Safety Comes First - Emergency Call Boxes Installed

Two call boxes have been purchased and installed on campus to support our emergency awareness system. The call boxes are located on the light pole in the Fine Arts Quad between the Fine Arts and Music buildings and the light fixture pole in parking lot 6 between the Nursing building and bungalows.

The call boxes work on a radio frequency and are directly linked to the campus Sheriff's office. Each unit is electronically identified and it broadcasts its location to the Sheriffs upon activation. After the initial announcement is made the person requiring assistance will be able to speak and/or have a two way conversation with the Sheriffs’ office. From the radio, Sheriffs’ staff will have the ability to open one or all of the boxes to wide area listening and/or give ability to a person to speak without pushing the button on the call box. The horns mounted at the top of the pole can be used to make announcements to a wide area around one or all of the units. Once the help button is pressed, the blue strobe lights flash to draw attention to the exact location from afar. The speaker and strobe lighting system can also be used to assist us in our evacuation drills.

The three units are attached to the light fixture wiring by which they will charge at night when the lights are on and run on battery during the day. They have built in vandalism systems that notify the Sheriffs’ if they get tampered with and an automatic announcement monitoring the battery condition. The college is planning on adding twenty more of these devices throughout the campus grounds, parking lots, and buildings in the near future.
It’s amazing how fast time goes by. This will be my fourth year as the General Foreman at Harbor College. When I stepped into this job I thought that I knew what was involved and felt pretty confident about being able to handle the day to day duties related to keeping the campus safe and operational. I seriously underestimated the volume and range of issues that I would be confronted with due mainly to the complications created by the variety of challenges brought about by the ongoing construction throughout the campus. For me, in spite of all the difficulties created by this turmoil, it has worked out in a very positive way by accelerating the learning curve in relation to understanding the various systems that makes this facility work. From the data and phone systems, sanitary sewers, storm water, domestic water, irrigation, electrical, and HVAC systems, each of which has its own unique set of maintenance issues, to the prescribed business practices set up by the State and the LACCD, shared governance, SAP and personnel issues, I have had a constant barrage of information to assimilate. I never would have been exposed to many of our systems as fast as I was without the outside contractors constantly cutting the various infrastructure conduits around the campus. We have had numerous electrical, water, sanitary sewer, and communication systems shut downs to accommodate the new construction on campus, all the while maintaining an operational facility. Considering that we have around 450 campus employees and 9,000 students each semester this is no small feat. The most important reason for this being possible is the group of dedicated tradesmen who perform their assigned duties on a daily basis. Having been involved in construction of one type or another for over thirty years I find it remarkable that so few handle so much in order to maintain this facility. The fact that we have only one tradesman for each of the trades related to our systems infrastructure is a major limitation except for the work ethic of these professionals. In light of this fact I would like put a spotlight on each one of our Tradesmen and Maintenance Assistants in turn, so that the reader can get an understanding of just how much these guys handle and how valuable they are to me as their supervisor. To start, let me first list the Tradesmen and their related discipline.

Art Ruelas – Locksmith
Thomas Moore III – Painter
Jose Moreno – Electrician
Willie Muckelroy – Plumber
Bud Pisciotta – HVAC
David Craig – Maintenance Assistant
Lee Toliver – Maintenance Assistant
Ruben Nadler – Electronics Technician

In future issues of the Facilities Focus I hope to spotlight the dedication and work that each of these employees provide to the Facilities Department and the college.
HAVE YOU EVER WONDERED.........
By Michael Pursey, Operations Manager

When is my office scheduled to be cleaned?
- The priorities of the custodians are to clean the restrooms, academic areas of instruction, and the public common areas. Most of the faculty offices are not cleaned on a regularly scheduled basis because the custodians do not have keys to the private offices.

