

CP&F NEWS



Dear CP&F,

Welcome to our Spring newsletter! As we dive into another season filled with developments and challenges, I'm pleased to share some updates and highlights from across our department.

First, I'd like to express my sincere congratulations to Matrida Neli, Senior COMS Coordinator in the COMS Office of Biological Safety, for her outstanding achievement in winning the 2024 Harvard Heroes award from the Longwood Campus. This award highlights Matrida's dedication and support of the mission of Harvard and CP&F at the highest levels of contribution, impact, and excellence. Congratulations, Matrida!

This newsletter includes updates from Facilities and Planning, Design & Construction. Our Facilities and PDC teams have been hard at work on projects aimed at enhancing our campus space. Updates in this newsletter showcase a few recent accomplishments as well as plans for future spaces on campus.

It was great to see the folks who were able to attend our recent CP&F Breakfast in April, and I look forward to seeing you all again at the All-Staff Meeting on May 16. As always, I encourage you to reach out with any questions, suggestions, or ideas you may have for topics for these quarterly meetings or newsletter. Your feedback is invaluable as we continue to grow and evolve as a team.

Sincerely,



Stephen M. Maiorisi, AIA
Chief Campus Planning and Facilities Officer

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Diversity Inclusion & Belonging

Updates from DIB Oversight Committee

The Diversity, Inclusion and Belonging (DIB) Oversight Committee is actively organizing upcoming speakers, resources, and our annual Celebration of Us get together in early fall. We want to make sure this year's gathering is a memorable and meaningful event for everyone involved, and will be reaching out to members of the community for their input. We encourage anyone to get in touch with ideas you may have for the Celebration of Us event or any other opportunities to foster connections and celebrate our unique community. We'll continue to keep everyone updated as plans progress and look forward to coming together this September.

To contact DIB with questions, suggestions, or to get involved in the Oversight Committee or subcommittees, email: cpf_dib@hms.harvard.edu

Staff & Management Development CP&F Connections Initiative

Resources from Staff & Management Development Subcommittee

The Staff & Management Development Subcommittee is excited to invite you to participate in a new initiative being launched, CP&F Connections. Campus Planning & Facilities is made up of so many people from many different career paths and backgrounds. Within our group, there is a wealth of knowledge and experience just waiting to be tapped. We have created a resource for those seeking informal guidance to be able to find and reach out to colleagues.

To help host this effort as well as provide access to various programs hosted and resources identified by the S&MD Subcommittee, we have launched a new SharePoint site for CP&F Connections. Here, you will find the sign-up sheet if you would like to make yourself available to colleagues. The link to the directory will be available if you would like to reach out to someone with a topic or question. In the coming week, you will receive an invitation to join, this SharePoint site is currently only available to HMS-CP&F staff.

Staff Development Corner

Did you know that most CP&F teams set aside a budget for staff professional development? These funds can be used for trainings, certifications, conferences, and other professional development opportunities relevant to your professional growth at the university.

To learn more about your team's professional development resources, please talk to your manager.



CP&F COLLEAGUE RECOGNITION PROGRAM

In Campus Planning & Facilities, we recognize that our department's success is built on the collective efforts of our dedicated team members. Each day, staff go above and beyond to contribute to our shared goals and foster a positive work environment for CP&F and the larger HMS community. To celebrate these efforts and encourage a culture of appreciation, we are excited to introduce our Colleague Recognition Program.

This Colleague Recognition Program is designed to honor outstanding contributions and exemplary teamwork demonstrated by our Harvard-employed colleagues across all departments and levels within CP&F. This program aims to highlight the values that make our workplace exceptional and to develop a sense of appreciation between colleagues in our team.

How it Works

Nomination Process:

- Any Harvard CP&F employee can nominate a Harvard CP&F colleague who they believe deserves recognition for their exceptional contributions or positive impact on the workplace.
- Nominations should be submitted using the online nomination form below.
- Nominations should include specific examples of how the nominee has exemplified our company values or made a significant difference in their role or team.

