Facilities Quarterly

Holiday Luncheon 2002

By Bill Halabi

The Facilities department held its annual Holiday celebration on December 20, 2002. It was a big success. About 350 employees and guest attended the party and everybody had a great time. Many door prizes were donated by various campus organizations such as the Athletics Association, bookstore, and Sodexo Marriott. The decorations were beautiful according to the party chairperson, Cindy Jackson. The colors were a patriotic red white and blue. The highlight of the party was when Mr. and Mrs. Santa Clause showed up. Santa Claus was represented by Forrest Hewett from Area 2 and Mrs. Claus was represented by Marilyn Lofton from Building Services. David Bowman’s daughter and two friends entertained the audience with Christmas songs. A new big hit in the party was “The Musical Chair” game.

Gary Fitzgibbon sure loves Santa Clause. He must want a new truck for Christmas. Wonder if he got it!

Chili Cook Off 2003

By Bill Halabi

The 2003 Chili Cook off was held at SAC on Friday March 7th. It was co-chaired by Cindy Jackson and Willie Stephens. The event was a lot of fun and many people had a great time. The committee introduced new games that everybody enjoyed. The “Three Point Shoot Out” and “Putt Putt” attracted many participants. Felix Harper, from Area 3 won the “Three Point Shoot Out” while Chuck Sheffield, from Area 2 won the “Putt Putt” contest. An old tradition was brought back to the cook off. Jalapeno pepper:

Warren Page awarding the first place plaque for the Chili to Robbie Rice from Area 4.

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**Warren’s Spotlight**

Happy New Year!!!!

The start of a New Year is a good time to look forward to the challenges and goals we plan to accomplish this coming year. First and foremost, we want to continue to keep our focus on our customers and we want to continue providing a world class service. We are going to continue emphasizing our Preventive Maintenance (PM) program. To date we’ve completed the first phase of our three phase implementation program and we are about 50% completed with the remaining phases. Our plan calls for us to be completed with phase two in July 2003 and the final phase in February 2004.

We have made outstanding effort in this essential program over the past year and I am very proud of our progress. Another important program we’ll be undertaking this year in conjunction with our OIT team is the implementation of our customer access module. This module will represent a major step forward in integrating our customers into our work order process. With the implementation of this module, our customers will be able to submit work requests directly into our computer maintenance management system. After they have submitted their work request and it is approved as a work order, our customers will then be able to access and see the status of our work order. Our next challenge will then be to assure the status is current and gives our customers a completion date.

In both Landscape and Building Services, we have an objective to do a baseline study to help us better understand the resources associated with various levels of service. Much like our PM implementation, in this effort we’ll need to survey all the areas we are responsible for maintaining, and determine the resources needed to maintain each of these areas. This is a huge undertaking, but once we determine our needs, we will be in a position to provide our customers with the best possible service. Another major effort you’ll see under way on campus is a new program being undertaken by our waste management and landscape folks in new recycling and waste containers program. Not only are these containers more attractive but they are also helping us make sure trash and recyclables are placed in the correct containers.

Finally we all face the challenges of being prepared to support the maintenance and operations needs of nearly 1 million square feet of new space we will take over this year. We are currently in the process of assuming responsibility for the new Engineering and Science Technology (ES&T) complex, the new Infirmary, Technology square complex, the Paper Institute, portions of the newly renovated Student Athletic Center, and the newly renovated J.S. Coon facility. I look forward to working with you all this coming year as we tackle the challenges we have before us.

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**Georgia Tech Beautification Day, April 12th**

By Donna Chronic

On April 12th, Landscape Services personnel will be working with 800 G.T. students and 100 children from Hands on Atlanta with the Georgia Tech Beautification Day program. They will be assisting us in planting flowers, laying sod, posting G.T. Beautification signs, putting out pine straw and pressure washing. They will be working for three hours on these projects. So look for a dramatic beautification of campus!
Governor Sonny Perdue has ambitious plans for the state of Georgia. In fact, he’s calling it “The New Georgia” with his mission to return public trust in government, ensure a public voice and a responsive government, and inspire and empower innovation and productivity. One of the first issues he addressed is state government spending.

All state agencies across the board had to provide Gov. Perdue with proposed budget cuts to reduce spending by $620 million. The cuts will be maintained in the FY 2004 budget, saving $721 million, along with an additional 1% austerity cut affecting all departments, exempting education direct instruction, to save an additional $42 million. Gov. Perdue said these cuts will not jeopardize vital functions and will not eliminate current jobs.

