

# Facilities Management News

Vol. 9 Issue 3

November 2013

As I start my fourth month as your Associate Vice President of Facilities Management (FM) I'm continuing to be overwhelmed with the generosity offered to me by the wonderful people here at Creighton University. Thank you for including me and introducing me to my first Facilities Management "Fun Day" celebration in September, where we gathered together for the afternoon to enjoy each other's company, good food, and commemorate another year of successful service delivery.



Because we recognize our core mission is to deliver superior service, FM has adopted a new acronym to reinforce who and what we strive to be each and every day throughout the year 24/7/365. We are "Creighton's Operation Resource of Excellence" or CORE. In that spirit I thought everyone might be interested in a sampling of the services FM provides on a monthly (September 2013) basis. Thank you for allowing me and the whole FM team to be part of Creighton University. ~ **Tim P. Norton**

## Accomplishments:

1. Took over the cleaning responsibilities for the EMS building from previous contractor.
2. Informed and help individual employee's complete Simply Well surveys. Held a screening date for all night shift employees from Facilities and other campus staff members.
3. Completed final cleanings for completed remodel areas on campus.
4. Cleaned all carpet and upholstered furniture in the new faculty lounge of Becker Hall for a presentation.
5. Continued audit and repair of irrigation systems. Adjusted schedules as needed.
6. Continued watering of trees and plants in non-irrigated areas in order to maintain health during drought.
7. Pruned trees, prioritizing work requests and low branches over sidewalks.
8. Completed installation of rock beds at downspouts north and east of Opus Hall to mitigate erosion issues.
9. Ground stumps from this season's tree removals, about 40 in all.
10. Repaired sod damaged during high voltage utility work south of Harper. Remaining areas will be repaired after contractors have vacated/cleaned up the site.
11. Finalized snow contractors, sent list to purchasing. Reserved leased snow equipment with a company. We are leasing substantially fewer pieces because of a 60% price increase over last year. We have arranged with an existing snow contractor to take over work that we will not be doing in house, with the potential for cost savings depending on amount of snowfall. Solicited quotes to replace aging snow equipment.
12. Estimated cost/materials needed to extend Christmas lighting east of 24<sup>th</sup> Street to Morrison Stadium.
13. Installed bike racks in seven locations including Old Gym and BIC.
14. Installed bollards in Deglman Circle to protect limestone wall at bottom of Jesuit drive. The wall has been hit by a vehicle twice in the last three weeks.
15. Collaborated with DoIT in August to troubleshoot communication issues between satellite sites and Central Control Unit of Maxicom. They have exhausted all options and recommend re-subscribing to tech support through Rain Bird. Have contacted distributor to re-subscribe, still in process.
16. The team completed implementation of AiM space module. Identification of survey takers and training them to take the surveys on line is the next major mile stone.