Recognition Process:

- Nominations will be reviewed on a bi-weekly basis.
- Nominations will be evaluated based on the impact of the nominee's contributions and the extent to which they embody the spirit of teamwork and collaboration.
- Selected nominees will be recognized and celebrated through department channels, including internal communications and a small token of appreciation such as movie tickets via Outings & Innings, RA dining voucher, or COOP merchandise.

Nomination Form

Through our Colleague Recognition Program, we aim to shine a spotlight on folks who go above and beyond to make our team exceptional. We encourage all Harvard CP&F employees to take this opportunity to recognize and celebrate the contributions of their colleagues. Thank you for your participation and for helping to make CP&F a great place to work.

For more information or questions about this Colleague Recognition Program, please contact cpf@hms.harvard.edu

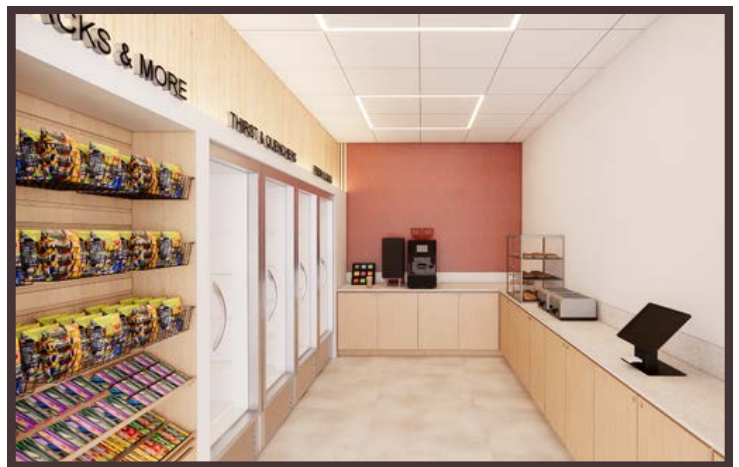
TMEC MICRO-MARKET

Updates from Emily Glavey, Senior Project Manager

There is a growing demand for 24-hour access to nutritious food on campus—and the Tosteson Medical Education Center (TMEC) is a central hub for students, faculty, and staff—making it an ideal location for a micro-market. A micro-market is a self service retail store that is always open and stocks fresh items such as: sandwiches, salads, fruits, vegetables, drinks and other snacks. Each product has a unique QR code that is scanned at check out by the person making the purchase; overhead cameras ensure a secure process.

The market will be located on the second floor of TMEC at the site of the current Atrium Café, with storage space located both under counter and adjacent to the store. The project is currently wrapping up the final design phase, led by Bergmeyer Architects. Design of the space has centered on how to make the market inviting and organized, while meeting the standards required by the City of Boston. Given that this is a relatively new type of space, the City's requirements for operation continue to evolve. Like the Atrium Café, Restaurant Associates, a vendor to the university, will continue to operate the micro-market. Walsh Brothers will complete construction of the project which is anticipated to begin in early June 2024 and wrap up in early fall of this year.

The TMEC micro-market is a pilot project modeled after a similar space in the Countway Library that has recently completed construction. Another micro-market is planned for West Commons and is currently in the early stages of design.



Proposed Rendering of TMEC Micro-Market



Existing Micro-Market in Countway Library

NRB ANCIENT DNA SUITE

AHU 7 FAN REPLACEMENT

Update by Chris Crosby, Facilities Operations Manager

The ancient DNA suite is designed to ensure that all the priceless artifacts are maintained in a clean environment that minimizes the risk of contamination by foreign materials. The proper operation of the HVAC for the suite is critical for maintaining the positive pressure of this suite, which is required to prevent the introduction of foreign matter into the research environment. Unfortunately, there was a recent failure of the B side of AHU 7 that services the DNA suite. Although AHU 7 still had an operable fan that could maintain the suite's environment, replacing the failed fan was crucial to restore the redundancy in the system.



Facilities engaged the DNA suite representatives, contractors, and vendors to develop interim measures to maintain the required suite parameters and to reduce the risks of negatively impacting the artifacts if the second fan failed before replacing the first.