In the past, education accounted for $6 billion of state spending, about 40 percent of the total budget. In previous rounds of state budget reductions under Roy Barnes, two-thirds of that spending on schools has been protected. Gov. Perdue’s 2004 budget recommends allocating $8.8 billion, or 55% of the total budget, for education.

However, Perdue stated that while 57% of Georgia teachers, which includes education institution staff, have earned pay raises this year, the state cannot afford to give an across the board cost-of-living increase for everyone under his budget proposal. When the budget situation improves, the teachers will receive a raise, he added.

Something that will benefit Georgia colleges and universities under Gov. Perdue’s budget is the $81 million in university system formula funding to reflect increased enrollment and $28 million in bonds for major capital outlay projects on our university campuses.

Overall, he stated, “You will find no fat in this budget. If you do, let me know and I'll take care of it. For now, we're on a diet, and a pretty strict one.”

Gov. Perdue realizes that these proposed budget cuts are not favorable for all but he is looking into the future of Georgia

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**FY 2003: Construction Projects Updates**

**Hightower Building** (completed: October 15, 2003)
Demolition of this 81,842 gsf building began 7/22/02. This space will be the new location of Yellow Jacket Park.

**Love Manufacturing Building (MRDC II) Landscape Project**
scheduled completion: January 2003
The landscape terrace at east entrance, new sidewalks, lighting, trees, shrubs and grass began July 2001 and is 98% complete.

**The Ford Motor Company Environmental Science & Technology Building (ES&T) Construction**
scheduled completion: January 2003
The construction of 288,000 Gross Square Feet (GSF) laboratory and research building began August 2000 and is 99% complete.

**J.S. Coon Renovation and Expansion**
Scheduled completion: March 2003
The total renovation including complete environmental remediation, interior and selective exterior demolition, construction of 11,000 sf addition, construction of 4,200 mezzanine in former shop wing began October 2001. New and renovated space totals approximately 73,000 sf. Renovation undertaken to provide modern and accessible new home to the School of Psychology. This project is 50% complete.

**Yamacraw/ATDC Construction**
Scheduled completion: Summer 2003
The development will include 218,000 GSF of Lab, Classroom, and Administrative Space for Yamacraw; and 150,000 GSF of “Business Incubator” and Administrative Space for ATDC and is 75% complete.

**Student Health Center Construction**
Scheduled completion: March 2003
The construction of this 40,000 SF health facility began in May 2002 and is 90% complete. This building replaces the Infirmary Building.

**Klaus Advanced Computing Building (KACB) Construction**
The project for 210,000 GSF programmed for research/class labs, faculty offices, classrooms, 200 seat auditorium and an integrated parking structure accommodating 540 vehicles was awarded February 2003 and construction will begin in March 2003. The design is 85% complete with the entire project scheduled to be completed February 2005.
Area 1 News

• Albert Williams who was military and industrial machine operator was hired as maintenance worker. He is happy to be here.
• Eric Russell started as Temp in the maintenance department, with vast knowledge and experience. He is looking forward to being hired permanently soon.
• Laura Santos our new Maintenance worker I moved from California to Atlanta and she is looking forward to an enjoyable experience here.
• John Jackson’s mother passed away January 12 at the age of 73. Our hearts goes out to him and his family.
• William Paul Gruendler completed his first year as HVAC I worker. He came from Rising Fawn, Georgia.

• Congratulation to Ben Kolb, our long term employee. Ben has been here for 32 years. He is helping Area 1 improve daily. Ben Kolb has been leaving work early to perform research on trucks. You see, his wife has given him the green light to buy a new truck. You may be seeing him cruising in a new Toyota Tacoma.
• Allen Raville has been here for 20 plus years and counting down day by day.
• Area 1 staff congratulates Jeff Bridges for having perfect attendance for the past 2 years.

Area 2 News
Area 2 welcomes its new employees and future talents: Patrick Pittman (HVAC) and Olatunji Sunmola (Maint). Head Coach Bill Halabi was fired from the Area2 bandits. Reports claimed that he promised all season ticket holders that they were playoff bound (current record 010). Ronnie Zachary was hired and waiting for the “75 million dollar deal” with LaBron James (high school basketball star).
Area 2 finest Tonya Tyner has filed for divorce from rapper P.Diddy (Sean Combs) after two weeks of marriage. Pending the outcome of the divorce, she will still perform her duties as Production Control Tech. Rev. Forrest Hewett has reached great heights, his now campus wide broadcast is aired every morning at 7:00 am. This past October, Larry Copeland (Cowboy) auditioned for “American Idol” while they were touring in Atlanta. Sadly, he didn’t make it to the next level, but, Simon’s comments said it all, “Cowboy, you are by far the WORST singer in the UNIVERSE”. Continue praying for all those with loved ones who are actively serving and protecting our country.

