FM Lower-Level Leake Staff Temporary Relocations

Access to the lower-level of the Leake Building is now completely closed off as the floor undergoes renovations from September through April 2017.

All FM staff offices in this area have been relocated to various temporary locations including in the upper-level of the Leake Building, the FM Annex trailer, Kent House and Dabney House in the McCormick Road Residence Area, Pratt Drive South trailer and the newly reopened FM Maintenance Shop Building (see box on right for overview of staff temporary relocations).

Leake’s lower-level conference room and mailboxes will be unavailable throughout the duration of the renovation. The mailboxes previously downstairs are now located in Leake’s upstairs mailroom, mail can also be dropped off to be sorted at the Service Desk which is now in the FM Annex.

All staff members who have relocated will maintain their same email addresses and phone numbers, so please contact an employee directly to confirm his or her current location.

Benefits Open Enrollment Information Sessions

Learn more about 2017 benefit changes on Sept. 20 & 28

Open Enrollment for 2017 benefits (including health plan, retirement, etc.) will take place October 10-28.

Informational sessions about open enrollment and benefit changes for 2017 have been scheduled for FM employees in partnership with University Human Resources at the following times in the FM Lunchroom:

• 2 p.m. on Tuesday, September 20
• 7:30 a.m. on Wednesday, September 28

These presentations will be around 50 minutes and discuss the Hoo’s Well Fall Campaign, benefits open enrollment, retirement investment changes and any other changes to benefits in 2017.

A 10-minute Q&A session will follow and presenters will stay after the session to answer specific one-on-one questions.

These sessions are identical so please only attend one. You should request approval from your supervisor for the time away from work to attend a session.
Save the Dates

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FM Green Workplace Program Updates

Facilities Management has been a leader in the Green Workplace Program, which engages UVA employees and workplaces in actions that conserve energy, save money and advance sustainability. In order to continue FM’s progress in the program, additional staff members are needed.

FM’s 10 Green Teams are comprised of employees located in different work areas with designated leaders, listed to the right. With the recent relocations of numerous staff members, many Green Teams are seeking new leaders and members.

These teams lead efforts to put into effect 60 different actions that earn credits toward Green Workplace certification. While most of FM’s workplaces have already achieved certification, the Green Teams help encourage the continuation of these sustainability practices and brainstorm new initiatives. If you are interested in getting involved with the Green Team in your area, contact Dana Schroeder by emailing ds8nh@virginia.edu.

Commonwealth of Virginia Campaign

FM BBQ cornhole tournament to benefit CVC

It’s that time of year again! One hundred percent of your charitable giving through the Commonwealth of Virginia Campaign (CVC) will directly support the 1,200-plus participating non-profit organizations.

This fall is your chance to make a difference for the SPCA, Blue Ridge Area Food Bank, Charlottesville Free Clinic, Habitat for Humanity, the Wounded Warrior Project and much more.

The annual Commonwealth of Virginia Campaign will run from October 5-December 16. There are many ways to donate:
- Donate online soon at: www.virginia.edu/CVC
- All FM employees will receive red envelopes soon which can be returned to Brenda Buttner (now in the Annex trailer) with cash, check or payroll deduction options. If you are not able to donate, there is no need to return your red envelope.
- At the FM BBQ on October 13, the FM Employee Council is hosting a cornhole tournament that will benefit the CVC! Teams of two can sign up beginning Monday, September 19 by bringing a cash donation of at least $20 per team to Brenda Buttner and filling out a short sign-up sheet. There will be space for 32 teams — first come, first served.
- If you have any questions about the CVC or the cornhole tournament, please contact Dana Schroeder at ds8nh@virginia.edu.

Trades Recertification Class Schedule

Tradesman Continuing Education Course Training, otherwise known as the Code update classes, will be held October 3-5. If you are invited and scheduled to attend the training, you should have already received an email with more information. For info, contact Adettra Thomas at 243-0573.
- October 3: Electrical
- October 4: HVAC
- October 5: Plumbing

Save the Dates

September 20: Benefits Open Enrollment info session, 2 p.m., FM Lunchroom.
September 21: Day of Caring.
September 28: Benefits Open Enrollment info session, 7:30 a.m., FM Lunchroom.
October 10-28: Open Enrollment for Benefits.
October 13: FM Fall BBQ.
October 28: Deadline for earning Hoo’s Well Rewards.

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