

*“Quality
Service
Supporting...”*

Physical Plant Newsletter

*...Quality
Education”*

!!!Physical Plant Announcements!!!

!!!Welcome New Employees!!!

Tommy Rogers, Carpenter Shop
Patrick Simmons, HVAC,
Bobby Smith, Lock Shop
Michael Smart, Carpenter Shop
Angela Freeman, Building Services

!!!Congratulations Physical Plant Award Winners!!!

Employee of the Year
Kim Wilson, Campus Landscape
-Peer Award-
Robert Herring, Plumbing Shop

-Sectional Awards-

Kim Wilson, Administration
Tommy Davis, Campus Landscape
Steve Mosley, Crafts and Trades
William Parker, Building Services
Mable Sutton, Building Services

!!!Golf Cart Safety Tips!!!

-Brad Frewin

The following are basic rules for operating and maintaining golf carts by Physical Plant employees at the University of Memphis.

Only transport the number of passengers that the cart is designed to transport. For example, if the cart has seating for two, then two is the maximum number that should be allowed on the cart, including the driver. Carts that are designed to accommodate four to six passengers... is ideal as long as seating is provided for each passenger, including the driver of the cart.

Never allow anyone to ride in the bed or cargo area of a cart, or to “hitch a ride” by standing on the floor board and holding onto the top. All passengers must be in a seated position when the cart is moving.

Avoid operating the cart on turf areas as much as possible. Stick to paved areas such as sidewalks, campus streets and plazas. Most carts are very quiet, especially the electric powered ones; therefore, it is important to let your presence be known whenever operating a cart where pedestrians are present. Sound your horn or make

some noise to let people know you are near.

Exercise caution when operating carts in congested areas and in locations where blind spots are present, specifically, the plaza near the fountain, the area between the clock tower and bookstore, parking garages and parking lots. One area to avoid at all times due to restricted visibility is the narrow corridor between **CFA** and the parking garage.

Do not operate carts on major streets, such as: Walker, Patterson, Central and Zach Curlin. If you must cross one of these streets, use the crosswalk and proceed with caution.

When parking the cart, remember to leave the cart in neutral with the parking brake set and the key removed from the ignition. Don't forget to plug in the charging cord on the electric carts.

Remember that carts and utility vehicles are not toys. Never participate in horseplay or reckless driving when operating these vehicles.

!!!Happy Retirements!!!

*Mr. William Underwood, Manager CPL/
GMM
Mr. Earl Edwards, Carpenter Shop*

*Get well Wishes
Ms. RC Johnson, Building Services*

UNIVERSITY OF MEMPHIS
PHYSICAL PLANT
TIGER REPORT CARDS

	JULY 07		AUG. 07		SEPT. 07	
AREAS	%	Grade	%	Grade	%	Grade
Production Efficiency	93%	A	91%	A	100%	A
Customer Satisfaction	90%	B	88%	B	90%	B
Accident/Injury Free Days	85%	A	100%	A	100%	A
Training	100%	A	77%	A	90%	A
A V E R A G E	92%	A	89%	B	95%	A

In Memoriam

Mr. Goodloe Malone Keltner, Father of
Karen Newman, Business Operations

Mr. Ronald Frazier, Brother of
Willie Hathaway, Building Services

Mr. John Brigman, Father of
Jim Brigman, Electronics Shop



Physical Plant Newsletter

Editors: Cathy G. Horton
 Brad Frewin

This newsletter is available on the Physical Plant web site, bf.memphis.edu/pp. To report news, contact a newsletter staff member. If you have questions or comments, contact Cathy G. Horton or Brad Frewin.

The University of Memphis is one of 46 institutions in the Tennessee Board of Regents system, the seventh largest system of higher education in the nation. It is an Equal Opportunity/Affirmative Action university, committed to education of a non-racially identifiable student body.

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Seven Traits Of Effective Leaders

- **Make Others Feel Important.** If your goals and decisions are self-centered, followers will lose their enthusiasm quickly. Emphasize employee strengths and contributions, not your own.
- **Promote A Vision.** Employees need a clear idea of where you're leading them. Employees need to understand why that goal is valuable to them. Your job as a leader is to provide that vision.
- **Follow The Golden Rule.** Treat your employees the way you enjoy being treated.
- **Admit Mistakes.** If employees suspect that you're covering up your own errors, they will hide their mistakes too.
- **Criticize Others In Private.** Public praise encourages others to excel, but public criticism only embarrasses and alienates others.
- **Stay Close To The Action.** You need to be visible to the members of your organization. Talk to people, visit other offices and work sites, ask questions, and observe how business is being handled. Often you will gain new insights into your work and find new opportunities to motivate others.
- **Make A Game Of Competition.** The competition drive can be a valuable tool if you use it correctly. Set team goals and reward team members who meet or exceed them. Examine your failures and celebrate your group's successes.

-Adapted from The *Toastmaster*