Area 3 News
Since October of 1998, Area 3 was up and running at Skiles building sub-basement. This so called dungeon has been a virtual home away from home and we have worked diligently to maintain a good housekeeping seal of approval. About four weeks ago, Area 3 began construction of their new home base. It is located in the basement of the Gilbert H. Boggs building. Initially, we had the handle of Charlie’s Angels, Croy Boys, so now we can rightfully live up to the name of BOGGS HOGS! Through the talents of the Roper-Whitehead Construction Company the structures are ninety-two percent complete. All of Area 3 workers were proud to be a part in this building project.

Area 4 News
• Area 4 held a going way party for Vince Chesna. A lot of old friends and coworkers came to say goodbye to Vince. We had cake, ice cream and punch.
Ethan is holding his new baby brother Cody.

Jason Dunn’s wife finally had the baby! After many visits to the hospital, she delivered Cody on February 25th. The baby was 6 Lb 12 Oz. and 19 inches long. Both the mom and the baby are doing fine.

BUILDING SERVICES NEWS

Zone 7, Supervisor Antonio English jumped the broom. Antonio married the former Sharon Owens. Sharon is the daughter of the late Mr. and Mrs. Owens. Antonio is the son of Mr. Johnny and Mrs. Joyce English. The nuptials took place at Antioch Baptist Church North with a reception following at the Omega House. The coupled honeymooned on the French Quarter in New Orleans and will reside in Atlanta.

Bill Perkins, Building Services Superintendent and his lovely wife Shenita received their Christmas gift a little early. They are the proud parents of Little Miss Tia Shenise. Tia was born December 13th and weighed in at 7 pounds 4 ounces. That’s a big girl!!

Jeremiah Smith, Custodian II, Zone 2, is a grand father for the first time. Little Miss Alyssa Janai Pippen was born January 17th to the proud parents of Deanna and Michael. Little Ms Alyssa weighed in at 6 pounds and 6 ounces. According to Jerry she has lots of perspective baby sitters. She’s the first grand daughter on both sides of the family.

Charlene Simpson Custodian II, Zone 5 was hospitalized in January. According to her supervisor Waytha Gordon she is out of the hospital and at home recuperating and just can’t wait to get back to Ga Tech. She’s bored.

Jamie Gomez, Custodian I, Zone 1, is hospitalized and recovering from surgery. According to his sister, Jamie is truly blessed, he got to the hospital just in the nick of time and it appears that the surgery is successful.

We extend sincere condolences to the families of these employees. Willie Wright, Custodian Zone 5, lost her sister Lucille Brantley in January. Jeremiah Smith, Custodian II, Zone 1, lost his sister Henrietta Collier in November. Gwendolyn Ford, Custodian I, Zone 2, lost her companion, Victor Jones, and her brother Henry Ford in November.

Christina Marie Glenn, Custodian I, Zone 8 passed on January 28th. Christina was assigned to the GCATT building and was well liked by all who worked with her and knew her. She will be sadly missed by her Building Services Family. She is survived by a husband, four children, one grandchild and parents.

LANDSCAPE

On April 12th, Landscape Services personnel will be working with 800 G. T. students and 100 children from Hands on Atlanta with the Georgia Tech Beautification Day program. They will be assisting us in planting flowers, laying sod, posting G.T. Beautification signs, putting out pine straw and pressure washing. They will be working for three hours on these projects so look for a dramatic beautification of campus the next week!

LOCKSHOP

George Morgan was involved in a car accident. His car was totaled, but he was not injured. He sure is going to miss that 22 years old Nova.

Lee is enjoying his new Suzuki RF 900 motorcycle.

MOTORPOOL

Mikaela, Micheal Jordan’s daughter thanks everybody for their help with her school fundraiser.

Glenn’s title has changed from Mechanic I to Watch Dealer I.

Welcome to our new employee Sherrod.

STOREROOM

Richard Harding had the trip of a lifetime. He always wanted to go on a train ride to Birmingham Alabama. Well, this past December, Richard took a trip to Birmingham and back on the Christmas train ride. He said the scenery was great and he had a lot of fun.

Terry Farmer is recovering from his surgery. It was successful. We wish him a quick recovery.