These measures included:

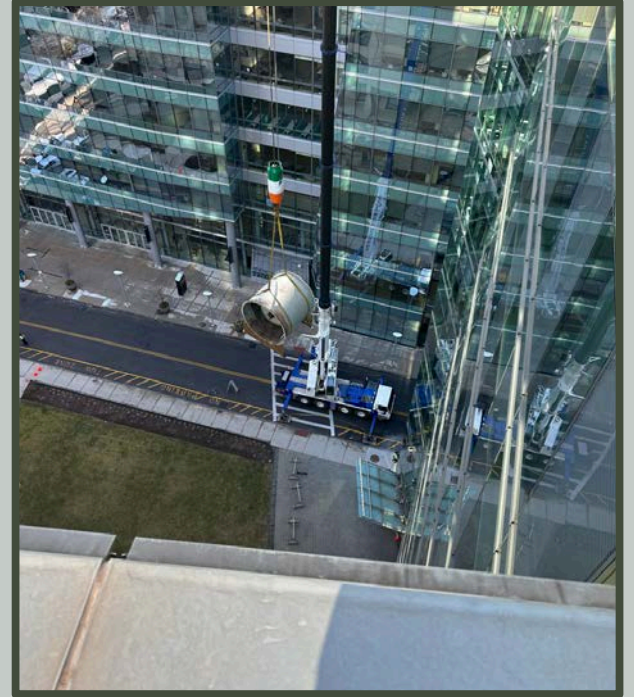
- Opening the cross-connection between AHU 5 and 7 to maintain airflow to help maintain the suite parameters.
- Rebalancing of the suite to ensure the operable fan could maintain the suite parameters.
- Developing an SOP with the customer (DNA suite researchers) to tape off all doors in case of any failure to mitigate any intrusion of foreign materials
- Designing and creating a cross-connected duct system that could be installed between AHU 8 and 7 and a procedure allowing AHU 8 to be an emergency backup if both AHU 7 fans were down.



NRB ANCIENT DNA SUITE

AHU 7 FAN REPLACEMENT

Due to a long lead time from the original manufacturer, a similar fan assembly was procured that could be expedited for delivery much sooner. Due to its size, the fan assembly had to be hoisted to the penthouse with a crane and maneuvered through doors installed to allow it to fit into the building. With our partners (FMO, PDC, Cox Engineering, CG Mechanical, Engineering, Energy Mgmt., and Entensiv), Facilities completed the repair of the unit over two days to bring the unit back to full operational status.



The effort to fix this equipment, find an interim solution, and keep the suite operational underscores the critical relationships we build with our research teams, internal teams, and external partners. Taking lessons from this project, our teams remain committed to moving research forward and being stewards of the environment and facilities.

Department Events

- **CP&F All-Staff Meeting**
Thursday, May 16, 9:00 – 10:30AM
- **Finance Team Office Hours**
Tuesday, June 18, 2:00 – 3:00PM

HMS Campus Events

- **Red Cross Blood Drive at HMS** (Registration encouraged, walk-ins welcome)
Tuesday, May 14, 9:00 – 2:00PM – Pechet Room, NRB
- **HMS & HSDM Commencement Celebrations & Ceremonies**
Wednesday, May 22 & Thursday, May 23
- **Green Dragon Pub: HMS Community Gathering & Juneteenth Celebration**
Tuesday, June 18 3:00 – 4:30PM – Countway Plaza

[HMS Community Events Calendar](#)

Staff Milestones

We are grateful for the dedication and hard work of all of our staff members, and we are pleased to recognize those who have reached significant milestones in their time with Harvard.

15 years: Nancy Padilla, Mail Clerk

10 years: Sherrie Schyljuk, Project Manager; **Jose Toledano**, Mail & Receiving Manager; **Deanna Behrent**, CAD/CAFM Specialist; **Travis Bell**, Mail Clerk

5 years: Kris Armando, Facilities & Grounds Supervisor; **Ruben Avagyan**, Energy & Utilities Manager; **Tarah Allen**, Senior Campus Planner; **Michael Koufos**, Facilities Operations Manager

HCCM milestones and staff recognition can be found in the latest HCCM Newsletter