Congratulations to the Campus Services (CS) on winning 1st place among mediums sized teams in Emory’s Move More Challenge! Averaging over 10,014 steps per day, CS finished fourth out of 40 team in overall steps. The program which began September 21 and concluded November 15, encouraged employees to add more physical activity to their daily routines. Challenge participants used FitBit devices to track their activity.

CS kicked off the Move More Challenge with a FitBit Fair coordinated by our Wellness Champion, Ashley Cobette. She helped employees set up their FitBits and offered advice on ways to stay active during work hours. Many employees set up weekly competitions to see who could get the most steps. “I already walk often, but the challenge pushed me to walk even more,” said Officer Paul Winfrey.

Emory employees walked over one million miles during the challenge. Many employees were rewarded with prizes conducted through random drawings during the challenge. Additional prizes were awarded to those who complete the survey at the end of the challenge. The following CS employees won prizes during the challenge:

Shervon Lewis, Lindsay Cross, Jason Martinez, Luetrell Langston, Mike Robbins, Paul Winfrey and Cedric Franklin.

Thank you to all the employees that participated in the Move More Challenge. We encourage more employees to join the next challenge so CS can add another trophy to its case!
Leadership Team Spotlight
Spotlight on: Lisa Underwood
AVP of Finance & Business Operations

Building and Maintaining a Recognition Culture

Happy New Year, Campus Services!

The beginning of a new year is always so exciting! Many of us use it as a way to start fresh, making resolutions and setting goals for the coming year. We may decide that we want to learn something new, start doing more of one thing and perhaps less of another thing. We take a moment to pause and assess how things are going, check to see where adjustments may need to be made, do a bit of fine tuning in our lives. The beginning of a new year feels like the gift of a fresh start, and that’s a great feeling!

The start of the New Year is also a good time for our organization to be refocusing on recognition. As most of you are aware, in 2015 one of our goals was to review the formal CS recognition program. The program adjustments we made in 2015 merged CS Select and CS Values in Action and were intended to make it easy to recognize one another, to make it timely, specific, and meaningful. A great deal of thought and effort has gone into creating, developing, and enhancing that program over the years and we believe that the program is a great one! That being said, it is important to remember that the program is only a tool. It is a great tool, but in the end it is a tool that simply reflects our culture.

So the real question is about the culture. As an organization, it is important that we maintain our commitment to nurturing and growing our recognition culture. This can be the easiest and also sometimes the hardest thing to do. To be more mindful about our recognition culture, there are two steps we should keep in mind:

1. Pause each day and take time to notice one another and the exceptional work being done across this great organization. Simply notice and appreciate the efforts, accomplishments, and talents of others.
2. After noticing, the next step is to say something.

Most of us are pretty good at the first step. We often notice and appreciate others. The challenge is sometimes making the time and remembering the importance of step 2, saying something. And yet if we don’t, how will others know they are appreciated? And how will we build and develop our culture of recognition?

There are so many things happening in Campus Services every day as each division and each department focuses on their operation and making great things happen across campus. We are all busy, it’s true, but being more intentional about noticing and recognizing one another doesn’t take long. Writing up a nomination for CS Select – Values in Action takes a few minutes, telling someone “thank you,” or “great job” takes only seconds.

The pages of 2016 are blank, waiting for each of us to write this year’s story. Let’s write that story about being a place that notices one another, appreciates one another, and is intentional about recognizing one another – each and every day. Let’s all join together in 2016 to be part of growing the recognition culture within Campus Services! Happy New Year!

Lisa Underwood
We Heard You!

Culture

We’d like to see a Finder’s Fee for those who refer employees who make it through the hiring process.

Based on this suggestion, Campus Services Human Resources will be exploring the feasibility of implementing a bonus or award program for employee referrals. If implemented, there would be specific parameters in place around how and when the program would be applied. There are many details to study during feasibility, but we will certainly explore the idea!

--Lisa Underwood

Innovation

Could we create a small projects group rather than contracting out so much work?

The AVP Facilities Management & Director of O&M, in collaboration with PD&C, are currently studying the feasibility of establishing a small projects team to execute small projects and or renovations. The concept would be about 6 – 8 specific trade employees with a team leader making up the core team; capable of performing small classroom or office type renovation projects, managed by a project manager from PD&C. We recognize a lot of general contract work is currently contracted out at higher costs and believe this team could be created and implemented on a full time reimbursable basis. The goal is to have the feasibility study complete with all requirements for personnel, equipment, and budget identified by the end of FY16 in order to be implemented by Oct 2016.