DESIGN & CONSTRUCTION

Mike Patterson is recovering from his surgery. We wish him a quick recovery.

Central Shops

- While Jon Fraker is out, Willie Stephens is in charge of the Central shop. John is recovering well from his surgery.

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The Importance of Lockout/Tagout

Why is controlling hazardous energy sources important? Employees servicing or maintaining machines or equipment may be exposed to serious physical harm or death if hazardous energy is not properly controlled. Maintenance workers, machine operators, and laborers are among the 3 million workers who service equipment and face the greatest risk. Compliance with lockout/tagout standards prevents an estimated 120 fatalities and 50,000 injuries each year. Workers injured on the job from exposure to hazardous energy lose an average of 24 workdays for recuperation.

Energy Sources

Most people immediately think of electricity as a potentially hazardous energy source. There are other sources of energy, though, that can be just as hazardous. These energy sources include thermal, chemical, pneumatic, hydraulic, mechanical, and gravity. It is important to remember that all sources of energy that have the potential to unexpectedly start-up, energize, or release must be identified and locked, blocked, or released before servicing or maintenance is performed. Georgia Tech uses OSHA’s standard for The Control of Hazardous Energy (Lockout/Tagout), Title 29 CFR, Part 1910.147, as a guidance which addresses the practices and procedures necessary to disable machinery or equipment, thereby preventing the release of hazardous energy while employees perform servicing and maintenance activities. This standard is designed to prevent the unexpected start-up, or energizing of machinery and equipment, which could cause injury to employees. It is also designed to prevent the release of stored energy, which could cause injury to employees.

In addition, 29 CFR 1910.333 is also used as a guidance that sets forth requirements to protect employees working on electric circuits and equipment. This section requires workers to use safe work practices, including lockout and tagging procedures. These provisions apply when employees are exposed to electrical hazards while working on, near, or with conductors or systems that use electric energy.

Written Lockout/Tag out Program

Georgia Tech lockout/tag out program establishes minimum safety requirements for locking tagging equipment and systems to protect personnel from the unexpected release of hazardous energy or materials caused by unexpected energizing or start up of machines or equipment, or release of stored energy during service, repair, maintenance, operation, and associated activities.

All employees working in an area requiring lockout/tag out procedures will be trained.

Training will include:

- Hazard recognition.
- Type and magnitude of the hazardous energy sources present in the workplace
- Methods and means necessary for...
If you were one of the almost 500 Facilities participants in the recent Asbestos Awareness Class, you know that asbestos is a mineral. It is mined from the ground and has been used for hundreds of years. Environmental Health and Safety hosted the training class to inform Georgia Tech Facilities employees of the presence and health effects of asbestos.

Asbestos, today, can be found in many products including pipe insulation, window caulk, dry wall mud, roofing products, and floor tiles. It is a very strong material that is an excellent insulator and is also fireproof. Asbestos becomes a problem only when it is disturbed or broken into very small pieces and is made airborne. Studies have shown that “breathing high levels of asbestos fibers can lead to an increased risk of” asbestososis, lung cancer, and mesothelioma over a period of 15 to 40 years. The U.S. Environmental Protection Agency also states that, “Generally, material in good condition will not release asbestos fibers. THERE IS NO DANGER unless fibers are released and inhaled into the lungs.”

At Georgia Tech, if you encounter a material in any building that you believe could be asbestos, call EH&S at 4-6120 and they will address the situation. But what do you do if you suspect asbestos in your own home? The EPA suggests that if the material is in good condition and will not be disturbed, leave it alone. It is a good idea to regularly inspect (but do not touch) the material for damage. Make sure there are no tears, water damage, or scraping.

If damage is a problem, there are two remedies: repair or removal. A trained professional must do both repair and removal. Although expensive, these procedures may be necessary to protect your health and prevent contamination to your home. Additional information can be found on the internet at www.epa.gov/asbestos

Asbestos Do’s And Don’ts For The Homeowner from the EPA website (www.epa.gov/asbestos/ashome.html)

- **DO** keep activities to a minimum in any areas having damaged material that may contain asbestos.
- **DO** take every precaution to avoid damaging asbestos material.
- **DO** have removal and major repair done by people trained and qualified in handling asbestos. It is highly recommended that sampling and minor repair also be done by asbestos professionals.
- **DON’T** dust, sweep, or vacuum debris that may contain asbestos.
- **DON’T** saw, sand, scrape, or drill holes in asbestos materials.
- **DON’T** use abrasive pads or brushes on power strippers to strip wax from asbestos flooring. Never use a power stripper on a dry floor.
- **DON’T** sand or try to level asbestos flooring or its backing. When asbestos flooring needs replacing, install new floor covering over it, if possible.
- **DON’T** track material that could contain asbestos through the house. If you cannot avoid walking through the area, have it cleaned with a wet mop. If the material is from a damaged area, or if a large area must be cleaned, call an asbestos professional.

