

FAST FACTS

SEPTEMBER 2017



FM Annual Town Hall Meeting

During Facilities Management's fifth annual Town Hall meeting on September 7, Associate Vice President and Chief Facilities Officer Don Sundgren spoke to employees about the department's accomplishments over this past year and upcoming focus areas, including capital expansion and a further commitment to employee growth and empowerment.

Highlights of the year included the dedication of Skipwith Hall, expansion of solar projects and the second annual FM Girls Day. Upcoming projects that were featured included the Brandon Avenue, Ivy Mountain and Ivy Corridor redevelopment areas, the University's Bicentennial Celebration and the Ufirst initiative to centralize HR staff. Sundgren also responded to questions from staff that were submitted in advance.

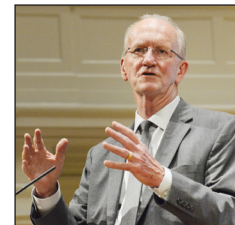
The meeting also highlighted a change to FM's core initiatives. Respectful Workplace and Diversity & Inclusion are now combined to

represent a single core initiative due to shared goals and FM has added Training & Development as a new core initiative. Featured speakers discussing the initiatives shared the following updates:

Respectful Workplace and Diversity & Inclusion: The FM Diversity & Inclusion Committee highlighted its Summer Food Truck Series, Girls Day and a video featuring interviews with staff during the Ice Cream Social.

Occupational Health & Safety: FM continues to see a decrease in both lost and restricted work days and increased training opportunities with a total of 916 FM employees and 41 non-FM employees receiving OHS training over the past year.

Training & Development: This new initiative was instituted to enhance the department by increasing employees' abilities to maximize their performance by pursuing learning opportunities. If you have training questions/requests, contact Elizabeth Campbell at enc2n@virginia.edu.



Photos by Jennifer Watson

AVP/CFO Don Sundgren, left, spoke to hundreds of FM employees in Old Cabell Hall during the fifth annual FM Town Hall on Sept. 7.

Sustainability: New projects include increased communication about using surplus materials such as furniture and a new Monthly Sustainability Topic program to take place during toolbox/staff meetings. The FM Sustainability Council is requesting staff to submit sustainability topics to suggestion boxes or to email fm-sustainability-council@virginia.edu.

Benefits Open Enrollment set for October 9-27

Informational sessions about Open Enrollment for 2018 have been scheduled at the following times in the FM Lunchroom:

- **2 p.m. Tuesday, September 26**
- **7:30 a.m. Tuesday, October 17**

A complete schedule of meetings around Grounds will be released soon. These presentations are identical so attend only one and request supervisor approval for the time away from work. A Q&A session will follow each presentation.

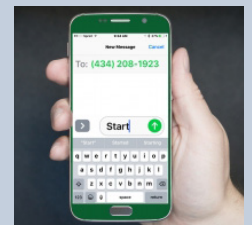
The Annual Health and Benefits Expo will take place on Wednesday, October 11 from 8:30 a.m.- 2 p.m. with presentations until 3 p.m. in Newcomb Hall. This year, a live video stream of the Expo presentations will be available in the FM Lunchroom from 8:30 a.m.- 3 p.m.

UHR will be sending out additional info about Open Enrollment, benefits changes and the locations of additional information sessions in the near future.

Sign-up for Open Enrollment texts

Text "Start" to 434-208-1923 to receive text messages about Open Enrollment with reminders and other information.

The texting program has changed since last year. For more information about Open Enrollment texting, visit the [UHR website](http://uhr.virginia.edu).



OHS highlights updates to offerings and safety reminders

Assessing Your Safety Concerns:

FM-OHS continues to work with groups throughout FM to assess safety concerns, including working with a third party to complete roof access and roof assessments across grounds, upon request. Email FM-OHS@virginia.edu if you have a roof, ladder, or roof access concern.



If you're concerned about your at-work exposure to airborne contaminants and/or occupational noise, consider requesting a Hazard Assessment through FM-OHS, which may include sampling. Sampling request forms are on the [FM-OHS web page](#), under Forms.

PPE Reminder: FM-OHS has seen an increase in eye injuries. Remember to wear the proper PPE for the job

you're doing. Consider eye protection or face shields that feature foam padding around the edges for increased protection from airborne debris. Foam-padded glasses are recommended for dusty or windy environments, or work scenarios that involve looking up at a task that may have falling dust particles. Remember — the best solution may be a face shield. If it can hurt your eyes, it can hurt your face!



Coming Soon: FM-OHS is revamping the training program — you may notice changes in the coming months, including increased communication, new trainers, and more. Currently in the works is the creation of individual training profiles. FM employees will each have a custom training track to ensure that they have the needed training to stay as safe as possible at work.

Not sure if an email is legit? Pick up the phone or send to Help Desk

IT security tips from FM Technology & Innovation Network Analysts Miguel Faria and Albert Lee



Albert Lee



Miguel Faria

This month's topic is phishing, a very common issue at the University. Phishing is a type of social engineering attack where criminals send emails attempting to trick users into opening malware-laden attachments or clicking malicious links.

Their goal is to harvest your personal, confidential information. Often the message threatens a negative consequence such as pending loss of email or account access. They want to rush you into a mistake by creating a sense of urgency.

Prevent becoming a victim by using common sense and vetting the sender of the message. If you know the sender but were not expecting the message or attachment, call them on a previously known phone number. You can also forward the message to abuse@virginia.edu or the FM Help Desk who will review the message and provide a thumbs up/down.

Remember that if a shady and unsolicited message arrives from a known or trusted sender — and is addressed to you personally — it could very well be a “spear-phishing” email, which is targeted phishing directed to a specific group (staff, students) and appears to come from a trusted source, like the IT department or Human Resources.

As system administrators, nothing makes our day more than hearing about educated end users who dodge these sophisticated attacks.
— Miguel Faria and Albert Lee

Trades Recertification Classes

Tradesman Continuing Education Course Registration, otherwise known as the Code update classes, will be held October 2-4. If you are invited and scheduled to attend the training, you should have already received an email with more information. For information, contact Adettra Thomas at 243-0573.

- **October 2 - Electrical**
- **October 3 - HVAC**
- **October 4 - Plumbing**

Save the Dates

September 20: Day of Caring.

September 26: Benefits Open Enrollment info session, 2 p.m., FM Lunchroom.

October 5-7: [Bicentennial Launch Weekend](#).

October 9-27: Open Enrollment for Benefits.

October 11: Health and Benefits Expo, 8:30 a.m.-2 p.m. with presentations until 3 p.m., Newcomb Hall. Live stream available in FM Lunchroom.

October 17: Benefits Open Enrollment info session, 7:30 a.m., FM Lunchroom.

October 18-21: [“Universities, Slavery, Public Memory, & the Built Landscape” symposium](#).

October 19: FM Fall BBQ, 12-2 p.m.

October 27: Deadline for earning [Hoo's Well Rewards](#).

Fast Facts flyer is published by UVA Facilities Management for Facilities Management employees. Fast Facts is also available on the [Facilities Management website](#).