--Todd Kerzie

Workforce

I’m concerned about safety. Could we create a “safety topic of the month” to be displayed on the e-screens?

Sharing safety tips is a great way to utilize opportunities presented by the E-Screen program. The Emory Police Department will provide a “Safety Tip of the Month” for use with the E-Screen program. We are currently developing both ‘Crime Prevention’ and “Fire Safety” related information for use in this manner. We hope you had the chance to view the December “Holiday Safety Tip” related to holiday shopping and winter weather fire safety.

“Workplace Safety” is a daily responsibility for all employees whether you are a manager, supervisor, or frontline employee, Director, or the Vice President. It is everyone’s responsibility to ensure all employees are working in a safe manner, with the right tools and equipment, and with the right personal, protective equipment. If you see an unsafe condition or an employee working in an unsafe manner, you should immediately point it out to that employee or bring it up to the attention of a supervisor. If you believe you do not have the appropriate protective clothing or equipment, please bring it up to the attention of a supervisor. Brent Zern is our Safety Liaison with the Environmental Health and Safety Office for any matters requiring additional oversight. Be Safe!

--Craig Watson and Todd Kerzie

Culture

We don’t celebrate success enough! Can we do more?

Celebrating our success is a key to the continued evolution of our culture. Have any of you looked on the website to see the short video that was put together last year? It asked people this very question, and I enjoyed reviewing it again. Here is the link: http://www.campserv.emory.edu/about_us/vision/values_videos.html

The new CS Select Values in Action recognition program is a great example of one way we celebrate success. Since its inception in September, we have awarded 74 individuals with Bronze, Silver, Gold or Platinum awards. Taking advantage of opportunities to recognize our peers and employees for their successes is an important part of our overall celebration of success!

I’ve heard a suggestion that we develop quarterly CS-wide celebrations. The feedback has been ‘The picnic and holiday party are great, but we want more!’ As always, if there are ideas you have for what these additional celebrations could look like, we’d be very open to reviewing the possibilities. Taking time to have fun and celebrate is an important aspect of the culture of Campus Services and all suggestions are welcome!

--Karen Salisbury
Lee Johnson began his career at Emory in the Facilities Management (FM) department in September 1970. He retired as a Heavy Equipment Operator in the FM Recycling on January 4, 2016, after over 45 years of continuous service.

Lee was known for his wisdom and encouraging nature. He was an outstanding worker and a great mentor to his entire team. While being recognized for his years of service at the Campus Services (CS) Holiday Party, the crowd cheered for him to make a speech. After hesitating, Lee told the crowd that moments like this is why he will miss working in CS. “It feels good to work in a place where people really appreciate you,” he smiled. CS employees honored Lee by giving him a standing ovation after his speech.

Lee’s retirement party was held on December 17, and his team surprised him with a breakfast buffet style gathering. He was touched by the outpouring of support and gratitude from everyone. “I’ve had a great time here, but it is time for me to really start enjoying life,” he laughed. Lee made sure he went around the room to say good-bye to the many well wishers that came to honor him.

We are grateful that he chose to spend his career with Emory and he will truly be missed!
2015 brought three new faces to the Emory Police Department (EPD). The department welcomed police officer, Xavier Nixon, who graduated on June 26, 2015, and Officers Lucas (Luke) Cioffi and Andrew An, both graduated on October 30, 2015. Officer Cioffi won the overall academic award in his graduating class.

Georgia police academies offer basic mandate, or simply called “mandate” by police personnel, consisting of various courses that add up to 11 weeks of classes from the first day of class to graduation. Graduation requires successful completion of many courses, including Patrol and Observation, Criminal Law, Crimes against Children, Domestic Violence, Community Policing, Use of Force, Reporting Writing, and Traffic Stops. The overall course is called mandate because it is a mandated groupings of classes that must be passed in order to work as a peace officer in the state of Georgia.

“I enjoyed my time while at the academy,” explains Officer An. “It gave me the foundation I needed to become a police officer. This has been a lifelong dream for me. The academy also gave me the opportunity to build lifelong friendships with others. My most memorable experience during the academy would be graduation day. I have waited 29 years for that day.”

