

TEAM MEMBERS OF THE MONTH

*Congratulations to **Stephanie Fleming, John Llarenas and Jay Hileman**
Thank you for your commitment and dedication to the team!*

SERVICE SUPER STAR

Stephanie Fleming is the Superstar of Service for January. In March 2014, Stephanie joined the Service Team as our second Service Coordinator, not as newcomer but as a 5 year veteran of ASEI. She had previously held the position of Construction Contract Administrator.

As Service Coordinator, her many responsibilities include interface with customers, taking and dispatching service calls, scheduling planned maintenance, processing payroll, ordering parts, and supporting the technicians. In addition to performing her critical role as Service Coordinator, she has become the heart of the Service Team in the office. Stephanie oversees a team of 8 technicians, making sure they have everything they need to provide outstanding service to our customers. It goes without saying that staff, technicians and the customers love working with her. For those of us in the office, Stephanie is a trusted advisor,

amazing team player and is leading the way to improve the service we provide. She's always willing to step up and help out no matter the task evidenced by her participation in such events as the annual Christmas party, picnic and charity golf tournament.



Family is a high priority for Stephanie. Last year, Stephanie's husband, Howard, was injured at home and Stephanie did an incredible job of balancing the support her family needed with supporting our customers and team of technicians in the field. Stephanie and Howard reside in Puyallup with their 3 children (Aiden, Savannah and Carter) and all are avid SEAHAWK football fans.

Congratulations – keep up the great work!!!

CONSTRUCTION ALL STAR

John Llarenas is the Construction All-Star for January. John has been at Air Systems for 12 years. During his tenure he has led some of our largest jobs. John is currently leading a large project at Toray and two smaller projects at the same site. He is taking care of the duct work portion and assisting others as needed on those projects.

John is always consistent in his planning allowing adequate lead times for ordering and fabrication of materials. John excels in execution and teamwork with all the other sub-contractors and the General's superintendents. John's

knowledge and craftsmanship are a great benefit to Air Systems and he is greatly appreciated!



John and his wife Juanita live in Tacoma. They have three daughters Jonelle, Jessica and Andrea. John enjoys playing golf as much as time allows.

Great job John!

TEAM BEHIND THE SCENE

Jay Hileman joined the ASEI team as the Controller in 2008. His primary focus is related to the financial aspect of the business. Duties include oversight of financials, corporate reporting, and inventory control, oversight of accounting software, budgeting, forecasting and participation on the management team. Recently he has expanded his role to include oversight of ASEI's ever changing IT needs and requirements. It's no surprise how dependent we are on technology, but to keep it all running smoothly is no easy feat. He is able to bring together the right resources in order to support the ASEI team.

He has a passion for continuous improvement and a desire to use his skills and expertise to make a positive impact. You can always count on Jay to step up and provide

assistance no matter what the task. He is a true team player with a positive approach to problem solving.

Jay and wife, Ruth, live in Auburn with their daughter, Hannah. They have two married sons and two adorable grandsons. A third grandchild is expected a little later this year. Spending time with his family is a high priority for Jay. He is a true football enthusiast and enjoys cheering on the Seahawks and Oklahoma University.



Your commitment and loyalty to ASEI is greatly appreciated. Congratulations!

NEW JOBS

Comcast Bellevue- New Back-Up Generators:

Maicom Construction has asked Air Systems Engineering to install new combustion air and exhaust systems for new generators for the Comcast Bellevue site. Work to include new ductwork for existing cooling units, combustion air inlet hoods, and exhaust stacks for the (4) generators. Work to commence in March. It should take about a month and a half to complete.

Goodwill Auburn Duct Furnace

ASEI has contracted with Goodwill to replace 2-gas fired duct furnaces and 1-gas unit heater at the Auburn retail store. The 2-duct furnaces serve the retail space and the unit heater serves the donation area. This building was a former

grocery store built in the 60's and the most of the mechanical equipment is original. ASEI's project service team will be performing the work and **Ernie Richmond** will be managing the project.

