

FACILITIES NEWS

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A NOTE OF THANKS

As the heating season approaches, many staff in Facilities ramp up to prepare for the winter. The boilers at the Central Heat Plant have been fired up and are ready to go. As we all do our part to conserve energy and reduce the carbon footprint, check out the Energy & Environmental Tip of the month for tips that can be applied to your home life as well as here at the University.

Did you know that there are 1,400 steam traps on campus? In this issue, learn all about the effort to replace outdated traps, which will aid in reducing our GHG footprint and save thousands of dollars in yearly energy costs.

Have you seen the results of

the recently renovated J. Walter Wilson and Pembroke Hall projects? This issue of Facilities News highlights both projects. In the past 12-18 months, both buildings have undergone extensive interior and exterior renovations resulting in dramatically improved facilities. Congratulations to those whose efforts were instrumental in successfully completing the projects and to you all for the tremendous amount of work accomplished this summer.

During this time of widespread economic concern, it is important to consider how we can creatively implement ideas for improvement without expending a great deal of re-

sources. Please continue to use the suggestion boxes to pass along your ideas.

As the holiday season approaches, this year may be unusually stressful for many. Remember there are resources available for all University employees. If you know of a co-worker in need, please let your supervisor know.

As always, I thank you for your dedication and wish you and your family a safe, happy, and healthy holiday season.

Sincerely,

Vice President
Facilities Management

EMPLOYEE DEVELOPMENT PLAN

In thinking about the Continuous Improvement of the department, it was evident that we needed to include a plan to improve the knowledge, skills, and abilities (KSA's) of our employees. This will ensure they can succeed in their current positions, and can advance along career ladders. To accomplish this, a small group of employees is working on a comprehensive employee development plan. The group is currently developing an elec-

tronic means to gather job data in order to identify the KSA's needed for each of our positions. That information will be used to identify training opportunities for employees and ensure proficiency in an employee's current position. Employees will also be able to use the information to identify training needed to advance to higher level positions and move up established career ladders.

The end result of this will be a

fully trained, high-performing staff, and increased opportunities for everyone to advance in their careers.



Construction is underway for the
Joukowsky Institute at RI Hall

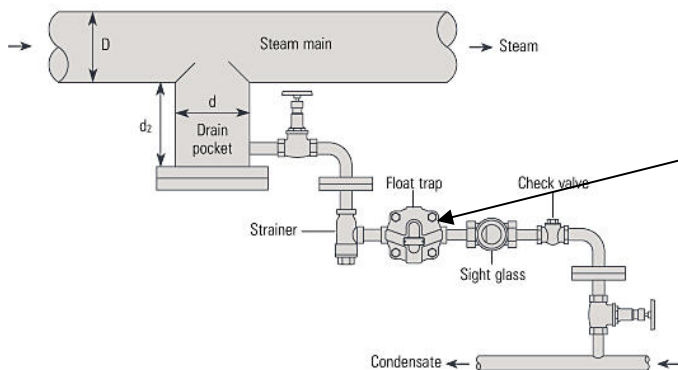


STEAM TRAP REPLACEMENT PROJECT SAVES CARBON AND OPERATING COSTS

The campus has one thousand four hundred steam traps. Steam traps typically have a lifespan of five to seven years. A steam trap's purpose is to "trap" the steam in the heat exchanger (aka a radiator) where it is put to use. When the steam's useful energy, with respect to heating, is exhausted, it converts to a liquid (steam condensate). Ideally, this condensate is returned for re-use as make-up water for the boilers and

other steam generation equipment, as it is clean and relatively hot compared to the city water supply, thus saving energy, water, and chemical treatment costs. However, when these traps fail, they allow this useful steam to enter the condensate return system, which ends up being vented into the air; it cannot be pumped (returned) to the Central Heat Plant because it is not a liquid. This project will replace all steam traps, condensate

receivers and return pumps as necessary and institute an annual inspection thereafter to guarantee failed traps are replaced, ensuring an efficient steam and high temperature hot water distribution system operation. This project is expected to reduce our greenhouse gas footprint by 2,000 Metric Tons of Carbon Dioxide Equivalents (MTCDE) and reduce our heating costs by \$300,000 annually.