When Officer Cioffi was asked about his most memorable academy experience, he replied, “The most memorable part of the academy was working with so many different future peace officers from police departments and sheriff offices throughout the metro Atlanta. It was great to get a multitude of different perspectives from such a diverse group of future law enforcement officers. We were lucky to have a great mandate class and our strong bond reflected the great training we received at the North Central Training Academy. Career and lifelong friendships were formed during our 11 weeks together.”

Officer Nixon offered, “For me, the most memorable part of mandate was going to Georgia Public Safety Training Center (GPSTC) for Emergency Vehicle Operation (EVOC). I was looking forward to getting to drive vehicles through the obstacle courses. All the instructors were helpful and supportive. It was challenging in some areas, but they managed to make it fun and less stressful.”

Officer Nixon expressed his enthusiasm about working at Emory. “I enjoy working for the EPD. All the supervisors and officers are very supportive and want to see me succeed. The wealth of opportunities within the department is exactly what I was looking for when they hired me. The professionalism within this department is the best compliment that I can give them.”

We offer our congratulations and a warm welcome to our newest peace officers.

Above right: Rickey Officer Darrell Johnson, Officer Marvin Poulson, Officer Xavier Nixon and Captain Ray Edge. Above Left: Officer Lucas Cioffi, Chief Craig Watson and Officer Andrew An.
CS HIGHLIGHTS

NEW SUPERVISOR

Campus Services (CS) is excited to welcome *Alphonso Stanfield* as a new supervisor in Building & Residential Services (BRS). Prior to joining CS, he spent five years with Georgia Tech in the custodial maintenance department.

Alphonso comes to Emory with over twenty years of experience in management. After hearing about all the great things the Emory community was doing along with the beauty of the campus, he knew that CS was where he wanted to be. He began networking with people at Emory and found his way to CS. “When you really want something you have to be persistent, and I really wanted to be at Emory,” he smiled.

We are thrilled to welcome Alphonso to our CS team. Please give him a very warm welcome.

IN MEMORIAM

We were all saddened by the sudden passing of *William ‘Billy’ Sewalls* on September 18, 2015. Billy began his career with Emory University in June 2002 as a Maintenance Mechanic in Facilities Management (FM) Housing. He joined the FM Zone F team as a Maintenance Mechanic in 2005 where he worked until his passing.

Billy was a wonderful employee who worked diligently and would always do what was asked of him. He had a good sense of humor and a great love of animals.

Billy was a wonderful employee that brought happiness into many people’s lives. He is greatly missed here at Emory!
CS HIGHLIGHTS

**EPD, FM STAGING AND ZONE E WINS TOYS FOR TOTS DRIVE**

Campus Services (CS) enjoyed another successful Toys For Tots Drive in 2015. Joined by the Marines Foundation Toys for Tots campaign, CS raised 676 toys for families this year.

We are proud of the work our Toys for Tots coordinators did this year championing their departments to donate toys. Congratulations goes out to Emory police Department (EPD) for collecting the most toys (Building Coordinators, **Andrew An & Carla Ross**), and FM Staging and Zone E for collecting the highest percentage of toys (Building Coordinators, **Milton Thomas and Joe Williams**).

We would like to thank everyone for donating to such a wonderful cause.

**FM HAS FUN WITH ITS CHILI COOK-OFF**

The Facilities Management (FM) team decided to kickoff winter by having chili cook-offs throughout their departments. Each department had participants make their favorite chili recipe and submit the cooked recipe to a panel of judges for the winning recipe. After the judging took place, all members of the department were invited to have a chili lunch.

Employees had fun making their favorite chili recipes. There was spicy chili, taco chili, deer chili, vegetarian chili, gumbo and Mexican chili among others.

Participants had no idea which chili they were tasting unless specified. “It was a fun way to build team morale,” said **Chris Jackman**, Director of Operations & Maintenance (O&M). “Everyone enjoyed the different taste.”

Kudos to the FM departments for recognizing the importance of celebrating successes and having fun!
To encourage you to take an active role in your health, Emory provides financial incentives for healthy behavior. If you are covered on the Emory medical plan you (and your spouse or partner) can save money on your medical expenses by taking action and doing things that help you live a healthy lifestyle.