17. Transitioned a total of twelve (12) individual service contracts, including snow removal, to Purchasing during the month.
18. **Capital Projects Closed** (none)– Total budget returned on CIP's for month of September – 0  
Opened 2 new CIPs totaling \$429,113; 7/1/2013 to 9/30/2013 Qty 12 -Total \$2,343,691.
19. **Projects in design/discussion:** Boyne – additional mailboxes on 1<sup>st</sup> floor; Creighton Hall floors 1-5 – replace carpet on stairs; Dowling Hall – re-wire; Swanson fire lane – replace concrete & brick.
20. **Approved projects under way:** BIC – fire alarm & voice evac; Campus – energy conservation strategies; Campus – technology infrastructure upgrades; Campus – concrete repairs; Campus – asphalt repairs; Campus – Harper/COBA multi relocations; Campus – safety and security deferred maintenance; Campus – UEM master plan; Creighton Hall – 4th floor hallway update Jesuit Quarters; Criss – replace condensate pump; Deglman Hall – fan coil, HVAC, window replacement; Deglman – high voltage service panel & transformer; Dowling Hall – language lab 2<sup>nd</sup> floor; Harper – Apple Store; Hitchcock – full re-wire, VOIP, & wireless; Hitchcock – build ADA ramp & correct drainage; Kiewit Fitness Center 102 – replace condensate pump; RAML – vision study; RAML – re-key the rest of the building; RAML – renovation for CELAI space; RAML – replace carpeting; RAML – replace lighting & furniture; Championship Training & educational facility – new construction.
21. **Projects approved** with materials on order or other issues holding the start date: Gallagher – replace main entrance drive and sidewalk.
22. **Project Status Summary from AiM entered during 9/01/13 to 9/30/13: September Total Requests – 26**  
**( September of 12/13 total was 27 and 11/12 total was 57);** Open – 0 Assigned – 6; In Design – 0; Pricing – 0; Pending Approval – 8; Approved – 5; Scheduled Start – 0; In Progress – 4; Complete – 0; Being Closed Out – 0; Closed – 1; On Hold – 1; Cancelled – 1; Duplicate – 0.
23. **Project Status Summary from AiM from 07/01/12 to 9/30/13: Total Requests – 96**  
**(YTD total for 12/13 was 125 and 11/12 was 161 )** Open – 0; Assigned – 12; In Design – 3; Pricing – 4; Pending Approval – 13; Approved – 12; Scheduled Start - 2; In Progress – 13; Complete – 4; Being Closed Out – 6; Closed – 19; On Hold – 1; Cancelled – 7 ; Duplicate – 0.
24. Re-keyed spaces in Harper, Eppley, and Old Gym to support campus development project.
25. Completed painting in the Morrison Stadium Champions room.
26. Completed painting and modifications to the soccer locker rooms in Ryan.
27. Supported alumni weekend by hanging large banners.
28. Monitored the contracted work in several buildings for the campus development project to ensure quality.
29. Worked on building interior PM's to repair common spaces and restrooms as needed.
30. Supported the 35<sup>th</sup> & Dodge HVAC project with in-house resources by performing all roof penetration repairs as new equipment was installed.
31. Made several roof repairs across campus.
32. Painted several offices and suites across campus.
33. Completed parking lot striping on campus.
34. Continued painting of campus handrails, bollards, and emergency phones.
35. Worked with contractors to receive several quotes for high priority deferred maintenance projects needed.
36. Completed mud-jacking work to support the Kiewit hall basement floor and to fix tripping hazards at the Cardiac Center main entrance.
37. Repainted a large work space for DOIT in Old Gym 111.
38. Negotiated and installed free replacement corner guards in the Brandies dining hall and repainted walls as needed.
39. Replaced gate arms at the 25<sup>th</sup> & Cuming St. entrance of lot 68.
40. Added new condensate pumps to Criss I Building.
41. Worked on survey with company on lighting, completing Ryan Center and the Law School.
42. Worked on design of Becker AHU replacement.
43. Set up for and covered many events on campus.
44. Completed outside lighting checks.
45. Worked on a lighting project for the student center.
46. Rebuilt condensate pumps at the Law School.
47. Completed Omega House Inspections.
48. Completed many temperature calls due to the new students arriving on campus.
49. Completed HVAC startup at Deglman Hall.

50. Started learning the new control system Smart Structure.
51. Continue to train new students about the campus standard HVAC set points.
52. Worked with Students on the Energy projects.
53. Continue to work on energy saving ideas.
54. Standing meetings: Innovative Team, Campus Safety Committee, Sustainability Council
55. Continued lab inspections.
56. Walked through labs in Criss I and Criss Complex vacated by Alegent-Creighton labs.
57. Participated in planning meetings for St. Francis Day.
58. Participated in two reading groups sponsored by CCSJ to discuss the Jesuit document "Healing a Broken World", which discusses how Jesuit institutions are called to deal with sustainability issues.
59. Completed inspections of eyewashes/emergency showers across campus with the exclusion of showers in CUMC.
60. Met with a group of Energy Technology students. They are working on a project to provide electricity for electric cars on campus.
61. Assisted with destruction of controlled substances.
62. Worked on a brochure/flyer promoting sustainability on campus.
63. Participated in cleanup of dichloromethane in a lab that a professor left behind. There were also several vials of TCDD, a highly toxic material. Worked with the hazardous waste vendor to determine how to ship this material.
64. Worked on policy and procedures for professors moving out of labs. Now waiting to hear back from deans of affected colleges.
65. Attended training for researchers on handling DEA controlled substances in labs.
66. Working with several work-study students (two in the Bike Nest bike co-op, two as "Climate Action Plan interns) on sustainability initiatives.
67. Attended Facilities Management Fun Day.
68. Training: Defensive Driving and Van Safety, 11 sessions.
69. Continue to update Facilities Training database.
70. Continue to update Asbestos database for Creighton properties.
71. Asbestos inspections.
72. Monthly PM's on AED's.
73. Mold inspections.
74. Lab Inspections.
75. Coordinating various asbestos mitigation projects on campus.
76. Attended SAC Meeting.
77. Attended Safety Committee Meeting.
78. Conducted eye wash inspections.
79. Conducted back/lifting safety training for ARF.
80. Picked up hazardous waste.
81. Planning for Information Sharing Session.
82. Working on PPE Guide for Facilities staff.
83. Conducted a thorough fire safety walk through of each resident hall
84. Conducted a fire drill at Russell Day Care center.
85. Contacted by Public Safety 3 separate times this month for after hour's fire alarm trouble shooting the systems.
86. Conducted walk through of all Creighton University Labs, from a fire safety standpoint.
87. Conducted fire alarm panel inspection of all buildings
88. Conducted Life Safety walk through of Criss Complex laboratories, Hixson Lied, and Rigge Science from a fire safety standpoint.
89. Conducted exit/emergency light inspections of all Creighton buildings.
90. Conducted a fire drill at Deglman Hall, Heider Hall, Swanson Hall, Kiewit Hall, and Gallagher Hall.
91. Preformed a C.o. with fire captain on the new fire alarm panel at B.I.C.