DIVISION 1 BUILDS ENERGY EFFICIENT WINDOWS FOR WRISTON QUAD

The students in Wriston Quad are getting new, energy-efficient windows. The existing windows, comprised of single-pane glass and deteriorating sashes are in the process of being rebuilt by



the Division 1 carpentry staff. Once completed, the new windows will have the same design and look as the original windows but will contain insulated thermo-pane glass designed to prevent heat loss in the rooms. Additionally, the large bay windows will have crank-open capabilities while the smaller trapezoid-type windows will be fixed in place which prevents these windows from flying off or breaking in the wind.

FAMILY WEEKEND

The Events team has been in full swing over the past few months preparing for this year's Family Weekend, held on October 25th and 26th. With over 3,000 people on campus hailing from all but five of the 50 states, our dedicated Facilities Management staff worked tirelessly to ensure the event was a success.

With over 110 events on campus in over 25 buildings, the team was on duty all weekend ensuring those events ran smoothly.



Off the beaten path - can you name the location of this brick campus walk?

Answer: Nicholson House

SERVER ROOM AC UPGRADE AT 295 LLOYD

The System and Services office has upgraded the server room at 295 Lloyd Avenue.

The upgrade consists of a new air-conditioning unit on the roof that will keep the servers running at a constant temperature.



Personal Alarm (PAL's) - Free for all students, and available to staff/faculty at a cost of \$5. PAL's are available at all Department of Public Safety (DPS) locations, x3-3322.

TWO PROPERTIES ON NORTH MAIN STREET SOLD

Facilities' Real Estate office recently completed the sale of two properties. On October 3, 2008, 86-110 South Main Street, Providence (also known as the Gold Dome and Benoni Cooke House) was sold. The new owner, a trustee with the Providence Preservation Society, intends to renovate the Gold Dome for use as an art and antique gallery. The University (Internal Audit and Office of the General Counsel) will continue to occupy the Benoni Cooke House under a 28-month lease agreement. The goal will be to relocate the occupants to other

Brown-owned properties by the expiration date of the lease. Brown acquired 86-110 South Main Street in July of 1996. The University made a decision to sell the property after it was determined that the cost of renovating the Gold Dome was prohibitive for academic related uses. Facilities Management will continue to maintain the Benoni Cooke House and the common parking areas through the lease expiration.

On October 6, 2008, 5 Ives Road, Warwick was sold. The property is a 5.17 acre parcel of undeveloped land that was

donated to Brown in 1982. A portion of the proceeds from the sale of the property are being used to fund renovations to the Faunce House.

The completion of these two transactions raises the total number of property sales to four, including the sale of 1140 North Main Street, Providence (Walgreens) and a 62 acre equine estate in West Marlborough, PA, in the past 11 months.

SUGGESTION BOX IS VALUABLE TOOL FOR IMPROVEMENT

Significant among the initiatives undertaken to improve communications within Facilities Management is the Suggestion Box program. This program was designed to gather and respond to important requests and recommendations submitted by employees. Suggestion Boxes were installed in four locations at 295 Lloyd Avenue. and at six other locations around campus. The boxes provide a convenient means for employees to submit suggestions and recommendations for improvement.

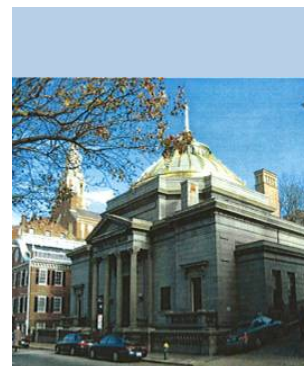


To date, over 75 suggestions have been received and many have been implemented. For example, the photo gallery of new employees that was displayed on the 3rd floor bulletin board outside of John Wilson's office and placing name plates outside all office spaces are two suggestions that help Facilities staff find and identify one another. Other suggestions have been intended to provide additional employee comforts and conveniences such as adding appliances to the lunch rooms, putting larger trash containers in the restrooms, and placing a bench in the 1st floor shower room. Some suggestions have to do with our business process. For example, coordinated meetings between the custodial