The following incentives are offered for 2016:

- COMPASS ONLINE HEALTH ASSESSMENT*
- ANNUAL CHECKUP (PREVENTIVE EXAM)
- IN TOUCH CARE
- HEALTHY LIFESTYLE COACHING
- JOURNEYS® ONLINE PROGRAMS
- COLONOSCOPY

* The Aetna Compass Online Health Assessment must be completed before any other incentives can be received. For example, if you complete the healthy lifestyle coaching and get your annual checkup, but don’t complete the health assessment, you will not receive your incentives for the other two activities until you complete the Compass health assessment. Be sure to complete the health assessment early in 2016, so you can get credit for all of your activities.

Your health information is confidential. Emory will not have access to individual level data collected for your participation in any of these programs. Emory will use the aggregate (group data) only to understand the overall health trends of our employees in order to provide enhanced services to better meet employees' needs.

Please go to the following link for more information about your 2016 health incentives:

http://www.hr.emory.edu/eu/benefits/incentives/description.html
Fourth Quarter CS Service Awards

David Beck, FM Procurement Shop  
Benita Sims, Building & Residential Services  
Sally Clayton, Building & Residential Services  
Loretta Rawls, Building & Residential Services  
Robin White, Emory Police Department  
Stanley Jones, FM Zone E Maintenance  
Brenda Burnett, Building & Residential Services  
Bill Castle, CS FBO Fleet Services  
Arnold Clark, FM Zone F Maintenance  
Trent Brown, FM Zone C Maintenance  
Bill McBride, FM Grounds  
Debbie Brown, FM Preventative Maintenance  
Ed Malmquist, FM HVAC Operations  
Lori McLendon, Building & Residential Services  
Wilson Li, FM Zone B Maintenance  
Andrew Stickell, FM Pipe Services  
Jeffrey Brooks, Emory Police Department  
Floyd Clarke, FM Zone D Maintenance  
Jeannette Baynes, Building & Residential Services  
Irvin Tucker, Building & Residential Services  
Margaret Sanford, Building & Residential Services  
Sonica Rowe, Building & Residential Services  
Gwendolyn Latten, Building & Residential Services  
Hopeton Forbes, Building & Residential Services  
Tazha Howard, Building & Residential Services  
DeVance Spicer, Building & Residential Services  
Ed Hatton, Building & Residential Services  
Tracy Brady, Building & Residential Services  
Eddie Somerville, Emory Police Department  
Frank Stroupe, Emory Police Department

Congratulations on your continuous years of service. We appreciate you!

Supervisors,
If you have not picked up your direct reports’ award, please see Kelli Howell-
2015 CS Service Award Recipients
# Campus Services Open Positions

*~submitted by Kelli Howell-Robinson, Human Resources
   Posted as of 1/5/2016*

<table>
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<tr>
<th>Department</th>
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All applications need to be submitted electronically at http://www.hr.emory.edu/careers/index.html
WHAT
Green Labs at Emory is a voluntary program designed to assist Emory University and Emory Healthcare research and teaching laboratories with implementing sustainable lab operations strategies and creating a culture of sustainable lab practices. The program aims for lab sustainability in four target areas: energy and water efficiency and conservation, recycling and waste reduction, chemicals, and procurement.

HOW TO PARTICIPATE
Step 1: Learn what sustainable actions your lab can adopt, and tell us what you’re already doing, by filling out the Green Labs at Emory Checklist and consulting the companion Green Labs at Emory Guidance Document.

Step 2: Take Action by submitting the checklist and receiving a certification level. Detailed instructions are on the checklist.

Step 3: Earn Recognition for taking action to make more sustainable choices in your lab. The Green Labs at Emory Team will review your checklist and award your lab with a certification level. You will receive recognition through the Green Labs at Emory webpage, the EHSO Lab Rat, and with visible lab signage and graphics provided to you.

Step 4: Apply for funding to implement the actions on your checklist and new innovations by submitting a Green Lab Incentives Fund Application. Annual funding details are on the application.

