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

**MEMORIAL DAY:** MONDAY, MAY 30

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**ONLINE SPACE UPDATES REQUESTS**

UH Facilities staff members can now use the FAMIS work order system to send space updates and requests. This new process will eliminate the need for the paper version of the Space Update Form and will aid in tracking requests.

Currently, only UH Facilities staff members may use FAMIS to send space updates and requests. The Facilities Space Management office plans to roll out this feature campus-wide in May during the space inventory procedures.

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**ONLINE KEY REQUESTS**

Faculty and staff may now submit key requests online through AccessUH > FIX-IT. This online service, which replaces the paper process, will expedite key requests for our customers. With this new system, a customer’s key request will be automatically routed to all the appropriate parties for approval and then forwarded to the Facilities lock shop. When the key is ready, the customer is notified.

We appreciate your feedback and encourage you to submit your comments and suggestions to Key Access Services at kas@uh.edu or 832-842-0539.

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**2016 UPGRADES to ePERFORMANCE**

Employees are now able to enter goals in the criteria phase and can complete a self-evaluation.

Managers may now enter competencies based on their employees’ skill sets, enter customer service goals and rate by each section as opposed to each item.

Deadline for completing FY2016 Evaluations:

**May 6, 2016** – Deadline for employees to establish goals

**June 3, 2016** – Deadline for managers to establish criteria for their direct reports and submit for approval

**March 1, 2017** – Deadline to complete 2016 ePerformance documents

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**LOOKING BACK**

**MARCH FOR BABIES**

UH Facilities Team,

I want to personally thank everyone in our department who donated their money and volunteered their time in support of the March of Dimes March for Babies! Together we did such an amazing job. Our initial goal was set at $2,000. I am glad to announce that our grand total raised is $3,000! Thank you again for all for the amazing support!

Go Facilities Team!

Go Coogs!

Cindy Galvez

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**SUCCESSFUL SAFETY TRAINING**

Facilities Services would like to thank all of the staff that completed the 3-in-1 Safety Refresher Training Classes. Facilities Services was SAFETY STRONG with its participation of three hundred and thirteen staff members successfully completing the course. We still have a few staff members who missed these training opportunities and we would like to invite them to be a part of the makeup classes that will be announced very soon.

Rufus Kemp, Manager Central Facilities Services

Facilities Services Programs Administration

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**LOOKING AHEAD**

**UH HOLIDAY SCHEDULE**

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**HURRICANE SEASON**

The official date for hurricane season begins June 1. Be prepared by having a plan and supplies ready for these emergencies. To find a list of suggested items along with tips on hurricane preparedness visit the UH Office of Emergency Management website.

www.uh.edu/emergency-management/planning-and-response/hurricane-preparedness/
Welcome: New Employees

Congratulations: Platinum+ Anniversaries

Celebrating 20 years & over in May 2016.

Jorge A. Rivera - 31 years – May 1985
Skilled Trades Tech

John A. Eaves - 29 years - May 1987
Skilled Trades Tech 3

Nicolas Lara - 27 years - May 1989
Journey HVAC Mechanic

David Tubb - 27 years - May 1989
Supervisor, Electrical

Morgan Murphy - 23 years - May 1995
Trades Assistant

Paul Jacobs - 21 years - May 1995
Manager Procurement

STAFF RECOGNITION OPPORTUNITIES

There are multiple opportunities for supervisors, managers, peers, and staff members to recognize work that is performed above and beyond what is required.

Cougar Cudos, a Staff Council program, allows staff to recognize other staff members for exceptional service to UH.
http://www.uh.edu/staff-council/CougarCudos/

Staff Excellence Awards sponsored through UH Human Resources honors employees who are nominated by faculty, staff, students, and the general public. The nomination deadline is to be determined. Awards are presented during the summer.
http://www.uh.edu/human-resources/employee-recognition/staff-excellence/staff-award-guidelines/

UH Facilities also has their own Employee Recognition program. This nomination process is described on our website. For more information, contact Mary Myles, Executive Administrative Assistant for Facilities/Construction Management.
http://www.uh.edu/facilities-services/employee_recourses/

EMPLOYEE INTRODUCTION: MARGARITA AREVALO

Margarita Arevalo, a native Houstonian, received her Bachelor of Environmental Design and Bachelor of Science in Construction Science degrees from Texas A&M University in 2000. She is a current student of Prairie View A&M University’s Master of Business program and anticipates completing her Masters this year. She is an active member of Kappa Delta Chi Sorority, Inc. and a thirteen year volunteer/Lifetime member with the Houston Livestock Show & Rodeo in Houston, Texas. A fun fact about Margarita is that she is a NASCAR fan and cheers for her driver of the #48 Lowes car Jimmie Johnson. Her dream is to meet him one day.

Margarita Arevalo, Project Manager
Office of Facilities Planning and Construction
marevalo2@uh.edu   (713) 743-4997

REMINDER: PARKING PERMIT

Parking Permits are now available for FY 2017.
http://www.uh.edu/af-auxiliary-services/parking/

READ AND REPORT

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

Follow Us: facebook.com/UHFacilities