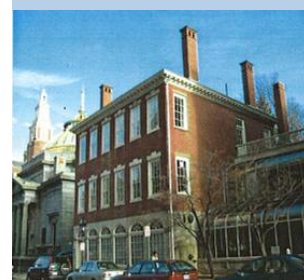
division and project management are being held to determine project-related cleaning responsibilities and service orders are now being sequentially numbered. Most recently, the publication and distribution of the energy "Tip of the Month" from the Sustainable Energy and Environmental Initiatives office was sent to employees throughout the University.

Many other suggestions are pending, including providing bicycle racks.

Please continue to submit suggestions. All suggestions are seriously reviewed and are implemented when possible. They provide an important source of information to the Department and can be of great benefit in our quest to continuously improve.



Old Stone Bank building sold



Benoni Cooke House sold



190 Hope - Exterior stair and landscape improvements



Vartan Gregorian seminar rooms



Bopp seminar room at the John Hay Library

A NEW LIFE FOR J. WALTER WILSON - STUDENT RESOURCE BUILDING

James Walter Wilson was undoubtedly aware of the dynamic nature in which Brown Facilities re-invent themselves. He entered Brown as a student ninety-four years ago, completing his undergraduate degree in 1918. As a student, he watched the construction on campus as they built the Arnold Laboratory. He went



on to the army and came back to Brown to earn his Ph.D. here. He then joined the faculty and over a forty year career served as a professor as well as chairman of the Department of Biology.

The building named after him that long served as a research facility for biochemistry, genetics, molecular biology and virology has been renovated and re-invented. The building has come alive as a new student resources and services building. Already bustling with student activity as the new home to the Registrar, Writing Center, Financial Aid, Card Office, International Programs and other student services, students searching for one office are now discovering additional opportunities by having these offices clustered together. The new central mail room, on the first floor, has already become a hub of student activities.

Construction is in the final stages and finishing touches on the glass and copper façade are nearing completion. The sterile corridors have been replaced with warm

comfortable fabrics and textures. Comfortable furnishings and well lit spaces are already being utilized by students and the wireless network is buzzing as students connect with their laptop computers. With eleven state-of-the-art seminar rooms, students and faculty have a convenient central location to meet and plan both extracurricular activities as well as academic endeavors.

The modernization is not just cosmetic. The sixth floor is the home of the new central chiller plant. (See article below for more information.) The lighting upgrades, within the entire building, have increased energy efficiency. Access to the building has also been improved at both entrances.



Sunny south west corner seat-

The completion of this project is the realization of a key component of the Plan for Academic Enrichment. Truly fostering a greater sense of community and successfully integrating the academic and extra curricular lives of students today, bringing new life to J. Walter Wilson.

DISTRICT CHILLER AT J. WALTER WILSON

A new "district" chilled water plant has been constructed in the penthouse of the J. Walter Wilson building. This state-of-the-art plant can produce 3,000 tons of cooling to provide air conditioning in J. Walter Wilson, Sidney Frank Hall for Life Sciences, Bio-Med and other buildings on the interconnected chilled water "loop." This new large-capacity plant will eliminate numerous smaller, inefficient systems reducing energy consumption ("carbon footprint") and maintenance

costs. The new chillers use "ozone friendly" refrigerant and the most energy efficient control systems available.

Each of the chillers has 1,000 tons of capacity and the plant is currently configured to operate with two chillers on-line and one as a back-up. The system is expandable to eventually allow all three chillers to operate simultaneously.

The first critical test of the system was conducted on August 15th and involved

"exporting" chilled water to another building and monitoring the system performance. To adequately test the plant, a significant cooling requirement ("load") was necessary. The cooling load in the J. Walter Wilson building is only 150 tons and not enough to perform an adequate performance test. The most significant and critical load available was in the Bio-Med Center; so, Bio-Med and the J. Walter Wilson building were

...continued on next page



Student mail boxes



Exterior improvements include a new accessible entrance

NEVER FAIL HOLIDAY STAIN REMOVAL GUIDE FROM OUR CUSTODIAL SERVICES DIVISION

When you invest time into selecting a carpet, money into buying it and energy into keeping it clean for your holiday guests, the last thing you want is for your carpet to be ruined by a stain. Here is a list of common stains and how to remove them.

