

# Staying Connected with Campus Services



Dartmouth is hosting biweekly gatherings called *Tuesdays Together* for "all students, faculty, and staff with campus access permission... to come together for a free treat and a moment of connection." The next gathering is May 11, so stop by Collis Patio, Gold Coast Lawn (lawn of Streeter Hall), or Anonymous Hall between 1-2pm to join in the fun. **Please note all the great kudos on page 2 of this week's newsletter.**

## Last Day to Schedule Vaccine

This is a friendly reminder that April 29 is the last day to schedule an on-campus vaccine for you and your household members.

Register by 11:59pm on Thursday, April 29 to receive a Pfizer or Johnson & Johnson vaccine on campus next week on May 5 or May 6. Although we cannot guarantee the vaccine type with certainty, in light of the current information, we are providing two options for our community: On both May 5 and 6, we plan to administer Pfizer-BioNTech vaccines from 8 a.m. to 5:30 p.m., followed by Johnson & Johnson vaccines from 5:35 p.m. to 7:30 p.m.

Clinics are open to staff, faculty, students & their dependents, partners, and household members aged 18+. Appointments are required.

- Registration for dependents, partners, and household members: <https://dartgo.org/vax-regfam>
- Registration for Dartmouth students, staff, and faculty: <http://dartgo.org/vaxappt>

As a reminder, being fully vaccinated and submitting your vaccination documentation to Axiom Medical will reduce your testing requirement. To submit your documentation please fill out the following form: <http://dartgo.org/vax>

Employees can receive 2 hours of paid time regardless of whether the appointment is during your normally scheduled work time or not.

If you have any trouble signing up for an appointment please email [occupational.medicine@dartmouth.edu](mailto:occupational.medicine@dartmouth.edu).

Work Process Administrators (left to right) Michelle Kekevan, Veronica Giguere, and Kaitlyn Christian



Answers: 1-D, 2-E, 3-B, 4-A, 5-C

## Work Control Keeps on Rolling

The Work Control office, located in McKenzie Hall, serves as the central processing and communications hub for FO&M and is key to the successful operations of the entire FO&M division.

Work Control has eight employees who operate as a high-functioning team with five separate rotating roles, some of which much take place from the office and some of which have been handled remotely for the past year. The roles include:

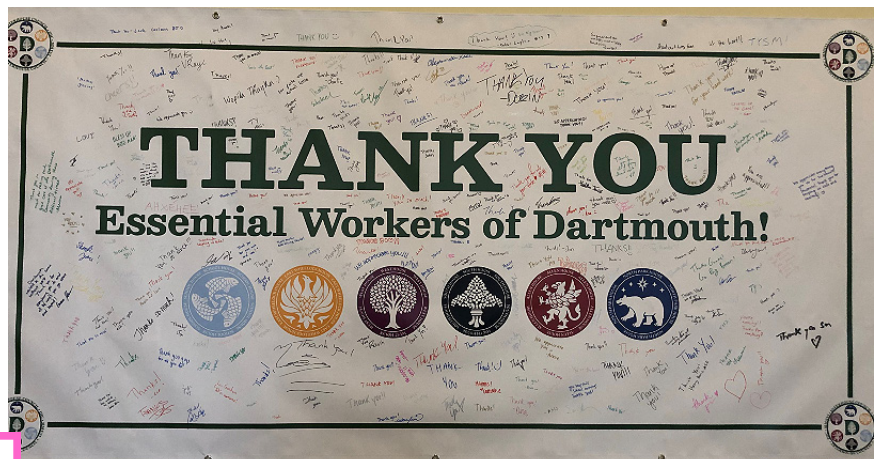
- Facilities support, which includes processing and prioritizing service requests for all non-residential buildings;
- Residential Operations support for all residence halls;
- Processing all P-Card receipts and invoices into OnBase for the FO&M, Res Ops, and Real Estate supervisors;
- Key distribution/management to provide contractor access to buildings; and
- General office operations, such as timecard processing, scheduling Controlled Storage appointments, requesting Dig Safe applications, and dispatching all priority 1 and 2 work orders to the appropriate shops.

In addition to these activities, the team is working with the division's Tech Services team to implement Planon, the new Integrated Workforce Management System (IWMS) that will replace FAMIS and the new radio system that goes live in May. Work Process Manager Robin Guay complimented the team, saying, "Employees on the Work Control team are strong supporters of one another. They work together to provide the best service possible to both our trades staff and our customers."

Here's a quick quiz to test your familiarity with Work Control activities since 1/1/2021. Match an item on the left with a count on the right. (Answers are on the left.)

- |  |           |
|--|-----------|
| 1. # of calls to the Call Center               | A. 42     |
| 2. # of work orders related to lighting issues | B. 10,013 |
| 3. # of work orders processed                  | C. 639    |
| 4. # of work orders related to pests           | D. 6,484  |
| 5. # of work orders related to radiator valves | E. 302    |

This page includes postings from "The Gratitude KudoBoard", an online website that Dartmouth student Samantha Palermo '24 and the Dartmouth Center for Social Impact created to convey their gratitude to essential workers in [Dartmouth Dining](#), [FO&M](#) and elsewhere on campus. Following is just a sampling of the individual messages sent to employees.  
Stop by '53 Commons to see this Thank You banner signed by students.



Thank you for lifting my spirits on bad days and being so kind, friendly, and receptive! I'm so grateful, especially in these times, for your positivity and grace!

Thank you, DDS!  
Even from behind plexiglass, your smiles and service always make my day. Thank you for both serving awesome meals and being awesome people!

Every time I'm eating or picking up food and a DDS staff member recognizes me and says hello or starts a conversation with me even if they don't know me, it makes my day! thank you for being so patient with us even with how much harder the pandemic has made it for you to do your jobs.

From Kasey

Thank you so much for all the work you do- i really appreciate all the familiar faces and friendly chats and really appreciate all of the hard work that must be done behind the scenes, especially over the course of the past year!

-Jennifer '22

Thank you for keeping this campus running and maintaining the spaces we are so reliant on every day to live and work. You have an incredible direct impact on our wellbeing, and we are so grateful!

From Abigail



To all the incredible staff of FO&M,

Thank you endlessly for keeping the wheels of this campus turning! I know that your work often happens behind the scenes, but know that we see you and are so appreciative of how you keep this whole operation afloat. We're especially grateful for your continued work even in spite of the risky, uncertain conditions of the pandemic. Thank you for all you do!

Rachel '21

Thank you for everything you do for us! At the end of the day, you all are the backbone of Dartmouth. We appreciate you so much!

From Julia Patterson

Thank you for being such kind, friendly faces in these tough times and being so compassionate. (I want to call out Brenda in East Wheelock specifically, you rock!!) I can't say thank you enough for helping to keep us safe.

From Sarah Jewett '23