Let’s Learn From This

Many of us in maintenance don’t realize it, but we are one step away from death. That is why we should take safety seriously. Today, we almost had an “incident.” An employee needed to unscrew a broken light bulb from a very high location. So he went to the building manager and informed him of his intention. The building manager provided him with a lock to lock the cabinet where the switch is located. So the employee did that and proceed to replace the broken bulb. When he reached for the bulb, he was electrocuted by a 277 volts jolt. Luckily the shock was not strong enough to throw him off the high location to his death.

Moments after the cabinet was locked, another person came with another key and unlocked the cabinet and turned the switch on.

**Lesson!**

Don’t trust others with your safety. Use your own lock, and tag the device. You can never be too careful. Also, when in a high location, wear a harness.
Chili Cook Off

Warren Page is awarding the second place plaque for the chili to Vickie Troy from Building Services.

Felix Harper, from Area 3 is awarding Warren the first place plaque for the 3 point Shoot Out.

Bill Halabi presenting the first place plaque for Putt Putt to Chuck Sheffield from Area 2.

Warren Page is presenting the first place plaque for the best desert to Michelle Short from Environmental Health & Safety.

Javaris Murray from Area 2 is going for his 3 point shot.

Cindy Jackson from Recycling is attempting to put the golf ball in the hole.

Warren Page is awarding the 2nd place plaque for the best chili winners. Andy Sheffield, Allen Echols, and Clarence Smith from the Utility shop.

Patricia Burnett, Loren Grier, and Lillie Harrison are happy to pose for the camera.

HUMM, IT is SO GOOD. Randy Beasley from Building Services is enjoying his chili dog.
L– R Dorothy Wingfield, Dorothy Williams, and Shera Browner of Building Services waiting for their ride to the job site; Rodrecus Dalton and Valdes Johnson of Building Services waiting for their ride.

L– R “Allen & Forrest, Allen so you are telling me what to do? You’re not my BOSS”; Eddie Hollis and Steve Payton of Landscape are working on one of the new trash cans; X & of Landscape are painting a Stop sign.

L– R Ronnie Zachary with his “Side Kick”; Alice Ward and Gwen Walter posing for the camera; Facility's employees enjoying themselves at the Chili Cook Off.

Latrese Delgado and Linda Dillard of building Serv. at the Chili Cook Off
OXYMORON

OXYMORON: “A rhetorical figure in which an epigrammatic effect is created by the conjunction of incongruous or contradictory terms.”

OXYMORONS:
act naturally > almost exactly > bittersweet > butthead > calm wind > casual sex > clean coal > clearly ambiguous > corporate conscience > deafening silence > definite maybe > exact estimate > fish farm > found missing > freezer burn > French deodorant > fresh-frozen > friendly fire > friendly takeover > good grief > hells angels > holy war > home office > humanitarian invasion > ill health > industrial park > jumbo shrimp > larger half > least favorite > legally drunk > liquid gas > lite beer > little giants > living dead > long sleeved t-shirt > Microsoft works > mild interest > military intelligence > minor crisis > modern history > natural blonde > new classic > non-alcoholic beer > non-working mother > normal deviation > old news > only choice > open secret > original copies > plastic silverware > pretty ugly > rap music > resident alien > rolling stop > rush hour > sad clown > sanitary sewer > scientific belief > second best > sensitive guy > silent scream > small crowd > standard deviation > straight angle > sweet sorrow > sweet tart > twelve-ounce pound cake > unbiased opinion > united nations > unsung hero.

HOLIDAY SCHEDULE FOR GEORGIA TECH EMPLOYEES 2003

- Wednesday, January 1, 2003 - New Year's Day
- Monday, May 26, 2003 - Memorial Day
- Friday, July 4, 2003 - Independence Day Monday, September 1, 2003 - Labor Day
- Thursday and Friday, November 27 and 28, 2003 - Thanksgiving Break
- Monday, December 22, - Friday, December 26, 2003 - Winter Break
- Thursday, January 1, 2004 - New Year's Day

Three Engineers

Three engineers and three accountants are traveling by train to a conference. At the station, the three accountants each buy tickets and watch as the three engineers buy only a single ticket.