To Remove stains of coffee, grape juice, wine and other red juices, tea, ink:

Immediately, blot up any excess stain or liquid with a

white paper towel. Be sure to blot, do not rub. Apply a clean, fizzy substance like 7-Up, club soda or tonic water. Let the soda water sit for 25 seconds. Then blot the whole thing with a white paper towel. The first time you blot, you'll notice a bit of the stain on the white paper towel, continue the blotting process a few times until no stain appears.

Rinse the stain with clean water and blot up again.

To Remove oily stains, like turkey gravy, chocolate, and ice cream:

Mix ¼ teaspoon of dishwashing soap with one quart of water. Dab a small amount of solution onto your fingers and press them into the stain. Blot any excess liquid with white paper towels. Repeat this process until no stain appears on the white paper towel.

TECH TIP - SOLUTIONS FOR LOCKED PROGRAMS

A common issue that can arise when using your computer is when an application or program locks up. This can happen with any program, including Microsoft Office programs such as Word, Excel, and PowerPoint; Outlook e-mail; Adobe Acrobat; Internet Explorer; or other programs or windows. Everyone, even those users with less than advanced computer

skills, can try a couple of things before contacting Facilities Management's IT Help Desk for assistance. The first thing you can try is shutting down the application or program that is giving you a problem. First, try clicking on 'File' and then 'Exit.' If this does not work, then try holding down 'CTRL-ALT-DEL' (simultaneously), then choose the program that you

are trying to exit from the 'Task Manager.' If that does not stop the issue, then you should try shutting down all applications and programs and rebooting your computer. Of course, if you are still having the issue after trying both solutions, you should contact FM_IT_HelpDesk@brown.edu or 863-9668.

CONTINUED FROM PAGE 4...DISTRICT CHILLER AT J. WALTER WILSON



JWW Chiller

chosen as the "test load." To accomplish this test, the Bio-Med chiller had to be shut down while simultaneously

starting the J. Walter Wilson plant and establishing chilled water flow from J. Walter Wilson to Bio-Med.

Since this test was done in "real time", significant coordination was required between Operations (Division 9), Engineering and Project Management to ensure that animal care and critical research were not compromised during the test. The chiller and associated systems per-

formed seamlessly with no interruptions in chilled water to any of the systems. This was a major step towards final commissioning scheduled for the summer of 2009.



JWW cooling towers

BUILDING SECURITY INITIATIVE FROM DPS

The University's Department of Public Safety (DPS) has developed a new campus security program, the Brown Building Security Initiative. This program is being generated to promote voluntary efforts to enhance workplace security by developing and maintaining collaborative partnerships with various academic and non-academic departments. The objectives identified for this new initiative include:

- Promote the assessment of the security of academic departments and physical spaces.
- Offer a mechanism to efficiently address issues that may potentially compromise the security of University facilities.

If you notice a safety issue, or would like additional information, contact Michelle Nuey, Manager of Special Services, at 863-2542.

PEMBROKE HALL RENOVATION COMPLETE

On October 17th, historic Pembroke Hall was rededicated as the new home of the Cogut Center for the Humanities and the Pembroke Center for Teaching and Research on Women. As noted

tional strengths," said Provost David Kertzer. "The structure is deeply meaningful historically to Brown and represents our present and future commitment to the humanities."



in the press release from the University's Public Affairs and University Relations department (PAUR), "The new Pembroke Hall will enrich the scholarship and exploration of the humanities at Brown, one of the University's tradi-

Pembroke Hall, the first building erected for the use of the Women's College at Brown University, has just undergone a \$9-million renovation led by architect Toshiko Mori, parent of a Brown graduate. The 111-year-old building has a restored façade and fully renovated interior space, which exposes long-covered portions of the original building. Brightened by glass walls and bamboo flooring, Pembroke Hall now houses a humanities laboratory, conference rooms, classroom space, and offices for visiting and resident scholars.