**Events Supported:**

- |   |   |
|---|---|
| 1. Roman Week Mass                            | 13. Slip and Slide – Tri Deltas         |
| 2. Soccer and Smoothies                       | 14. Go Light Your World Mass - IRGH     |
| 3. Beta Bash                                  | 15. Rest and Reflect                    |
| 4. SPAHP Picnic                               | 16. Internal med. Interest Group Picnic |
| 6. Kickball – Roman Week                      | 17. Turtle Tug                          |
| 7. Soctoberfest (Gettin' Blue)                | 18. Drive-In Movie                      |
| 8. O.M.A. Annual Social                       | 19. Getting' Blue Block Party           |
| 9. Yoga on the Green (3 occurrences)          | 20. Jay Walk                            |
| 10. Homecoming Patio Square Painting          | 21. Hui O Hawaii                        |
| 11. BASIC – Intervarsity Christian Fellowship | 22. Jesuit Oktoberfest                  |
| 12. September Swing Out                       | 23. Ferlic Poster Presentation          |
|   | 24. Wedding                             |

**Maintenance Work Orders in system by shop:**

	Opened	Closed	Ongoing
Admin	18	14	4
Carpenters	368	333	382
Custodians	51	81	66
EHS	272	192	529
Engineers	2398	1907	1904
Grounds	40	42	90
Movers	74	85	29
Painters	42	32	123
<b>Total</b>	<b>3263</b>	<b>2686</b>	<b>3127</b>

**Priorities Established for October 2013:**

1. Work with Planning and Design to mitigate landscape damage due to summer construction projects.
2. Continue to water non-irrigated landscapes in the absence of rainfall. Continue to audit, repair, and adjust irrigation to reduce water use.
3. Install addition bike parking east of Hixson-Lied.
4. Conduct annual snow meeting with contractors in preparation for 2013-14 snow season. Purchase new equipment to replace aging pieces that have required extensive repair and rebuilding over the last several years. Stock de-icing products.
5. Begin removal of annual plants, cutting back perennial plants during the last half of October.
6. Replant trees removed throughout the season.
7. Focus on preparing the last load of CAD drawings for space survey module.
8. Work on FY14 capital improvement and deferred maintenance project assignments.
9. Continue work on contract renewals and updates on Facilities service agreements to transition to Purchasing.
10. Update the deferred maintenance of selected campus buildings.
11. Stain and install cabinetry in the men's soccer locker room in Ryan.
12. Get a carpenter trained in visual inspection of lightning protection systems.
13. Replace sunken concrete at the East entrance of Ryan with in-house resources.
14. Complete as many carpentry and paint work orders as possible.
15. Continue to paint campus handrails and emergency phones.
16. Re-key the Alumni Library to the Medeco system.
17. Work on planning the key system for the Championship Center.
18. Hire contractors for the Criss 1 RTU installation.
19. Complete the electrical panel upgrades in the Library.
20. Start a project to repair or replace the Becker AHU-3.
21. Look at the replacement of Becker AHU-4.
22. Work on adding electrical to Criss Science lab.

