Tips and Tricks for Google

Tip #1
Turn on Gmail Keyboard Shortcuts from settings menu for email functions.
  C - Compose
  F - Forward
  R - Reply
  A - Reply All
  Y - Archive
  Shift 3 - Delete

Tip #2
Read an email in a separate window by clicking on the “pop-out” button. Button (see image below) is found on the top right of the email.

Introduction to Facilities Management (IFM): each course has been expanded to include fundamental concepts and practice found in the APPA Body of Knowledge. The purpose of these revisions is two-fold:
(1) strengthen foundations knowledge of general facilities management, in addition to U-M organizational knowledge;
(2) cultivate further self-study in the APPA Body of Knowledge as a means of gaining a new, national certification from APPA: the Educational Facilities Professional certificate. See Plant Academy’s website about this exam after September 1.

Practical Supervisor: the core coursework, previously delivered across four sessions, will be offered in a single day. This update also includes more hands-on, experiential training for the Work Management component. Supervisors who need the entire program will find this new format convenient. Others who need a make-up session will be able to drop in. This revised format will roll out very late in 2012. Registration will be announced early this fall.

Armstrong Award

Armstrong International, of Three Rivers, Michigan, recognized the University of Michigan Plant Operations for their excellent Steam Trap Program in June. Tom Hiatt of Armstrong International presented the award to Richard Robben, the Director of Plant Operations, and Eric Albert, Mechanical and Operations Engineering Manager.

Hiatt praised U-M Plant Operations staff as “ambassadors of change” for taking a lead role in steam trap management. He specifically noted the work done by retired energy engineer Jim Almashy, Dave Arndt, Eric Albert, Brian Morgan, Ron Crawford and the Planet Blue Operations Team. The success at U-M has served as a model for other universities to follow.

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To date, the program has catalogued 10,060 traps across campus in 127 buildings and 23 chiller locations. Efficient and functioning steam traps not only save money but also reduce the carbon footprint of the U-M campus. This program aligns directly with the sustainability goals set forth by President Mary Sue Coleman in 2011 to reduce by 25% the carbon footprint of the University by 2025.
In Recognition

Paul Guttman, Associate Director of Construction Services, nominated a team of individuals from Construction Services for the James T. Neubacher Award -- a recognition for those who are passionate advocates for people with disabilities. Excerpt from his nomination letter:

“In early March of 2009 University of Michigan Carpenter Mike Hornyak had an accidental fall and suffered an injury which left him disabled and confined to a motorized wheelchair. Mike's home was not suitable for conversion into an accessible home. In the fall of 2011 Mike found and purchased a three bedroom ranch home which was close to the bus line and had the capability of being converted into a home which would meet his needs.

Mike did not have the financial resources to hire an architect to design the renovations, purchase all of the materials at list price or to hire a contractor to perform the thousands of hours required to perform the renovation work. Mike had friends and co-workers from the University of Michigan department of Construction Services who volunteered to spend their weekends and evenings performing the work required to allow him to live independently in his home.

As the Director of Construction Services Paul knew the value of the work performed to make Mike's home accessible. The skills and expertise of the skilled trade's people is immeasurable and can only be described as priceless.”

The “team” that made Mike's house a home in which he could live: Tony Allain, Dave Enz, John Sartori, Steve Hannah, Mike Crawford, Mark Wawrzaszek, Tom Williams, Mitch Crawford, Paul H. Smith (UMH Respiratory/Cardiovascular Services), Tom Chenoweth, Fred Wenner, Rodney Greene, Dave Hawks, Paul Guttman, Linda Kardia, Ben Zick, Steve Roberts, Bernie Roulo, Fred Keeling, Jim Mayo, Mike Ramsden, Steve Greca, Dan Allain, Nelson Amrein, Cliff Shelton, Pat Sarna, Aaron Montero, Randy Leonard, Tom Hoffman, Matt Callahan, Doug Cousino, Kevin Morgan Ken Lynn, Eric Buckhave, and Don Osugi. This team will receive an Certificate of Appreciation from the award committee for their work.

The Waste Reduction and Recycling Office

is keeping everyone in the loop with their newest “green” blog. The blog, http://mrecycle.blogspot.com/, is aimed at informing the campus community about recycling at the University of Michigan, local green events, and news about recycling worldwide and interesting innovations in the recycling industry. The weekly blog coined U-M Recycling’s “Green of the Week” focuses mainly on an interesting piece of recycling or environmental news from the week.

In a technology-based world, the recycling blog works interactively with social media sites and offers a way to inform a community of readers. So far it has garnered positive attention from followers. Even more effectively, the blog provides access to their commentary, criticisms, and suggestions that benefit the University recycling program as a whole.