The renovation breathes new life and light into this building's long and prestigious history. The interior spaces have been reconfigured, and a double height atrium above the north entry re-establishes a main entry point from the Pembroke Quad. Glass partitions in the offices are patterned to gradually increase in transparency as they rise to the ceiling. Ceiling height has been maximized. The historic seminar room has been restored to its former glory so that it may continue to function as an emblem of Pembroke's history and as an important instructional space. The former basement has been reconfigured as the ground floor, housing a new humanities lab space. The top floor has been restored and renovated to become a multifunctional room intended for reading, meeting, social gathering, and seminars.

ENERGY & ENVIRONMENTAL TIP

Lights, computer monitors and appliances are energy consumers. Follow these suggestions to reduce your carbon footprint as well as save on energy costs.

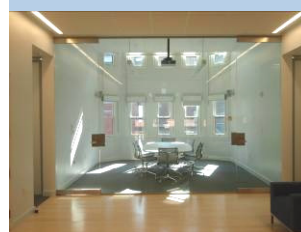
1. Lights - Take advantage of as much natural light as you can and remember to turn lights off when rooms are not in use. Brown has installed occupancy sensors in many areas throughout the campus, which automatically turn lights on when a person enters a room and shuts them off a few minutes after a person leaves. This practice typically saves 25-30% in electricity consumption; however, the best alternative is to

manually turn lights off when you leave a room.

2. Computer Monitors and Printers - Set your home and office monitors to a low-power "sleep" mode when not in use and avoid using screen savers, which interfere with sleep mode. If your system does not have a sleep mode, turn off the monitor when you will be away for a half hour or more. Additionally, turn off printers when not in use. These practices can typically save consumers \$100 per year in electricity costs. For more information [click here](http://www.energystar.gov/index.cfm?c=power_mgt.pr_power_management) or go to http://www.energystar.gov/index.cfm?c=power_mgt.pr_power_management.

3. Appliances - Even when turned off, electronic equipment such as TVs, DVD/CD players, VCRs and stereos often use a small amount of electricity, but their power consumption can significantly add up. This energy, also known as "phantom power load," can range from a few watts to as much as 20 or even 40 watts for each piece of equipment. Using a power strip for this equipment allows you to completely disconnect the power supply from the power source, eliminating phantom load power consumption.

Pembroke Hall renovation



STAFF SPOTLIGHT - ED ZNOSKO, EQUIPMENT MECHANIC

During the University's winter break this year, about 5,000 miles away, Ghana's PRO-FESA Secretarial Academy will get a new space; and Facilities' Carpentry Equipment Mechanic Ed Znosko will be there to lend a hand.

According to Ed, who is a married father of two college age children, "All of my life I have been involved in the construction industry in one way or another, so when the opportunity arose to help people in a different part of the world using the knowledge I have gained, I had to do it. I look



forward to utilizing my skills in a way to improve the lives of others."

Under the auspices of Longitude, Ed will travel to Ghana to work with the group's co-founder and several other Rhode Island volunteers along side local Ghanaians to convert an open third floor into a school with three classrooms and an administrative office for PRO-FESA. A non-profit secretarial and job training school, in Abeka, Ghana, PROFESA provides an opportunity for students who cannot afford to attend the public high school to learn a trade. "The new space will be available to the students and teachers at

all hours of the day, which will improve programming and increase the number of students that PROFESA can serve."

To learn more about Ed's journey [click here](http://www.golongitude.org/www/PRO-FESA_Volunteer_Building_Project_Winter_2009.html) or go to http://www.golongitude.org/www/PRO-FESA_Volunteer_Building_Project_Winter_2009.html

To learn more about Longitude, whose mission is all about connecting cultures and changing lives, [click here](http://www.golongitude.org/www/Longitude_Volunteer_Ghana_India.html) or go to http://www.golongitude.org/www/Longitude_Volunteer_Ghana_India.html



PROFESA students train at typing, computers and other office skills in order to secure jobs in Ghana's changing economy.

