

Facilities Management Mission, Vision & Core Values

VISION

To be recognized for service excellence, sustainability and leadership in facilities management and for being an enriching place to work.

MISSION

To help ensure Saint Mary's University succeeds in its mission by proudly providing excellence in facilities services.

CORE VALUES

Knowledge

Communication

Leadership

Open Mindedness

Engagement

Integrity



In this issue you will find...

Quick Recap on December Newsletter

Quality Control Results

Training

Safety

Policy

Staff Program



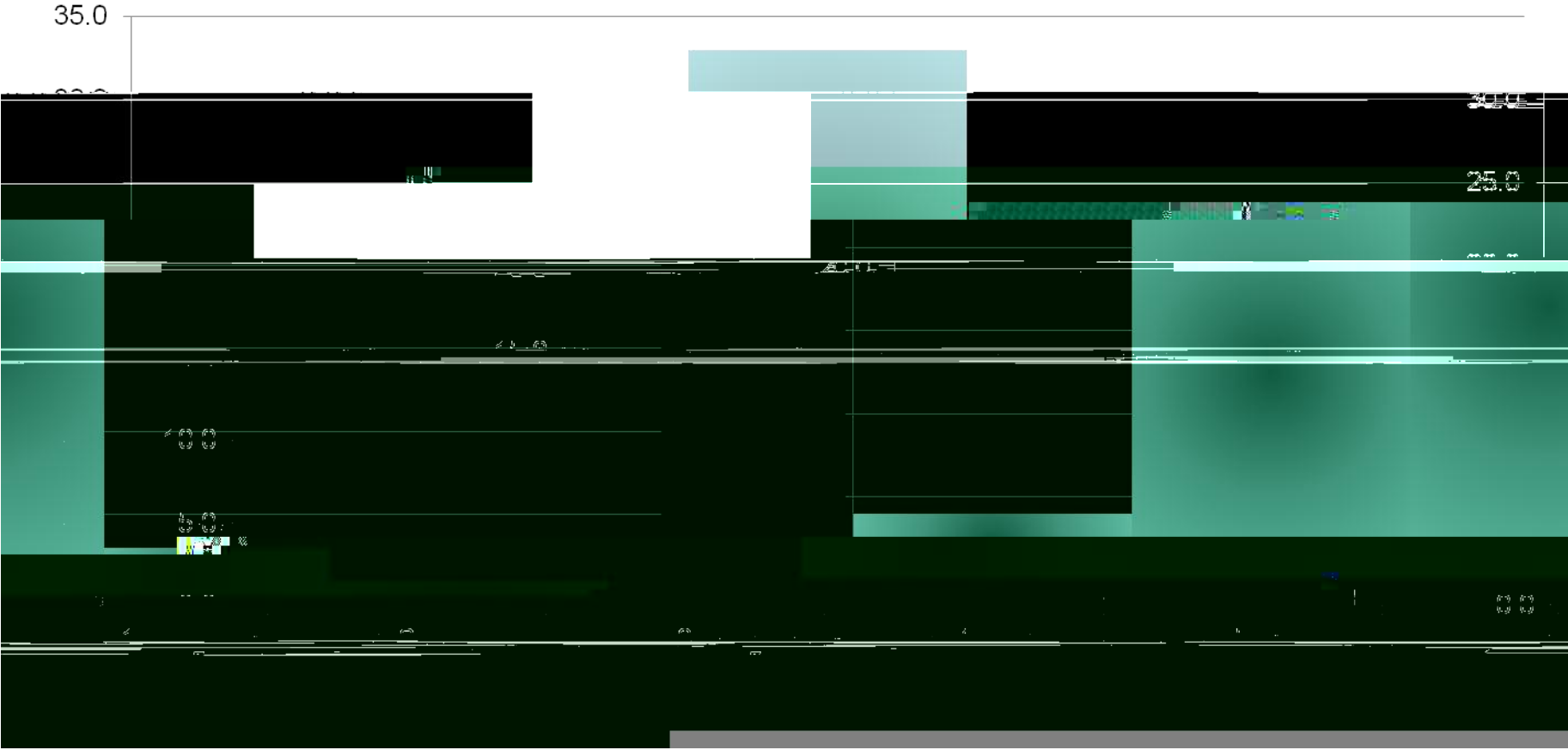
Quick Recap on December Newsletter

Importance of clean, non-slippery entrances

Department's common goal



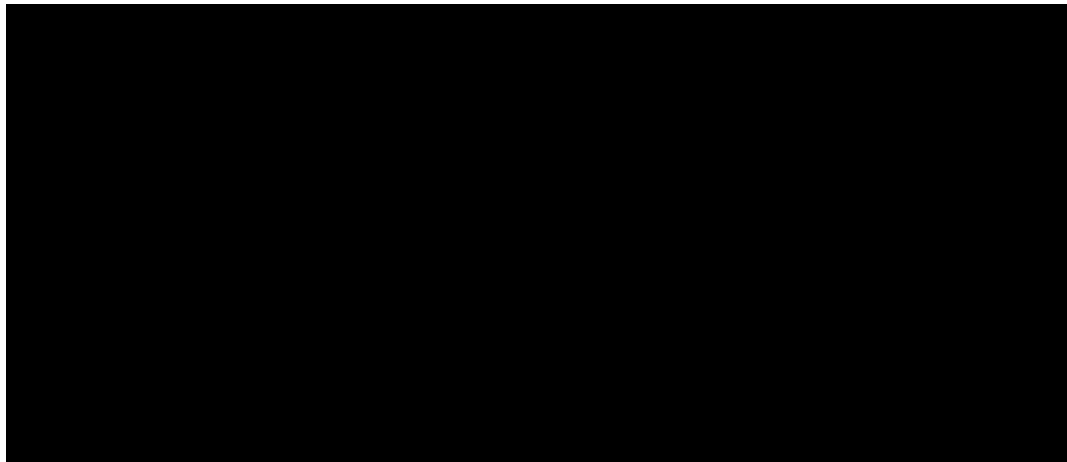
Quality Control



Training:

Banner Self-Service is an internet-based tool used by the staff, faculty and students of Saint Mary's University to view or change a large variety of information, including:

- Contact information and emergency contacts
- Pay stubs
- View benefits and deductions enrollment
- Download/print tax forms (T4, etc)
- View your vacation/leave balance



2013 Focus

Quality Initiatives

- Supervisor, Lead Hand and Staff Daily and Weekly Reports.

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Staff Program:

Forming: when the team members meet for the first time or when an individual joins a team for the first time a new team is formed. It is important that the team members get to know each other and begin to build a working relationship.

Storming: when the team members meet their first challenges and differences. This stage is very important to the growth of the team. It can be challenging, unpleasant and even painful to members of the team who do not like conflict. The key to successfully getting through the storming phase is tolerance. Each team member must have tolerance for each other's differences. Without tolerance and patience the team will fail.

Norming: The team manages to develop standards on how to interact and processes on how to work together. A successful process is not one sided.

