When you see Facilities email messages, please pay attention. UH Facilities Communications provides key pieces of information to all of Facilities. The easiest way to understand the importance of an email from Faccomm is to read the subject line. The following is a list of guidelines to better understand the types of emails that will be sent along with their respective subject lines.

**ESSENTIAL INFORMATION:** This subject line is used when there is information that is important. It is typically a directive from managers, supervisors or our associate vice president.

**GENERAL INFORMATION:** This indicates information that could help in day-to-day life but may not be specifically related to Facilities.

**NEW PROCESS:** This indicates that a process has changed. Facilities is constantly striving to maintain more efficient and productive methods. Many times, Facilities is used to help test a new process such as key requests or space inventory.

**IN CASE YOU MISSED IT OR ICYMI:** We will begin to use this acronym to help make sure messages have not been missed that contain key pieces of information. Many times emails fly through and sometimes they get missed. Some messages bear repeating.

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**HELP SAVE LIVES AND PREVENT INJURIES**

During National Safety Month in June, join UH Facilities Services as we work to raise awareness of what it takes to stay SafeForLife. Observed annually in June, National Safety Month focuses on reducing leading causes of injury and death at work, on the roads and in our homes and communities.

Safety is no accident. It’s a choice we need to make throughout our entire lives. Whether it's driving without passengers as a newly licensed teen, finding alternatives to prescription painkillers in middle-age or fall-proofing the bathroom as an older adult, we’re all empowered to make safe decisions for ourselves and those we care about.

Each week in June, we will be asking our crews to highlight a different safety topic.

**Week 1: Stand Ready to Respond**

**Week 2: Be Healthy**

**Week 3: Watch Out for Dangers**

**Week 4: Share Roads Safely**

For more information visit [http://goo.gl/Qagihb](http://goo.gl/Qagihb)

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**ER SUMMER ENROLLMENT**

ERS Summer Enrollment will take place from July 11 to Aug. 12. Each state agency and higher education institution is assigned a two-week phase during which you will have the opportunity to make or change your benefit elections. If you do not want to make any benefit changes, you do not need to participate in Summer Enrollment. Your benefit selections will not change.

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The University of Houston System Board of Regents has approved the following holiday schedule for benefits-eligible employees of the University of Houston:

**INDEPENDENCE DAY: MONDAY, JULY 4, 2016**

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**HOURLY SCHEDULE**

If you use a toaster in any of our communications including emails, newsletters or posters, let Facilities Communications know. Swag might be given to those that show and report.

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**NEW FPC DIRECTOR NAMED**

Welcome to our new Executive Director for Facilities Planning and Construction, James “Jim” Wofford. With 35 years of experience, he has a wealth of knowledge to share with the FPC & ERS team. To read more about him visit [www.uh.edu/fpc](http://www.uh.edu/fpc).

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**CONGRATS TO MORRIS WOODARD**

Congratulations Morris Woodard as the new Central Plant Supervisor. Morris joined UH in 2012 as a Central Plant Stationary Engineer.

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**Welcome: New Employees**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jerry Mizell</td>
<td>May 16 Construction Project Manager</td>
<td></td>
</tr>
<tr>
<td>Bharath Chandra Malkedkar</td>
<td>May 18 Student Worker</td>
<td></td>
</tr>
<tr>
<td>Margarito Flores</td>
<td>May 23 Skilled Trades Tech 3</td>
<td></td>
</tr>
<tr>
<td>James Wofford, Jr.</td>
<td>May 23 Executive Director, FPC</td>
<td></td>
</tr>
<tr>
<td>Erick York</td>
<td>May 26 Electrician Helper</td>
<td></td>
</tr>
<tr>
<td>Nora Ramos</td>
<td>May 31 Custodian 1</td>
<td></td>
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<tr>
<td>Frederick Curry</td>
<td>May 31 Custodian 1</td>
<td></td>
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<tr>
<td>Rosa Benitez</td>
<td>May 31 Custodian 2</td>
<td></td>
</tr>
<tr>
<td>Aurora Ramos</td>
<td>May 31 Custodian 2</td>
<td></td>
</tr>
<tr>
<td>Andres Salgado</td>
<td>June 6 Journey Plumber</td>
<td></td>
</tr>
<tr>
<td>Paul Garrison</td>
<td>June 8 Student Worker</td>
<td></td>
</tr>
<tr>
<td>Gwendolyn Jacquet</td>
<td>June 13 Facilities Services Lead</td>
<td></td>
</tr>
</tbody>
</table>

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