TIME FOR A CHANGE
By Derrick Williams, Sr. Custodial Supervisor

In February 2011, a major change took place, as it was decided to change the custodial shifts in an effort to become more productive and to focus on the many strengths of the crews. The former shifts consisted of a morning crew of five custodians and an afternoon/evening shift of thirteen custodians. The new schedule includes an early “A” (A1) from 5 am - 1:30 pm and late “A” (A2) shift from 12:00 noon - 8:30 p.m., with the exception of one custodian who works a “B” shift from 2:30 p.m. - 11:00 p.m. for cleaning the culinary department’s kitchen and prep area. The change has resulted in an even division of nine A1 custodians and nine A2/B custodians.

This shift change has created a positive approach to having the campus clean and sanitized on a daily basis. The new hours allow the two shifts to overlap allowing more team projects such as the stripping and waxing of floors. With the new shift change, Facilities has now implemented restroom strike teams to clean and service all restrooms on campus before 7:30 a.m. every day to ensure readiness for the start of morning class sessions.

The campus is growing in size and with it, the need to clean not only more restrooms, offices, and classrooms, but also more exterior/interior trashcans and recycling bins. The division of work has been assigned in the following ways:

- **A-1 Shift** - Campus Restrooms, SSA, Child Development Center, NEA, Music, General Classrooms, Satellite Snack Bar, Community Services, Bungalows, Library, LAC, Technology, Gondolas, Big Bellies, and Exterior Trash Cans.
- **A-2 Shift** - NEA, Science, Drama/Speech, Fine Arts, Nursing, Seahawk Center (both floors), Cafeteria, Special Programs, Student Health, FMO, Special Programs Trailer, PE/Wellness Center, Gym, Physics, and the LRC.

An additional benefit of the shift change is that faculty, staff, and administrators get familiar with the custodian assigned to their area. The Facilities Department feels that ultimately the shift change is a step towards the Facilities staff taking a more positive approach to ensure a cleaner and safer environment for the students and staff here at Los Angeles Harbor College.
The Facilities staff is constantly expanding their work knowledge by attending safety training classes. With a large amount of the Facilities work being outdoors, the staff has needed to learn how to deal with the stress of heat on their bodies. Due to a rash of deaths related to heat stress over the past few years, CAL/OSHA initiated heat stress training for the workforce as a mandatory program on an annual basis. Supervisors are directly accountable for the safety of their subordinates and can be prosecuted for any injury to a worker who has not been provided with required safety training. To its credit, the Los Angeles Community College District has emphasized safety in the work place as a high priority and strives to conform with all CAL/OSHA safety regulations.

One of the major things the Facilities staff recently learned is that when it’s hot they need to drink plenty of water and/or electrolyte replenishing drinks such as Gatorade. Supplementing their bodies with these types of liquids help to keep them from dehydrating. Dehydration can cause serious health issues, including death. The staff were taught to recognize the symptoms of dehydration such as dizziness, disorientation, lack of energy, flushed skin, headaches, lack of sweat, and an inordinate desire to head out to the beach in spite of the fact that you may actually be unconscious. This is sometimes referred to as being delusional which although may be quite common in modern society is still viewed as a serious condition when put in the context of a heat stress related symptom.

Heat stress can be somewhat difficult for the victim or observer to immediately recognize. Many times the worker doesn’t want to be seen as not being able to keep up with expectations and will ignore the initial symptoms of heat stress. Sweating is a natural function of the body trying to cool itself and unless fluids and electrolytes are replenished the body will start pulling fluids from cells and organs. This eventually leads to organ failure and death. The brain is one of the organs where dehydration impacts its function quite rapidly and accounts for the disorientation of the victim. Lack of sweat is a severe symptom of dehydration since it means that the body has run out of readily available liquids and is on the verge of catastrophic organ failure. Recognizing symptoms of heat stress early can be critical in saving a victim from serious organ damage or death as it takes longer to replenish body fluids than it takes to deplete them. Another important part of the normal bodily functions is the electrolytes. Electrolytes are lost with sweat and also must be part of the fluid replenishment for prevention of heat stress. There are a number of electrolyte drinks on the market with Gatorade as the one that most people recognize.

The best medicine for prevention of heat stress is to a large degree…. staying hydrated, becoming educated on how to prevent it, and self awareness of how the heat is affecting the body. Drinking water and taking electrolytes on a regular basis while working in the heat is the main way to fight against the heat. If the worker is exposed to direct sunlight, they need to wear sun blocking lotion and a hat. Wearing light colored clothing also helps to shed the body of too much heat. It is important that if a worker feels that they are overheating that they find a shady place to use as shelter until they cool down. If someone has dehydrated to the point where they are not making good decisions and are in distress, it is up to the supervisor or coworkers to recognize this and act quickly to stabilize the victim. If this occurs, the first thing to do is to have the victim lay down in the shade. If a shady area is not available, you must create one. Making a phone call for medical assistance is necessary in case the victim indeed has heat stroke. It is best to cover the victim with a wet sheet or blanket to provide immediate cooling for the body since they have probably sweated out most of the readily available fluids. It is very important to bring the body core temperature down to normal levels as quickly as possible.