Performing: Teams can become high-performing. Teams are able to function as a unit as they find ways to get the job done smoothly and effectively without inappropriate conflict or the need for external supervision. Team members have become dependent on each other. They are motivated and knowledgeable. They understand each other's strengths and are now competent, self-governing and able to handle the decision-making process with minimal supervision.

Policy:

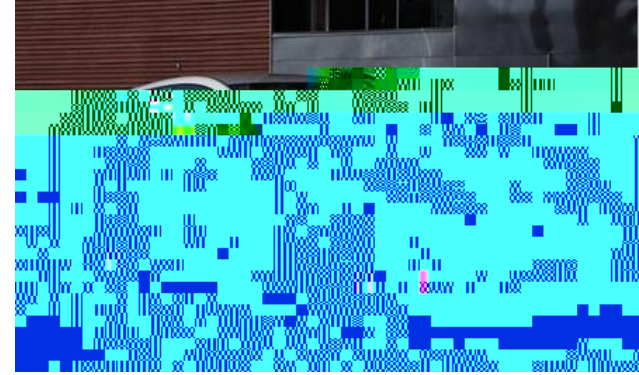
Custodial Services staff are responsible to ensure the custodial closets in their area of responsibility are stocked with all supplies used within their area of responsibility.

Procedures:

- Closets are to be kept stocked with supplies including but not limited to toilet paper, paper towel, sanitary napkin bags, cleaning supplies, mop, bucket, wringer, etc.
- Closets are to be stocked at all times. All buildings are policed during the days, evenings, nights and weekends, and you must have enough supplies in your closets for the staff policing during these times.
- When Custodial Services staff pick up chemical supplies from the storage and supply rooms, they shall take full, sealed containers of chemicals.
- Do not replace opened bottles or used cans of chemicals in the storage or supplies room. This is a safety issue. If opened bottles are left on the shelves, staff may remove it and accidentally get chemicals in their eyes.

Procedures:

- If a bottle or container of chemical is opened and you no longer require it in your area, return the partially used bottle or container to your supervisor or lead hand. They will safely distribute it to someone who requires it in their area.
- If a Custodial Services staff person regularly uses manually dispensed chemical, they shall place the opened chemical bottles in their custodial closets. The containers shall be stored on shelves at chest height or lower.
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SAINT MARY'S

FACILITIES

One University. One World. Yours.