23. Work with a company on an energy control system that will monitor and control resident halls.
24. Worked with U.S. Energy on possible utility billings savings.
25. Worked with a company on building performance contracting.
26. St. Francis Day festivities October 4.
27. Safety Fair October 21.
28. Continue work on GHS updates: training, signage, etc.
29. Complete emergency eyewash PMs (CUMC).
30. Continue to work on inspection pilot program.
31. Continue lab inspections.
32. Work on Waste Disposal Guide.
33. Work on presentation for Global Harmonization System.
34. Cross training on fire safety devices (panels, detectors, extinguishers).
35. Monthly fire alarm panel and emergency light inspections.
36. Finish up fire drills for Residence Life.
37. Quarterly fire extinguisher service.
38. Annual fire sprinkler inspections.

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Dear Colleagues,

As we enter fall break, I have a great deal of good news to share with you.

***SimplyWell***

To date, 73 percent of faculty and staff have completed SimplyWell, up from 60 percent last year. I want to thank those of you who participated and encourage you to share the information you obtained with your personal physician. Maintaining a focus on wellness is important to your long-term health, which is why the University is committed to these efforts. In keeping with our focus on health and wellness, Creighton is hosting an internationally renowned expert on the importance of physical activity on [October 23](#). I hope many of you will be able to attend one of the two presentations being offered.

***Go Bluejays***

It was wonderful to see so many of you at Wednesday's unveiling event at the CenturyLink Center, where the redefined Creighton Bluejays athletic brand was revealed. Attendance was more than 4,000, with strong media coverage and a good amount of social media interest. This demonstration of how branding tells the Creighton story was a great way to usher in our entrance into the BIG EAST and celebrate what I know will be a beneficial affiliation for the whole University. A side note: Bluejay Jamboree is set for November 9, in support of Creighton athletic programs and student scholarships. [Online bidding](#) has already started.

### ***Research Fair***

All faculty and staff are invited to the first annual All-University Research Fair October 29 from 11 a.m. to 3 p.m. in the Mutual of Omaha Ballroom in the Skutt Student Center, co-sponsored by the Center for Undergraduate Research and Scholarship (CURAS) and the College of Arts and Sciences Student Senate. The research fair will present faculty research from each college and school, including completed and ongoing collaborative research between faculty and students. This event will display the University's innovation and collaboration and I urge you to attend. Departments and programs that wish to participate should contact CURAS at [curas@creighton.edu](mailto:curas@creighton.edu).

### ***International Recognition***

Our thanks to Sean Watts, professor of law, and the School of Law for putting Creighton at the forefront of the international issue of cyber war. Professor Watts co-authored the Tallinn Manual, published by Cambridge University Press, which is the world's first effort to comprehensively catalog how the laws of war and other important aspects of international law operate in cyber warfare. The three-year project has become the chief cyber war reference work for governments and militaries around the world.

### ***Research Highlights***

Two national grants awarded recently to Creighton faculty include: Tim Simeone, Ph.D., an assistant professor in the Department of Pharmacology, received a Citizens United for Research in Epilepsy (CURE) grant, a two-year award of \$250,000; Shashank Dravid, Ph.D., an associate professor in the Department of Pharmacology, was awarded a two-year National Institutes of Health (NIH) R21 grant for central nervous system research in the amount of \$400,125. The recent Nebraska Neuroscience Symposium held in Omaha and sponsored by Nebraska EPSCoR (Experimental Program to Stimulate Competitive Research) featured 12 leading neuroscientists from across the United States. Tom Murray, Ph.D., associate vice president for Health Science Research chaired the organizing committee and served as M.C. for the event. Two of the speakers were members of the National Academy of Sciences, and most noteworthy, one speaker was Creighton alumnus Michael Bruchas, Ph.D., from Washington University in St. Louis. Dr. Bruchas earned a B.S. degree from Creighton in 1999 and his Ph.D. in 2004. Of the more than 325 attendees, 57 represented Creighton, including some of our undergraduate and graduate students.