"How are three people going to travel on only one ticket?" asks an accountant. "Watch and you'll see," answers an engineer. They all board the train. The accountants take their respective seats but all three engineers cram into a restroom and close the door behind them.

Shortly after the train has departed, the conductor comes around collecting tickets. He knocks on the restroom door and says, "Ticket, please." The door opens just a crack and a single arm emerges with a ticket in hand. The conductor takes it and moves on.

The accountants saw this and agreed it was quite a clever idea. So after the conference, the accountants decide to copy the engineers on the return trip and save some money (being clever with money, and all). When they get to the station they buy a single ticket for the return trip.

To their astonishment, the engineers don't buy a ticket at all. "How are you going to travel without a ticket?" says one perplexed accountant. "Watch and you'll see," answers an engineer. When they board the train the three accountants cram into a restroom and the three engineers cram into another one nearby. The train departs.

Shortly afterward, one of the engineers leaves his restroom and walks over to the restroom where the accountants are hiding. He knocks on the door and says, "Ticket, please."
Smallpox

The Disease

Smallpox is a serious, contagious, and sometimes fatal infectious disease. There is no specific treatment for smallpox disease, and the only prevention is vaccination. The name smallpox is derived from the Latin word for “spotted” and refers to the raised bumps that appear on the face and body of an infected person.

Smallpox outbreaks have occurred from time to time for thousands of years, but the disease is now eradicated after a successful worldwide vaccination program. The last case of smallpox in the United States was in 1949. After the disease was eliminated from the world, routine vaccination against smallpox among the general public was stopped because it was no longer necessary for prevention. However, in the aftermath of the events of September and October 2001, there is heightened concern that the variola virus might be used as an agent of bioterrorism. For this reason, the U.S. government took further actions to improve its level of preparedness against terrorism. One of many such measures—designed specifically to prepare for an intentional release of the smallpox virus—included updating and releasing a smallpox response plan. Right now, the U.S. government has access to enough smallpox vaccine to effectively respond to a smallpox outbreak in the United States. However, the federal government is not recommending vaccination for the general public at this time.

Transmission

Generally, direct and fairly prolonged face-to-face contact is required to spread smallpox from one person to another. Smallpox also can be spread through direct contact with infected bodily fluids or contaminated objects such as bedding or clothing. Humans are the only natural hosts of variola. A person with smallpox is sometimes contagious with onset of fever, but the person becomes most contagious with the onset of rash. The infected person is contagious until the last smallpox scab falls off.

The Smallpox Vaccine

The smallpox vaccine contains the “live” vaccine virus—not dead virus like many other vaccines. For that reason, the vaccination site must be cared for carefully to prevent the virus from spreading. The vaccine does not contain the smallpox virus and cannot give you smallpox.

Smallpox vaccination provides high-level immunity for 3 to 5 years and decreasing immunity thereafter. If a person is vaccinated again later, immunity lasts even longer. Historically, the vaccine has been effective in preventing smallpox infection in 95% of those vaccinated. In addition, the vaccine was proven to prevent or substantially lessen infection when given within a few days of exposure.

The smallpox vaccine is not a shot as most people have experienced and is given in the upper arm. If the vaccination is successful, a red and itchy bump develops at the vaccine site in three or four days. In the first week, the bump becomes a large blister, fills with pus, and begins to drain. During the second week, the blister begins to dry up and a scab forms. The scab falls off in the third week, leaving a small scar. People who are being vaccinated for the first time have a stronger reaction than those who are being revaccinated.

After vaccination, it is important to follow care instructions for the site of the vaccine. Because the virus is live, it can spread to other parts of the body, or to other people. The vaccinia virus (the live virus in the smallpox vaccine) may cause rash, fever, and head and body aches. In certain groups of people, complications from the vaccinia virus can be severe.

Smallpox Vaccine Safety

The smallpox vaccine is the best protection you can get if you are exposed to the smallpox virus. Anyone directly exposed to smallpox, regardless of health status, would be offered the smallpox vaccine because the risks associated with smallpox disease are far greater than those posed by the vaccine.

