



# DAS Facilities Update

Fall Issue 2008

## A Monthly Newsletter for Facilities Employees

### Welcome New Employees



Lane Foulger comes to Facilities in August as the Project Manager 1. Lane lives in Salem with his wife and 2 year old daughter. He was born and raised in Salem, OR, graduated from North Salem High School, Studied Business Administration at Chemeketa and started working for one of the largest residential home builders in Oregon as Senior Construction Superintendent. Most recently Lane had been working as Project Manager on the Oregon Coast for a local general contractor. Lane lives in Salem with his wife, Kimberly and 2 year old daughter, Brecken. He enjoys hiking, snow skiing, and college football. Stop by and say hello.

### ADMINISTRATOR'S CORNER



I look forward to sharing with you our 'Year in Review' and thoughts for the coming year. I have decided to do this in a different format so I am looking forward to sending out informative emails to everyone and have a means to get the information to those who do not have emails as well.



### Operations & Maintenance Section Focus on Security and Key Card Staff

The Physical Electronic Security Program is responsible for the exterior and interior building security of 43 serviced buildings, in Hillsboro, Portland, Medford, Pendleton, Burns, Tigard and many in Salem, in addition to the Governor's Residence. This program continues to expand as it pertains to tenant access and the security of building premises. The Program consists of 2 shops, the Keycard Shop and Lock Shop. They are managed by Bill Cleveland and supervised by Heath Swartwout. The Lock Shop has two locksmith technicians, Bill Leitner and Dwight Wriggelsworth, who are responsible for all building doors and door hardware for most of the 43 commercial buildings. They maintain a very large grand master key system and inventory of keys for all the buildings serviced. The DAS Facilities Keycard Shop administrative duties are primarily performed by Dan Canales and Tammie Kingsley. They are primarily responsible for processing Photo Id Keycards, programming various tenant access levels, modifying lock/unlock times and assisting managers and coordinators with access needs for contractors and tenants. Currently they work with 60 primary Building Keycard Coordinators, with 15,000 actual cardholders in the system, and 700 building card readers. The administrative staff processed approximately 686 cards in the last 3 months. An advantage of the electronic keycard system vs. a hard key is when a keycard is lost it can be cancelled immediately so it no longer works. When a hard key is lost it is possible that the building/door may need to be re-keyed which can be quite costly and may



### Security / Key Card Shop Staff

From top left: Heath Swartwout, Rick Earley, Dwight Wriggelsworth, Bill Cleveland. Next row: Tom Simons, Dan Canales, Jose Rincon. bottom row: Tammie Kingsley, Bill Leitner

briefly compromise security. Jose Rincon, Rick Earley, and Tim Simons, Physical Security Technicians, are responsible for maintaining all access control doors, installation of new card readers, installation of CCTV, intercoms, duress alarms, and other various low voltage systems that tenant agencies request. These technicians coordinate with contractors on door/hardware projects, update the inventory database of all hardware and electronic devices installed on doors we service, and perform preventative maintenance on all power supplies that power our access control electronic hardware. The Card Access System receives about 1 valid card read per second, throughout the business day which amounts to over 7 million card reads per working year. This average does not include Holidays and weekends.

Submitted by Jose Rincon and Tammie Kingsley, Keycard Shop



### Facilities Team Photo Project

In June, Pam Branczek, Administration Manager enlisted the help of Linda Morrell of the DAS Director's office and her assistant Summer Warner who together tackled the Team Photo Project. Amanda Singharaj helped us get the great frames. You can view all Facilities employees photos displayed outside the second floor entrance of Facilities. Administration wants to thank all of our employees for their cooperation to accomplish this task. We are proud of our teams and we want Facilities to be known as the people who commit themselves to great service to

the State of Oregon.



The Operations & Maintenance Team