APPLICATIONS ARE NOW OPEN FOR THE 2016 GREEN LAB INCENTIVES FUND!
The Green Lab Incentives Fund is designed to support laboratories participating in the Green Labs at Emory Program by making funds available for implementing sustainable processes and procedures in Emory’s laboratories. Creative proposals are welcome for initiatives that seek new knowledge, support new behavior patterns, and make sustainable practices feasible. Grants may be awarded up to $5,000. Faculty, staff, and students from research and teaching laboratories in Emory University and Emory Healthcare are eligible to apply for the Green Lab Incentives Fund.

Please submit applications to greenlabs@emory.edu by midnight on January 25, 2016. Participating labs must also participate in the Green Labs at Emory certification program by submitting a Green Lab Checklist to be considered for funding. Please see the details above.

For more information about Green Labs at Emory, browse the Green Labs at Emory web page or contact greenlabs@emory.edu. Also email to request sustainability decals, available to anyone, to start promoting sustainable behaviors in your work space.
Emergency Back-Up Care
A new benefit

Coming January 1 for Emory University faculty and staff!

Arranging for high quality and affordable child and dependent care is one of the biggest work/life challenges faced by Emory's faculty and staff. That's why Emory University is excited to announce that beginning January 1, 2016, benefits-eligible faculty and staff (along with students in the Laney Graduate School) will have access to Emergency Back-Up Care through a new partnership with Bright Horizons, a nationally known leader in child care.

What is Emergency Back-Up Care?
When you need to be at work, but experience an unexpected breakdown in your routine childcare or adult/elder care arrangement, Emergency Back-Up Care can help. This benefit gives you quick access to secure, temporary caregiving services.

- Emory is subsidizing the cost of this benefit to make back-up care more affordable. The co-pay (cost to you) is $15 per child per day with a maximum of $25/family/day for center-based child care and $6/hour for in-home care (child or adult).
- The benefit provides up to 10 days of Emergency Back-Up Care per calendar year and is limited to no more than 3 consecutive uses.
- It can be used for family members of all ages, from infants through elders, including adults and children with special needs.
- It is available nationwide.

When to use it
Emergency Back-Up Care will be available starting Jan. 1. It is only for those situations when your routine care unexpectedly breaks down such as an illness or a nanny/caregiver arrangement suddenly falls through. It cannot be used for anticipated care needs such as holidays, school breaks, or when your sitter takes a vacation. Learn more (click here).

While Emergency Back-Up Care is only for emergency breakdowns in care, as part of this new benefit, you will also have free access to Sittercity, an online service that can help you manage anticipated (non-emergency) care and work-life needs. You will be able to locate and hire nannies, babysitters, house sitters, house cleaners, pet sitters, tutors, caregivers and much more.

How to use it
More details will be coming soon on how to access this new benefit. In December, the Emory WorkLife Resource Center is offering a series of in-person workshops and webinars to explain the benefit and how it works. Register to attend an overview workshop or webinar at http://www.worklife.emory.edu/childcare/news/EmergencyBack-UpCareiscomingJanuary1st.html.

Emory understands how challenging it can be to keep up with work and personal responsibilities. This new benefit is another way Emory can help you successfully manage your work-life.
January

“Success is simple. Do what’s right, the right way, at the right time.”

~Arnold H. Glasow

Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday
---|---|---|---|---|---|---
 | | | | | | 1 New Year’s Day
 | | | | | | 2
3 | 4 | 5 | 6 | 7 | 8 | 9
10 | 11 | 12 | 13 CS Town Hall | 14 CS Leadership Development Series | 15 | 16
17 | 18 Martin Luther King Jr. Holiday | 19 CS Town Hall | 20 | 21 CS Town Hall | 22 | 23
24 | 25 | 26 | 27 BRIDGES: Leadership Meeting | 28 Healthy New YOU Expo | 29 | 30
31

**Employee Update - January**

**Welcome - New Hires**
- Christopher Krekemeyer...Access Control Technician...Security Shop
- Scott VanHorn...Sr. Maintenance Mechanic...ZFM
- Alphonso Stanfield.....Supervisor, BRS.....BRS
- Jeffrey Brown....Custodian....BRS
- Dexter Foster....Custodian....BRS
- Brenda Smith.....Custodian....BRS

**Congratulations - New Titles**
- Stanley Jones.....Sr. Maintenance Mechanic.....Zone E Maintenance
- Oscar Castillo...Recycling/ Waste Specialist... FM Recycling Department
- Alexander Koyfman.....HVAC Mechanic.....FM HVAC Department