Understanding the consequences of how heat affects the body’s normal functions will lead to an awareness of what is happening if someone begins to have a negative reaction to the heat. The Facilities staff have learned that being prepared for working in a hot environment is the best medicine for prevention of heat stress and they use that every day as they perform their job duties throughout the campus.
FACILITIES RECEIVES NEW EQUIPMENT
COURTESY OF BUILD LACCD

The Vermeer wood chipper is used for turning tree branches and trimmings into mulch. A diesel Tennant Green Machine sweeper is used to sweep campus sidewalks, driveways, and parking lots.

Two heavy-duty Taylor-Dunn tow tuggers used to pull gondolas of recycled items. A Taylor Dunn dump cart used to transport recycled cardboard to Facilities from campus locations.

HAVE YOU BEEN WONDERING………

♦ Why were mirrors removed from the NEA building restrooms?
  Due to graffiti being scratched into the mirrors, it was necessary to remove them. It would be costly to replace them since it is highly probable they would only be vandalized once again.

♦ Why I submitted a work request and it is still not finished?
  Work requests are completed as soon as possible. However, some requests take longer if materials need to be ordered or an outside contractor must be hired to do the job. Occasionally, requests must be placed on hold because there is no funding to do the repairs or further approval must be obtained from college administration.

♦ Is it okay for me to collect cans from campus trashcans?
  No. You may keep any cans that you have personally paid for with your own money. Cans that have been placed in trash or recycling cans are the property of the college.
The Facilities Department welcomed four new employees this year, with the addition of three new custodians and a Maintenance Assistant. These were replacement positions for fully funded vacant positions due to leave of absences or retirement.

Marquis Edwards joined the custodial department in the Fall of 2010 after working at the Getty Center for five years. He enjoys working at Harbor College and likes the college environment and the students, faculty, and staff that he is able to interact with on a daily basis. His daily assignment is the PE/Wellness Center and he works on Saturdays to clean the areas used by weekend classes.

David Mora’s custodial assignment is the Child Development Center and he has been working here for approximately a year. Prior to Harbor he worked at the USC Hospital and with the Garvey School District. David likes keeping his assignment safe and clean for the faculty, staff, parents, and children.

Sean Fuller is our newest custodian and has worked at Harbor for nine months. Before Harbor he worked at UCLA and his current assignment is the Science building. He is happy to finally have a job that offers benefits and enjoys the camaraderie he has developed with his co-workers.

In April, Edgar Reyes left his job as a Gardener at Los Angeles City College and joined Facilities as the new Maintenance Assistant. His job involves assisting the tradesmen with plumbing, heating, air conditioning, electrical and carpentry issues. He also assembles pre-built furniture, hangs items on walls, and performs minor repairs and maintenance on the electrical carts. Edgar enjoys working with the Facilities crew and appreciates their willingness to take on the challenges and the needs of the campus.

### Facilities Work Orders Breakdown 2010-2011

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<td>Student Services (all offices)</td>
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A View of Facilities’ Staff At Work

Al Askew, Stock Control Supervisor, picks up computers and monitors no longer being used by a department. Once a department or office decides to purchase new computers, they contact the Information Technology Department to assist them with placing their order, and then Al picks up what will no longer be used. If the items are not needed in another office, they might go to another district campus or placed for auction on public surplus. Al is responsible for keeping a list of campus assets and makes note of what assets are no longer in an office, have been requested by another campus, or sold at auction.

Jose Moreno, Electrician, works on repairing lights for the SSA and NEA buildings. The new lighting on campus has brightened walkways and made walking the campus at night safer for both students and staff. The new lights come with a challenge for Facilities, with the parts to repair them costing more than the lights previously used by the campus. With the cost being higher and the lights rarely needing to be repaired, the Facilities Department only buys parts as needed, so as to not have spend money on stock that might not be used for years.

Derrick Williams, Senior Custodial Supervisor, strips a floor in the PE/Wellness Center before applying a coat of wax. Some floors throughout the campus are cleaned during the breaks between semesters while offices are closed and the custodial crew have more time to focus on these types of jobs.
UPDATE ON SHREDDING CAMPUS RECORDS

By Mary Vargas, Facilities Assistant

The LACDD Board has rules governing the destruction of campus records. The term “records” in this case means all documents, maps, books, papers, computer output, and electronic documents produced by the college and therefore belonging to the LA Community College District. Some items are not considered “records” and may be destroyed at any time: copies, other than the original or one copy of the original; correspondence between District employees that does not pertain to personnel matters, or constitute a student record; advertisements and other sales material received, and textbooks used for instruction and other instructional materials, including library books, pamphlets, and magazines.