### ***Two Signature Creighton Events***

All faculty and staff are cordially invited to two signature events. The first is the [College of Business'](#) celebration of its move to the Harper Center on October 23, followed by a reception in the newly renovated Welcome Center. The next day, October 24, please attend the [inauguration](#) of the Frederick H. and Anna K. Scheerer Chair in Mathematics and the installation of Davender Malik, Ph.D., as the inaugural chairholder. Please read Creighton Today for details of the events and to RSVP.

### ***Rasmussen Named***

Congratulations to Director of Athletics Bruce Rasmussen on the very prestigious community honor he will receive. Bruce will be inducted on Saturday into the Ak-Sar-Ben Court of Honor, one of the Ak-Sar-Ben Foundation's highest awards, given annually to individuals who have excelled in certain areas. Bruce is being honored in the sports category but his influence on behalf of Creighton and the whole community extends far and wide.

The academic year is speeding by, yet I consistently am reminded of the care and concern you, our faculty and staff, show our students and our patients. Your desire to share your knowledge and make a difference is evidenced on our campus and at our clinical sites. I am truly grateful.

God's blessings,

***Timothy R. Lannon, S.J.***

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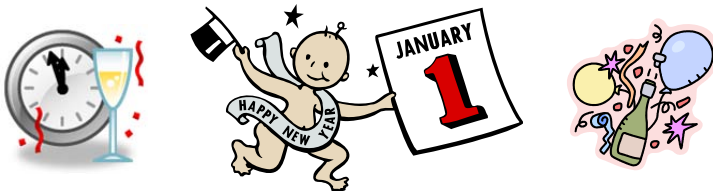
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## Upcoming Creighton University Holidays...



## WELCOME NEW EMPLOYEES

**Steven D. Clem, Jr.** began working at Creighton University on June 10, 2013, in the Grounds Shop. He previously worked at Kohl's Department Store. Steven is single and enjoys sports, working on cars, and spending time with his nephews.

**Jeff Trautman** started work in the Grounds Shop at Creighton University on August 26, 2013. Jeff and his wife, Marisa, are parents to three boys and a girl. For the past 16 years Jeff owned and operated Skyline Gardens. In his spare time Jeff enjoys spending time with his family, coaching, fishing, skiing, and music.

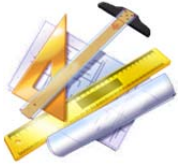
**Rick Fitzler** started working for Creighton University on September 3, 2013. Rick is employed as a Building Maintenance Engineer on the day shift.

**Htee Wah** became a fulltime employee at Creighton University on October 8, 2013, with the custodial project crew at night. Htee is a graduate of South High School in Omaha and is single. Hobbies include soccer, playing guitar and singing, football and J.R.O.T.C.

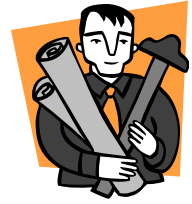
## Good Job, Martina...

**Martina Castaneda**, a Custodial Crew Leader at the Law School, found a wallet with a large amount of money a few days ago. Following Facilities Management Custodial policy, Martina immediately contacted Public Safety. The wallet was returned to the owner, a Creighton University student. Martina demonstrated a character of trustworthiness and integrity that is expected of our great employees. Thank you, Martina!





# Planning and Design



## A quick look at a few of the current approved projects:

- a. The project to remodel the upper level of Brandeis for the Registrar office and to add the elevator tower is in full swing. Kiewit Building Group is the general contractor on the site. Completion is late October or early November depending on the weather.
- b. The upgrade of the Deglman HVAC and to replace the windows is complete. Also completed is a full data rewire of the building. The high voltage panel and transformer for part of the project between Deglman and Harper down the mall is completing with landscaping.
- c. The Eppley Plaza is replacement is complete.
- d. COBA/Harper project is the work of many people in house and contracted to accomplish this multi building project. The update for the work underway:

### **Current Projects – 8,829 square feet of New Construction and 37 personnel to move**

Harper 3052 for Business Ethics Alliance – completion October 14<sup>th</sup>

Harper 20<sup>th</sup> Street signage – completion October 18<sup>th</sup>

Harper exterior monument signage – completion October 18<sup>th</sup>

Harper exterior landscaping – completion October 18<sup>th</sup>

Reinert Alumni Library lower level for CeLAI – completion October 23<sup>rd</sup>

Harper north 4<sup>th</sup> floor for College of Business – completion November 13<sup>th</sup>