There are side effects and risks associated with the smallpox vaccine. Most people experience normal, usually mild reactions that include a sore arm, fever, and body aches. However, other people experience reactions ranging from serious to life threatening. People most likely to have serious side effects are: people who have had, even once, skin conditions (especially eczema or atopic dermatitis) and people with weakened immune systems, such as those who have received a transplant, are HIV positive, are receiving treatment for cancer, or are currently taking medications (like steroids) that suppress the immune system. In addition, pregnant women should not get the vaccine because of the risk it poses to the fetus. Women who are breastfeeding should not get the vaccine. Children younger than 12 months of age should not get the vaccine. Also, the Advisory Committee on Immunization Practices (ACIP) advises against non-emergency use of smallpox vaccine in children younger than 18 years of age. In addition, those allergic to the vaccine or any of its components should not receive the vaccine.

This information was taken from the Centers for Disease Control and Prevention website at http://www.bt.cdc.gov/agent/smallpox/index.asp.
Technology

Psssst! LMTe1!YWH

by Charles A. La Fleur

Over the past year your computer support team has been installing, configuring, and testing several new servers that are arranged into a functional unit referred to as a network “domain.” Our old servers are in the “POD” domain, and the new servers are in the “FAC” domain. A major component of the new domain architecture is a large data array that provides increased reliability through the use of redundant disk drives, allowing your data to remain intact if a drive fails. We’re using a hierarchical data storage scheme that matches our organizational structure, allowing us to increase security by limiting data access only to those persons having a need for that data. Implementing a new domain is a complex task (big elephant!) so we’ll implement the new domain in four phases, e-mail migration, personal data storage migration, network data storage and program migration, and domain login migration.

A short while ago every employee having an e-mail account was migrated from our old e-mail server to our new e-mail server, which provides web-access to your e-mail, increased e-mail storage capacity, better security, and improves our ability to restore damaged or deleted e-mail for one or more employees. Phase one is over, and phase two is in progress.

In phase two employees are given access to the new data array and we take steps to backup corporate data that exists on your personal computers. In concert with giving employees access to the data array, we’re invoking the use of a login “profile” that instructs the login servers to backup everything in your local computer profile to the data storage array. Your local profile includes your “My Documents” folder. The first time your profile is backed up, the server has to copy the entire contents of your profile to the data array, which may take several minutes depending on how much data is stored in your local profile. Once the profile is initially copied subsequent logins perform a synchronization to ensure the network data array reflects all the changes, deletions, and additions you’ve made to your local profile. This process allows us to backup your local data every business day. Your system administrators DO NOT have the ability to see the files contained in your profile, which maintains the security of those files. Phase two is nearly complete.

Phase three has two components—we need to (1) identify who is using what data on the old servers and move that data to the appropriate location on the new data storage array, and (2) move the shared application programs running on the old servers to the new servers. We’ll work closely with you to make this phase as smooth as possible. After everything of value has been moved from the old servers to the new servers, we can stop logging into the old domain, which is the fourth and final phase of the migration.

Phase four will begin in the not-too-distant future, and every employee having a network login account will begin logging into the FAC domain instead of the POD domain. One additional advantage of the new domain is that it requires complex login passwords. The password:

1. Must be at least 7 characters in length, and
2. Must be changed at least every 90 days, and
3. Must not be changed any earlier than 28 days after creation, and
4. Must not be the same as your 3 most recently used passwords, and
5. Must contain at least 3 of the 4 following elements; UPPERCASE letters (A-Z), lowercase letters (a-z), numerals (0-9), and punctuation marks (!@#$%^&*(_+)"

Is anyone out there thinking “Chuck! You must be crazy!” If so, you just stated an excellent phrase that can be turned into a complex password while still being something you could remember. Just take the first letter of each word and keep all of the allowable punctuation in the phrase that you’ll

(Continued from page 1)

first place, Tonya Tyner from Area 2 won the second place. They both received cash prizes. There was plenty of food and deserts. Everybody enjoyed watching the picture collage. I showed pictures from previous events. According to Cindy, it was the best Holiday luncheon ever. We want to thank all volunteers especially the setup, clean up and decoration teams. We also appreciated Marriott’s help in cooking the turkeys and hams.
(Continued from page 3)
with an aggressive economic development plan.

"Economic development in Georgia is a top priority in these challenging times. We will continue growing our facilities at home and aggressively recruiting new industry from abroad," said Perdue during the announcement that the Blue Bird Corp. manufacturing facility confirmed plans through 2005 to make a substantial capital investment for site retooling and job retention in Georgia.

This chase the announcement that General Motors brought a $150 million capital investment to Georgia for its Doraville plant. Later the same week, Newell Rubbermaid officials announced the relocation of the Fortune 500 company’s consolidated headquarters and training center to north Fulton County.