FACILITIES STAFF HONOR VETERANS

Brown alumni have served our country as far back as the revolutionary war where French troops quartered at University Hall (formally the College Edifice) almost succeeded in dismantling it; luckily, their plan to strip and sell its boards was averted at the last minute.

The placing of the commemorative wreaths at locations on campus has been an honor for our staff at Facilities Management for many years. Tony Batista and veteran John Wilson place wreaths the morning of Veterans' Day at several sites on the Brown University campus.

A wreath is placed at Soldiers' Arch, dedicated a few years after the World War I

armistice in 1918. At the Arch are inscribed the names, ranks and locations of the deaths of the forty three Brown University men who died in the World War. Inscribed at the top of the Arch are the words, **"To the men of Brown who, in the World War, gave their lives that freedom may endure."**

Additional wreaths are placed at the following locations: at the memorial monument on Lincoln Field dedicated to the 177 Brown men and 1 Pembroke woman who died in service to our country in World War II; at the flag on the Main Green; in the vestibule of Manning Chapel where the names of 21 Brown University soldiers

killed in the Civil War are inscribed on a marble plaque, and a second plaque lists the names of 14 members of the Brown class of 1941 killed in World War II; outside University Hall where a plaque in memory of General Nathaniel Greene, who commanded the first brigade of Rhode Islanders to join the Continental Army in the Siege of Boston in June 1775 is mounted; in front of the monument in Patriots Court in the Wriston Campus which was erected in memory of all Brown University soldiers killed in all wars since 1775.

For all staff who have served, thank you. We appreciate all you have done for this country.

Facilities' summer outing



This year's horseshoe tournament winners were Mitch Paulin and Ron Southiere - congratulations!





BROWN UNIVERSITY FACILITIES MANAGEMENT

Offices:

- Custodial
- Engineering
- Events Support
- Finance
- Human Resources and Labor Relations
- Maintenance Services
- Planning Design & Construction
- Service Response Center
- Stores Operations
- Systems and Services

Newsletter Team:

Steve Belmore, Donna Butler, Trisha Duff, Marc Elderkin, Peter Fox, Lichen Grewer, Amy Morton, Sue Price, Jay Sisson, Lisa Goulden, Mike Lopes, Ken King

Contributors: Linda Noble, John Wilson, Michelle Nuey, Paula Penelton, Chris Powell, Jack Wilcox

COMINGS & GOINGS

Welcome New Employees!

- Humberto Botelho, Custodian
- John Comeau, Planner
- Jose Dias, Custodian
- Ron Maguire, Mason/Plasterer
- Santino Marzilli, Electrician
- David Maynard, Stationary Engineer Mechanic
- Robert van Druff, Planner
- Karen Zaharee, Facilities Inventory Manager

Enjoy Retirement!

- Donald Bradley

HOLIDAYS

Veteran's Day – November 11 (bargaining unit staff)

Thanksgiving – November 27

Day after Thanksgiving – November 28 (non-bargaining unit staff)

Winter Break (including Christmas & New Years Holidays) – noon on December 24, 2008 through January 2, 2009 (http://brown.edu/Administration/Human_Resources/downloads/2008WinterSummerMemo.doc)

REMINDERS

Have a question about your **uniforms or safety goggles**? Contact Dan Murphy at x3-7780 or Daniel_Murphy@Brown.edu.

Vacation amounts, for non-bargaining unit staff, in excess of 12 days, (five for employees in non-exempt positions with less than two years of service), will be forfeited at the end of December. Need to know your balance? Contact Lisa at x3-7786 or at Lisa_Goulden@brown.edu Lisa_Goulden@Brown.edu.

SAVE THE DATE

Stewards' Meeting – 1st Wednesday of each month.

Labor/Management Meetings – 2nd Wednesday of each month.

Safety Fair – January, date to be announced

B.E.A.R. Day – February 6, 2009

Flu Clinic November 24th @ Facilities Management (295 Lloyd, 2nd floor EOC) from 7:00 AM to 9:00 AM. Remember to bring your Brown ID card and your health insurance card.