FHS Spanaway

ASEI is working for Rush Commercial Construction on this tenant improvement. A re-configuration of this medical facility requires many duct modifications and the addition of exhaust fans. The job is being worked in two phases, and off shift due to the occupied nature of this space. Work starts next week, and will finish up in February. **Dan Hamilton** is the sales engineer; our contact at Rush Commercial is **Jarod Fenburg**.



JOB NOTES

DORKY'S ARCADE

Eddie Wood, Mike Dupea, Mike Downs and Alan Stewart have been busily removing the existing heat pumps and installing new ones, in addition to new return air and outside air ducts. Great job team!

SEATTLE LIGHTHOUSE FOR THE BLIND

This dynamic duo, **Tim Farrell and Greg Thompson** have been working hard to provide this new customer with a new ventilation system for their production area. Keep up the good work guys!!

TORAY FLUID COOLER

Crews have been very busy working on several Toray Composite projects.

For this particular project, **Ryan Wiley, Bill Shankus, Chris Cook, Steve Littlewolf, Tom Hamilton, Alex Crawford, John Llarenas, Ahren Pratt and Jeff Hamilton** have combined their efforts together to provide and install a new fluid cooler, circulation pumps, piping, valves and electrical. Outstanding job!!

FIFE POOL UPGRADES

David Price, Bill Shankus, Mike Downs, Chris Friedman, Steve Littlewolf, Tim Farrell, Marco Garay and Greg Thompson have been working hard with the City of Fife and new customer Integrity Energy Services with the addition of an air-to-water heat pump for use in recovering energy from the locker room exhaust air system.

TECH TIP: Roof Fall Protection

By: Kevin Helling, Service Technician

The roof top work environment requires that special safety measures be taken to prevent a dangerous fall. Falls from height are a leading cause of death in the work place. General industry OSHA standards require all drops over six feet to be protected by a fall protection system. The roof is a place where the proper fall protection measures must be taken seriously. Guidelines for Roof Fall Protection Access to the roof is needed for many different reasons and proper fall protection measures must be in place.

The following are examples of roof hazards that need to be guarded with fall protection:

- **ROOF EDGE** - This is the most obvious hazard on the roof.
- **SKYLIGHTS** - Skylights are considered to be holes unless they are guarded appropriately.
- **MULTI-LEVEL ROOFS**- If a roof is connected to another building and there is a drop of 6 feet or greater, that edge must also be protected.

Different Types of Roof Fall Protection
Common solutions for providing fall protection on the roof are:

- **GUARDRAILS** - The best way to prevent a fall is to remove a hazard. Guardrails eliminate the hazard completely by putting a barrier between the worker and the fall hazard.
- **RESTRAINT MECHANISMS** - The second best prevention mechanism is to restrain the worker from getting to the fall hazard. Anchor points and other lifeline devices can be used to prevent someone from reaching the roof edge.
- **FALL ARREST EQUIPMENT** - The least preferred form of fall protection is equipment that stops a fall after it happens. This may be necessary if someone needs to perform their work right on the edge of a roof.

Providing fall protection does not have to mean putting holes in your roof. Free standing guardrail systems that do not penetrate the roof membrane are available.

<http://keesafety.com/> is an example.

Doing Good Business in Our Community

by Mike Cloyd General Manager, Service

Last week, I had the opportunity to go on a CARE call visit to one of our customers with **Bob Wilson**, Team Leader and Service Technician. The purpose of the meeting was to formally introduce ourselves to the new facility manager, Tim. Bob Wilson has been the HVAC service provider at this site for years. During our visit, we established some common ground. For example, both Tim and I drive in from rural Shelton, WA. He's 45min door to door and I'm 60min door to door. Tim is new to facilities management and recently retired from the military. We talked about his children moving out of the house, his wife commuting to Lacey, and yes, we also talked about the HVAC system at his Manor Care facility in Gig Harbor. Bob and Tim hit it off and are excited to work together.

