

NEXT STEPS

Action Plan from results gathered during the Facilities Survey conducted during the 2nd quarter FY2015

EMPLOYEE CONCERNS	OFAS ACTION ITEM(S)	RESPONSIBLE DIVISION(S)	TARGET DATE(S)	STATUS	NOTES
<p>COMMUNICATION: Improve communication to occupants on work going on within the building and special projects.</p>	<p>Look at ways to improve communications to occupants via LAN communication, or increased participation in monthly tenant meetings.</p>	<p>Office of Facilities and Administrative Services (OFAS)</p>	<p>3rd/4th Quarters FY-15</p>	<p>Planning in progress</p>	<p>OFAS now has authority to issue LAN messages for building issues.</p>
<p>RECYCLING COLLECTION: Suggestions for increased communication, and information on recycling program and collections, including what items are recyclable and when/where they are collected. Also suggestions for increasing the efficiency of the collection process to make it easier/less disruptive for occupants.</p>	<p>OFAS will conduct a pilot this summer in three wings of the MIB emphasizing communication and proper recycling techniques.</p>	<p>Office of Facilities and Administrative Services (OFAS)</p>	<p>3rd/4th Quarters FY-15</p>	<p>Planning in progress</p>	<p>LAN message went out to let employees know of a new pilot program soon to be conducted at multiple wings in the MIB. This pilot will test new recycling and composting initiatives and communication strategies to increase participation in the program.</p>
<p>CUSTODIAL SERVICES: Concerns that the vacuuming and cleaning of offices was not occurring as scheduled and with minimal disturbances.</p>	<p>Increase inspection of areas to ensure offices are being cleaned and vacuumed as scheduled.</p>	<p>Branch of Building Operations (BBO)</p>	<p>3rd/4th Quarters FY-15</p>	<p>Planning in progress</p>	
<p>OCCUPATIONAL SAFETY HEALTH AND INDOOR AIR QUALITY: Suggestion for a nurse practitioner who could provide diagnosis and write prescriptions.</p>	<p>DOI is currently pursuing possibilities to enhance the wellness program services that are offered to employees.</p>	<p>Occupational Safety, Health and Environmental Branch</p>	<p>3rd/4th Quarters FY-15</p>	<p>Planning in progress</p>	<p>DOI is pursuing enhancements to the current wellness program to include this service.</p>