Brandeis addition and remodel – completion November 13<sup>th</sup>

Hitchcock 1<sup>st</sup> floor remodel is complete

- e. Boyne Building fire alarm is in progress and making great head way.
- f. BIC building fire alarm replacement is wrapping up.
- g. BIC four new study rooms for intra-disciplinary use are complete.
- h. Heider Hall phase two of new cabinets, sinks and waste lines is complete.
- i. The new parking lot at 21<sup>st</sup> and Cuming is complete.
- j. **Championship Facility.** The new facility is well under construction by Kiewit Construction. The exterior concrete masonry structural walls are now two stories high and the building floor plan is starting to take shape. The exterior walls that are up include the weight room, study space, lobby, elevator, locker rooms, training rooms, and staff offices. Due to the size of the building and surrounding work area, the gymnasium walls will start in early October to finish off the building structure.

Construction elements for the next four months include:

- Hydrotherapy slab and 2<sup>nd</sup> floor concrete on metal deck in early October
- Gymnasium trusses in November
- TPO roofing in early November
- Roof top HVAC units early December
- Metal stud and drywall in January 2014

The facility is currently scheduled to done the end of May 2014.

## Larger projects in design or discussion

- a. Brandeis Hall ground floor renovation for additional space for Pharmacy.
- b. Retreat Center expansion of the dining hall.
- c. Student Center data closet and security upgrade.
- d. St. John's Church façade stabilization and restoration
- e. Conagra Plaza surface replacement

Planning and Design continues to appreciate all Facilities Management employees for their cooperation during this very busy time of transitions of departments, buildings and operations.



# SUSTAINABILITY



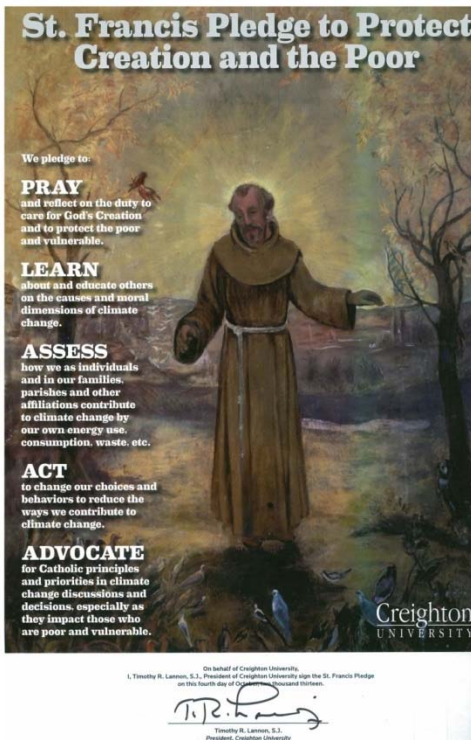
You'll be seeing some new signs around campus and in the Jelinek building, celebrating some exciting things related to sustainability.



- Creighton participated in this year's **Heartland Commuter Challenge**, in which metro area employees could bike, bus, carpool or walk to work, log those trips, and get prizes for doing so. With over 8,400 miles logged, Creighton came in first in the city!

- The Creighton Bike Nest Co-operative **bike shop** is now open. It is located in the basement of McGloin Hall and is currently staffed by two work-study students. People can bring their bicycles to the shop and learn how to do repairs. More information, including the shop hours, can be found here:

<http://www.creighton.edu/about/sustainability/transportation/bicycle/index.php>



- On October 4, 2013, Fr. Timothy Lannon S.J. signed the **St. Francis Pledge to Protect Creation and the Poor**. At his homily, Fr. Lannon said, "By signing the American College and University Presidents' Climate Commitment and now the St. Francis Pledge to Care for Creation and the Poor, **we made our commitment to sustainability very public**. The Catholic Climate Covenant Partnership involves more than 45 Catholic organizations that have publicly affirmed their commitment to Catholic mission-based sustainability by endorsing the St. Francis Pledge. Creighton is proud to join them."

You can read more about the pledge and take it yourself, if you'd like, here:

<http://catholicclimatecovenant.org/the-st-francis-pledge/>

## Some other happenings on campus:

- As a part of the Rapid Design and Prototyping class in the **Energy Technology program**, 5 groups of students are working with Facilities Management on sustainability- and energy-related projects on campus.
- We're looking into the possibility of **reduced-cost monthly bus passes**. If you ride the bus daily and are interested in this program, please contact Mary Duda or Justin Burgett in the Jelinek building.

