composted 441.94 tons in the 2016-2017 fiscal year! Clemson is the forefront of university recycling and composting in the southeast and we plan to keep growing and improving in 2018.

Receiving the EPA Award

Dave Vandeventer, Will Caswell, Delores Rodgers-Smith (EPA), Buddy Haines, and Brittany Morra



To read more about either award visit:

<http://gamedaychallenge.org>

<https://www.epa.gov/sustainable-management-food/food-recovery-challenge-results-and-award-winners#2017regional>



Subject: Welders Work

Mike,



We had the welders fabricate new access gates to our cooling towers at the East Plant. They fabricated these gates in house. The craftsmanship on these gates far exceeded any expectations! The quality of work demonstrated is just phenomenal. I wanted to send a thank you and let you know just how talented of a crew you have there! Many thanks to Rusty and those guys!

Thanks,

Matthew Holbrooks

Utility Energy Management Systems & Controls Shop Manager

Subject: Edna Sims and Karen Westmoreland

Dear Mr. Jones,

I am writing to compliment two staff members in your department, Ms. Edna Sims and Ms. Karen Westmoreland. I have had the opportunity to see these employees in action as I have been working some in Sikes Hall. I cannot say enough about how well they perform their job duties. The building is maintained beautifully. These employees are always on the go. They are so pleasant and welcoming when you see them any time during their day, even though they have been hard at work by the time the workday begins for many others. These employees are highly competent, productive and dedicated. They are great representatives for University Facilities and Clemson University.

Sincerely,
Kay Shaw



Subject: Martin Inn Hot Water Heaters

Hi Todd. I invite you to visit the south mechanical room of the James F. Martin Inn. Allan and Sharon have coordinated the replacement of our hot water system in the hotel. We replaced two 200 gal PVI gas fired heaters with two 250 gal PVI heaters. When you see it, I suspect you will say what I said – how in the world are you going to replace these huge tanks in this room while maintaining hot water for a working hotel. Simply, it has been one of the smoothest, most professional system overhauls I have experienced since we opened the hotel almost twenty years ago. The room was left in excellent shape. Your team deserves tremendous credit for this work!

Thanks!

Jeff Martin, PhD

Conference Center and Inn



Colleen Caracciolo
colleec@clemson.edu
656-4604

Interim Director, Clemson Online
Research Professor, Watt Family Innovation Center





Birthdays



February

2/5 Lisa Ashworth
2/6 Peter Knudsen
2/8 Brittany Morra
2/10 Harry Kirby
2/10 William Caswell
2/11 Tim Brown
2/12 Dan Yohey
2/14 Buddy Gillentine
2/15 Andy Riggins
2/15 Robert Moss
2/16 Adam Justice
2/18 Stephen Gillam
2/23 Rico Cruz
2/24 Robbie Briggs
2/25 Steve Black
2/26 Raymond Rude
2/27 Jared Bonnema
2/28 Greg Telley

March

3/1 Brittany Young
3/1 John Morgan
3/5 Sherry Newton
3/5 Gregory Lawrence
3/5 Joe DeShon
3/8 Cecelia Jackson
3/10 Chris Addis
3/12 Lisa McElveen
3/12 Donald Eubanks
3/13 Ed Moller
3/14 Lan Chen
3/15 Kenneth Boyter
3/16 Allen McLane
3/16 Daniel McAnulty
3/18 Cheryl Ruff
3/20 Phillip Addington

March Continued

3/22 Robert Smith
3/22 Christopher Fleisher
3/24 Tim Dantz
3/25 Derek Ham
3/27 Herb Parham
3/27 Keith Martin
3/27 Roger Cobb
3/28 Odean Bush
3/31 Dwight Watson
3/31 Betty Alexander

April

4/2 Ben Bottoms
4/3 Jarvis Dennis
4/4 Vicki Durham
4/5 Rick Owens
4/6 Misty Harrison
4/7 Joe Hightower
4/9 Bret McCarley
4/9 Carl Austin
4/10 Charles Poole
4/10 Bo Akinkuotu
4/11 Tim Nix
4/12 Edward Poland
4/14 Jeff Baker
4/17 Marlin Norris
4/20 Ronald Poore
4/22 Brady Massey
4/22 Judy Austin
4/23 Mary Whitner
4/23 Gary Whitner
4/25 Victoria Bourff
4/28 Terry Green
4/29 Edna Sims
4/29 Ashley Reynolds
4/29 Melanie Brooks

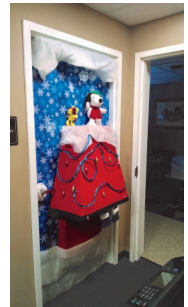
2017 Door Decorating Winners



Well Done!



Tammi and Ashley thought it would be fun to decorate office doors for the holiday season, and it was!



New Hires

William Caswell
Lori Land
Joshua Brown
Jermaine Smith
Michelle Carroll

Custodial/Recycling
Custodial/Recycling
Maintenance Services
Custodial/Recycling
Custodial/Recycling

Congratulations Retirees

Jenny Peay



Tom Henderson

Linda Jennings



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Snapshots from 2017 Facilities Holiday Luncheon

Photo's courtesy of Vicki, her skills are greatly appreciated!

Thanks to President Jim Clements
for attending our holiday lunch and
for his remarks of appreciation for
the staff of University Facilities!