For Harbor College, departments and offices who wish to destroy materials considered records they must request approval from the District. This is done by reading the Board Rules and Administrative Regulations that list what the retention period is for records and providing a list to the Vice President of Administration. Once the list is approved at the campus level, a memo is sent by the department/office to Michele Burrus, College Procurement Specialist, who will place an item on the Board agenda for approval.

After approval is granted by the Board, the campus department/office may complete an online Facilities work request for the records to be picked up and destroyed. A shredding day will be scheduled every May for an off-campus company specializing in destruction of records to come on campus and shred the records.

For a listing of the Board Rules and Administrative Regulations, contact vargasma@lahc.edu.

WE ASK YOU THE QUESTIONS…….

It is our intention in every issue of the Facilities Focus to inform our readers about what is going on in the campus Facilities Department.

We try to balance the newsletter with informational items for the staff as well as including pictures of the crews at work. A bit of humor is also something we strive to include in our articles whenever it is possible.

Since you, the reader, our audience, we would like to ask you what type of issues or articles you would be interested in seeing published in the newsletter.

Do you want to read more about the work day of Facilities’ staff? Is the Facilities’ staff role in campus construction something you would like to see featured?

Do you enjoy our staff profiles? Is there a subject that we have featured that you would like us to expand on in a future issue?

We really value your opinion so compliments and/or criticisms are taken seriously and appreciated.

If you would like to share with us any feedback, please feel free to email us at vargasma@lahc.edu.

A possum was found on campus recently by Tin Ngo, Lead Gardener, and was released into the wild. It is not uncommon for skunks, raccoons, and possums to be sighted on campus every evening as they venture out to find food for themselves and sometimes their young. If you ever see a wild animal and are concerned, please call the Sheriffs at ext. 4600 and they will contact Facilities to see if they can capture the animal.
CUSTODIANS TAKE ADVANTAGE OF SUMMER BREAK
By Derrick T. Williams, Senior Custodial Supervisor

During the Summer, the campus custodians take advantage of the lighter population on campus by performing cleaning tasks that are difficult to do when the semester is in full swing. One of the main tasks they focus on is floor care maintenance such as stripping and waxing floors, carpet cleaning, exterior deck scrubbing, and the annual gymnasium floor application.

It is difficult for the custodians to find classrooms empty long enough to do a deep and thorough cleaning. During the summer break they were able to go room by room and clean from top to bottom, including the carpets, baseboards, chalkboards and whiteboards.

Most projects are assessed and scheduled for completion by the Operations Manager and the Senior Custodial Supervisor. A few of the major projects are submitted through the work request system from campus staff. Other projects include restroom detailing, machine scrubbing of floors in showers and restrooms, spot washing of walls and baseboards, and removal of graffiti and gum. The next major cleaning projects will take place over the winter holidays and in January.

FIGHT THE MOSQUITOS

♦ Get rid of containers that have standing water.
♦ Keep classroom and exterior building doors closed.
♦ Wear light-colored, long, loose clothing, such as long sleeve shirts/pants.
♦ Stay indoors when mosquitoes are most active: dawn, sunset, and early evening.
♦ Contact your family physician on what type of mosquito repellent is recommended.
♦ Apply repellent whenever you are outdoors.

FOR MORE INFORMATION CONTACT THE GREATER LA COUNTY VECTOR CONTROL DISTRICT

(562) 944-6789 or on the web at www.glacvcd.org

In the Next Issue

Winter Break Work
Preparing for the Board
Fall Campus Events Supported
Staff Profile of Al Askew
Construction Challenges
New Facilities’ Website
Supporting Academic Programs
A View of Civic Center Rentals
Recycling Update
Plans for Spring
An entrepreneur attended an auction at which he won the bid on an old safe. With dreams of a large fortune inside, he was told that the business from which the safe originated was so long defunct, that no one had the combination.

Undaunted, he called a locksmith to try to get the safe open. The first locksmith told the entrepreneur that it would cost forty dollars to open the safe intact. However, tried as he might, he couldn’t open it, and told the wealthy man that he had lost his money in buying the safe.

The entrepreneur then contacted another locksmith, a crusty, bent old man with three days’ growth of white whiskers, who took a long look at the safe, noted its manufacturer and retired to his truck.

Shortly, he returned with a power drill, a ruler, and a small, bent piece of metal. The locksmith measured a few inches from the dial and marked an “x” at the “2 o’clock” mark. It took more than half an hour for the old man to drill through the safe’s door.

He then took the bent metal, hooked it through the hole and fished around a few moments until a loud “CLICK” was heard. Turning the handle, the door swung open slowly.

The safe was empty. Disappointed, the entrepreneur turned to the locksmith and asked the charge for opening the safe.

“A hundred and twenty dollars,” replied the locksmith. “A hundred and twenty dollars?!?” shouted the businessman, “That’s outrageous!

The other man only wanted forty! I want an itemized bill for it!”

“Okay.” The locksmith turned on his heel and returned to his truck.

A few minutes later, the entrepreneur was presented with a dirty piece of paper upon which the locksmith had written:

Charge for drilling hole: $20

Charge for knowing WHERE to drill hole: $100.