Founded in 1973, ASEI has built our business with personal relationships in the community and

sharing values such as honesty, integrity, and service to others. This culture can be found in our employees; for example, Bob Wilson participates in the Courage Classic bicycle tour which supports the Rotary Endowment for the Intervention and Prevention of Child Abuse and Neglect. This culture can be found in our actions as a company; for example, ASEI has a special relationship with The Rescue Mission. Our annual golf tournament has raised funds for various Rescue Mission programs during the past several summers, we participated in The Rescue Mission Give Hope lunch this winter, and **Kandi Crawford** gives to the community by serving as a board member. We're good folks doing good business with other good folks. That's something to cherish and be proud about. That's doing good business in our community!

WELCOME NEW SERVICE CUSTOMERS!

- Redmond Square Apartments
- Mason United Methodist Church
- Eagle Tire Tacoma

*We **welcome** our new service customers and look forward to serving you!*

SAFETY CORNER:

Lift Safety: *Let a child teach you the way to lift.*

by Mike Downs, Sheet Metal Installer

Small children are the best little lifters in the whole world. When you were a child, you were too.

Lifting was accomplished in the most natural way, using the body in the way it was designed to move. How did we do it? Watch any small child and you will see them:

- Bend at the knees: they are squatting
- Keep the head up: as they squat
- Keep the back straight: they don't have the agility to bend over and lift
- Lift with their legs: they don't have much option with their tiny arms
- Hold the load close to their body: if the object is too far away from their body, they can't get their arms around it properly
- Avoid twisting: or they will stumble

- Stable footing: otherwise tripping and falling
- Too heavy: they will let you know, as they cry out for help

As we grow older, we have watched other adults perform unsafe or improper lifting techniques, often because it was faster. Eventually we have forgotten how to do it properly and started doing it for convenience and speed, *not for safety*. These bad habits put a tremendous strain on our backs, arms, shoulders, wrists and legs. The result over time may be permanent problems.

So remember when you need to lift anything--small loads or big, practice to move the same as when you were a child.

**SAFETY
IS EVERYBODY'S
RESPONSIBILITY!**

QIP IT

by Sandy Colyer, Office Manager

Air Systems employees met for the Quality in Progress breakfast meeting on Friday the 23rd of January. The atmosphere was upbeat as employees gathered to share each other's company, as well as a great meal provided by Picasso Catering. With ASEI's focus on making 2015 a successful, as well as safe year, the emphasis of the meeting was on safety.



Ernie Richmond talked about the 100 day Safety Blitz our corporate office is sponsoring. He and **Mike Cloyd** asked for ideas on using the money allocated for making the 100 day goal, as well as beyond.

Safety award winners for 2014 were announced by **Tim Farrell** while **Bill Dixon** presented safety awards to employees. To round out the program **Ernie Richmond** and **Allison Dalgarno** lead the employees in a team building exercise.

Other agenda items included a sales update from Sales Manager **Mike Riggins** and various announcements were made.

The meeting came to a conclusion when the Team Members of the Month were revealed and lucky door prize winners were presented with fabulous gifts.

EMPLOYEE ANNIVERSARY DATES

	<u>Anniversary</u>	<u>Years of Service</u>
Terry Moody, Service Tech Support	02/14/2005	10
Allen Carter, Service Technician	02/28/2005	10
Bob Wilson, Service Technician	02/28/2006	9
Joel Weed, Service Technician	02/02/2007	8
Allison Dalgarno, Construction Contract Admin/Sales Asst.	02/22/2013	2

HAPPY BIRTHDAY TO YOU...

February 04 Pam Cox, Service Coordinator
February 15 Mike Dupea, Service Project Construction Technician

February



TRAIN IT: February 2015

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
9	10	11	12 Safety Committee Meeting 7:00 am	13 Construction Meeting 6:30 am
16	17	18	19	20 QIP Breakfast Meeting 6:30 am
23	24	25	26	27

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