However, economic growth is not without consequences. More available jobs mean more workers commuting, which means heavier traffic. During his campaign, Gov. Perdue said he supports teleworking and has set a goal for 25,000 Georgians to participate. Details of a plan have not been released.

(Continued from page 1)

The utility shop waved a good bye to Muhasibi Kayyam. He retired in March after 30 years of service. Many friends attended his retirement party. Mark said how nice it has been to have

Mark Hopkins, presenting a retirement plaque to Muhasibi.

Muhasibi, Muhasibi said he plans to travel, volunteer work, and work on his rental properties.
Welcome To Our New Employees

Area 3 team received the “Outstanding Availability Award” for having the lowest rates of absenteeism in 2002. We are also proud of the following employees who did not take any sick leave for the year of 2002.

Kelly Belton

If you don't bend down a nail someone could step on it and yell.

Perfect Attendance

Jeff Bridges*
Hugh Cody*
Michael Cowart
Ronnie Croy**
Craig Fritz
James Echols
Antonio English**
Mark Hopkins**
Hyacinth Ide
Michael Jordan
Muhasibi Khayyam**
Marvin Porter*
Patrick Price**
Willie Stephens*
Terry Williams**
Mary Wilson
Andy Zabinski*
Ronnie Zachary

Be careful when climbing a ladder because if you fall the floor will shatter

Thanks

Thanks to all those who contributed tid-bits, stories, and ideas for this newsletter.

Taffie Maynard, Charles LaFleur, Warren Page, Dennis Price, Herbert Hall, Melissa Bauermeister, Bill Halabi, Stanley Smith, Albert Williams, and any others that may not have been mentioned. It is appreciated!
News Bits

All maintenance personnel should have attended Asbestos Awareness Training presented by EH&S. If you have not, see your supervisor to schedule a session with Amanda Oulsman.

Winter break was not cancelled this year, nor was it contemplated. Human Resources was in the process of determining the specific dates. Winter break will be from Dec. 22 through Dec. 26.

Arthur Hughes, Custodian II, Zone 7 is the Community Relations representative for Vietnam Veterans of America, Inc. Arthur says that if you have veteran concerns or have a need to know what the organization is about you can contact him or the organization at:

Vietnam Veterans
Chapter #883
Post Office Box 4536
Atlanta, Georgia 30302
www.wa883.org
or ahughes@wa883.org
Phone # 770-473-6353

When is the last time you looked at your social security card to make sure your name is spelled correctly? This could cause as many problems as your SSN being incorrect on any of your financial information (payroll W-2 form, investments, medical benefits, etc.). If you need to make corrections or request a new card, call 1-800-772-1213 or visit www.ssa.gov. Local office information, including addresses and phone numbers can be found at http://www.ssa.gov/atlanta/ga/georgia.htm.

If you haven’t received or seen a copy of the Facilities Policy Manual, contact your supervisor or Wylene Neill at 4-4114.

From page 6 (lockout)

- isolation of energy (Lockout/Tag out)
- How to perform an equipment shutdown
- How to isolate equipment
- How to safely release stored energy to reach zero energy state
- How to apply and remove lockout/tag out devices
- Purpose and use of the energy control procedure
- The potential consequences of departure from specified operating procedure

The basic equipment needed for a lockout/tag out procedure are locks and/or tags. Locks are to be utilized whenever possible. Both locks and tags must clearly indicate the identity of the employee who applied the device. This provides positive identification as to who is servicing the machinery and equipment. The identification will also indicate who may not have finished working in a multiple lockout/tagout situation.

An energy-isolating device is simply a mechanical device that physically prevents the transmission or release of energy. All machinery and equipment must be designed to accept a lock device when major replacements, repairs, renovations, modifications of machinery or equipment are performed, or whenever new machinery is installed.

Outside Personnel

When outside personnel, such as contractors, are on site and engaged in activities that require compliance with the Lockout/Tagout Standard, the on-site employer and the outside employer must inform one another of their lockout/tagout procedures. Remember, outside contractor are MUST follow the OSHA standards.

Safety is #1
Musical chairs was one of the most popular events at the Party.

Building Services employees enjoy watching the crowd.

(L to R) Vickie Clark, Robert Squires, Terry Williams, and Kelly Bolton serving food. They were some of the many volunteers that made the party happen.

Tonya and Javaris competing for the chair.

R: Santa Claus’ mama didn’t help him dress up that morning.

Some Building Services employees enjoy watching the crowd.

Building Services employees enjoy watching the crowd.

Utility shop employees, (L-R) Mark, Andy, Clarence, and Bobby.