<http://www.creighton.edu/about/sustainability>

# Environmental Health & Safety

As we enter the cold weather season it is important to remember what you can do to work safely while here at work and what you can do to stay safe in your homes. If you work outside on a regular basis remember to dress in layers. This will allow you to remove or put on layers as the temperature changes. Wear the proper equipment for the job you are doing. In extreme cold remember you need to take breaks to ensure your keeping your extremities warm, and your core temperature where it needs to be. Think about the symptoms of frost bite and exposure:

- A slightly painful, prickly or itching sensation
- Red, white, pale or grayish-yellow skin
- Hard or waxy-looking skin
- A cold or burning feeling
- Numbness
- Clumsiness due to joint and muscle stiffness
- Blistering, in severe case

If you feel or see any of these symptoms seek help immediately!

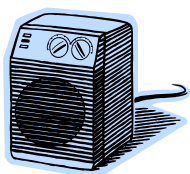


## HOME HEATING...

Often at home we forget about the dangers of heating our homes. Each house should have at least one working Carbon Monoxide (CO) detector if you are burning any type of fuel to heat your home. Since CO mixes well with air it can be placed at any level. They now sell combination smoke / CO detectors that can fulfill this need.

If you use an electric space heater, wood burning stove or fireplace make sure to follow the maintenance and safety suggestions below:

**Wood Stoves:** Wood stoves cause over 4,000 residential fires every year. Carefully follow the manufacturer's installation and maintenance instructions. Look for solid construction, such as plate steel or cast iron metal. Check for cracks and inspect legs, hinges and door seals for smooth joints and seams. Use only seasoned wood for fuel, not green wood, artificial logs, or trash. In pellet stoves, burn only dry, seasoned wood pellets. Inspect and clean your pipes and chimneys annually and check monthly for damage or obstructions.



**Space Heaters:** Buy only heaters evaluated by a nationally recognized laboratory, such as Underwriters Laboratories (UL). Check to make sure it has a thermostat control mechanism, and will switch off automatically if the heater falls over. Heaters are not dryers or tables; don't dry clothes or store objects on top of your heater. Plug space heaters directly into wall outlets and never into an extension cord or power strip. Always unplug your electric space heater when not in use.

**Fireplace:** Fireplaces regularly build up creosote in their chimneys. They need to be cleaned out frequently and chimneys should be inspected for obstructions and cracks to prevent deadly chimney and roof fires. Check to make sure the damper is open before starting any fire. Never burn trash, paper or green wood in your fireplace. These materials cause heavy creosote buildup and are difficult to control. Use a screen heavy enough to stop rolling logs and big enough to cover the entire opening of the fireplace to catch flying sparks. Don't wear loose-fitting clothes near any open flame. Make sure the fire is completely out before leaving the house or going to bed. Allow ashes to cool before disposing of them. Place ashes in a tightly covered metal container and keep the ash container at least 10 feet away from your home and any other nearby buildings. Never empty the ash directly into a trash can. Douse and saturate the ashes with water.



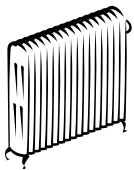
Finally, having a working smoke alarm dramatically increases your chances of surviving a fire. And remember to practice a home escape plan frequently with your family.



# ENERGY MANAGEMENT

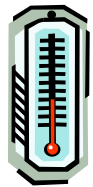
## Summer to Winter Cooling/Heating Changeover

The cooling to heating changeover started on Oct. 21. It is difficult to present a simple description of the seasonal temperature switchover policy because of the variety of buildings and building HVAC systems. When determining the exact switchover date for each building, Facilities Management considers prevailing weather patterns, the building's HVAC system, the system controls and the building usage. We then try to coordinate with the building personnel to reach a mutually agreeable date for the switchover. However, since the spring and fall temperatures can be extremely variable, even the best HVAC system can be put to the test in these conditions. Unfortunately a building's internal temperatures may vary as much as 15 degrees Fahrenheit on a temporary basis during these unpredictable seasons.



**Heating Season:** The goal is to maintain 68 degrees in the campus buildings during the winter season from October through April.

**Cooling Season:** The goal is to maintain 74 degrees in the campus buildings during the summer season from May through September.



**Exceptions:** Most buildings have designed occupied hours. To help save energy, the building temperatures may be changed from the normal operating set points during expected unoccupied hours. If you plan to work during a designated unoccupied period, you may encounter temperatures that are different than during the occupied hours.

## Do you S-T-R-E-T-C-H?



There is this SIMPLE thing that you can do everyday that will decrease stress, improve your balance and coordination and increase your flexibility. But a majority of us are forgetting to do it! It's called STRETCHING! This week, we challenge you to take 2-3 minutes before you start your day and at the end of your day to STRETCH! Do these 4 simple stretches (and any others that you would like to do), holding each for 30-45 seconds:

- 1. Quadriceps Stretch:** Standing tall, balance on your right leg. Bend your left knee and bring your left heel to the backside of your body, hold your foot with your left hand and feel a nice stretch through the front of your thigh. Keep your knees together. Then repeat on your right leg.
- 2. Chest Stretch:** Standing tall, extend your arms out to the sides of your body at chest height with your palms facing forward. Gradually stretch your arms back as you feel a nice stretch throughout your chest.
- 3. Hamstring Stretch:** While standing, bring your right leg in front of your body and rest your right heel on the ground in front of your body, with your right toe pointing toward the sky. Sit back on your left leg as you feel a nice stretch in the back of your right leg. Repeat on the left leg.
- 5. Abdominal Stretch:** Standing tall, bring your arms above your head as you reach towards the sky. Gradually bend backwards looking up and feeling a nice stretch throughout your abdominals.



Check out more stretches that you can do here: <http://www.mayoclinic.com/health/stretching/SM00043>

Questions? [wellness@creighton.edu](mailto:wellness@creighton.edu) 402.280.5721

# Grounds & Landscaping

You've no doubt noticed the construction throughout campus over the past several months, and while its impact on our work and our landscape has been significant, I'd like to take a minute to draw attention to one positive aspect: the opportunity for change. As the landscape around the newly-enclosed Harper rotunda was being discussed I fretted over the fact that, of the nearly one hundred trees planted around the Harper Center when it was constructed, only six different species of trees were represented. While that may not sound like a big deal bio-diversity, or the number of different types or species of living things in an environment (in this case, a landscape) is actually very important to the long-term well-being and survivability of that environment. Landscapes with little biodiversity are more vulnerable to environmental factors, such as changing climate and insect or disease pressure. The more diverse a landscape is, the more gracefully it will survive or adapt to a change or threat to it.



Different types of plants are affected in different ways and to varying degrees by different factors in their environment such as temperature, insect damage, or disease. Many insects and diseases in the plant world affect a specific group of plants, such as Ash trees or the rose family. So, instead of replanting more trees of one of the six original species, I considered this replanting an opportunity to add a new species to the mix and chose 'Copper Curls' Japanese Tree Lilac for the newly-planted space.

The hallmark of this tree is its coppery-orange exfoliating (peeling, curling and flaking) bark. Other interesting characteristics are its showy, fragrant spring flowers and large, persistent clusters of seed capsules. It is also cold-tolerant and tolerant of urban environments (such as poor soils and pollution). My hope is that it will provide year-round interest to a high-profile space.





## ***Dates to Remember:***



**November 3, 2013**

**VETERAN'S  
DAY**



**NOVEMBER  
11TH**

## **Benefits Fair**

**Wednesday, November. 6, 2013**

**8:30 a.m. to 3 p.m.**

**Skutt Student Center**

**Mutual of Omaha Ballroom**

Bring your Creighton ID card for admission and entry for door prize drawings. You can also get your free flu shot. Meet with representatives from United Healthcare, Metlife, Metlaw, Payflex and VSP. This year will include a special treat – Wellness Lane will teach simple yoga, exercise options and more.

**UNIVERSITY  
HOLIDAY  
RECEPTION**

**Ahmanson Ballroom**

**Harper Center**

**Tuesday**

**December 10, 2013**

**3:00 – 6:00 P.M.**

## **Facilities Management Christmas Lunch**

**Lower Level of St. John's Church**



**Tuesday, December 10, 2013**

**11:30 a.m. to 1:00 p.m.**



Watch for more details to come. ALL Facilities Management Staff are invited.

**January 20,  
2014**