Who is responsible for unlocking classrooms?
- In the NEA building the automatic system unlocks the classroom doors. All classroom doors located in other areas of the campus are unlocked by the instructors. If an instructor does not have a key to their classroom, they must ask their Division Chair to do an online work request for keys to be made. If it is a one-time access issue, the Sheriffs’ Department must be notified for access. Facilities staff do not access rooms or areas for personnel, as they are not able to authenticate the requestors legitimacy to be in an area.

How do I get my recycling bin emptied?
- If your recycling bin needs to be emptied, call ext. 4312 and leave a message with your name, phone extension, and room location.

There is a rodent or insect problem in my building, who should I contact?
- If the rodent or insect problem in your building is urgent or of an unsafe nature which needs immediate resolution, call ext. 4312 and leave a message. If the problem is not urgent you should complete an online work request and we will look into it within a week. Sometimes a large infestation may require an outside pest control company to handle the problem.

ELECTRICAL SAFETY AWARENESS
By: Jose Moreno, Electrician

The human body is capable of conducting electricity. Therefore, the body will experience a shock if it comes into contact with it. Recently the Facilities Department has received calls of incidents where college personnel have almost hurt themselves by not practicing caution when around electrical switches and outlets. A few safety tips to prevent electric shock:

- Never cut the grounding prong off your electrical cord.
- If an electrical power outlet is loose call Facilities for assistance.
- If an electrical switch is loose call Facilities for assistance.
- If an electrical outlet is open and has exposed wires, never touch them and call for assistance.
- If you hear an abnormal buzzing sound coming from a light fixture, do not attempt to fix the problem yourself and call for assistance.
- Do not attempt to work on or touch any of the college’s electrical equipment or devices.
- Electrical rooms are a restricted area for qualified personnel only.
Say hello to the “Big Belly”

The Big Belly recyclable units are new, state-of-the-art receptacles that run on solar energy, offer separate slots for recyclables and waste, and compact the waste. The Big Belly units run on a 12-volt battery charged by a solar panel providing reserve power for several weeks. There is a safety device in the unit that prevents anyone’s hands from getting snared by the compactor and holds up to 150 gallons of trash - five times more trash than a regular trash can. When the waste reaches a certain level, the compactor goes into action, generating a crunching action as it crushes the material. The level of trash in the Big Belly can be electronically monitored by the Operations Manager which at that time can dispatch a custodian to remove the collected materials. Our recycling program will help the college financially with the money earned from the recycling centers and will reduce fuel use and greenhouse gas emissions with fewer truck trips. The blue recycling bins around campus can be filled with shredded paper, color paper, cardboard, aluminum cans, plastic bottles, and glass bottles. The campus also recycles items such as construction debris, computer parts, printer cartridges, grass clippings, and wood shavings as part of the state’s waste diversion program. Stepping Stone Organization, in partnership with BuildLACCD, assist our campus by source separating all recyclable materials.

In Partnership with the LA Community College District and BuildLACCD

http://www.build-laccd.org/

Big Belly located in the Bookstore Quad Area.
RECYCLING PROGRAM

To encourage and promote recycling, many different blue recycling bins and containers have been placed around our campus for recycled item collection, including classrooms, main hallway corridors, offices, and exterior areas.

What CAN be recycled?
- Aluminum Cans
- Bottles (Plastic and Glass)
- Shredded Paper
- Whole Paper
- Old Books, Magazines, Newspapers
- Cardboard

What CANNOT be recycled?
- Food Contaminated Wrappers and Packaging
- Plastic Wrapping used for Shipping
- Styrofoam

Why should I recycle?
Make a Deposit and ......
- Save your planet.
- Save your campus.
- Save funds that can be used for other campus needs.

What else does the Facilities Department recycle?
- Construction Debris
- Computer Parts
- Printer Cartridges
- Grass Clippings
- Wood Shavings
- Scrap Metal
- Tires
- Tree Limbs/Trunks
- Clarifier Water

All of these items are recycled and reported every year as part of the state’s waste diversion program in accordance with AB 75.

For more information contact your LAHC Recycling Reps
Mike Pursey - x 4303
Bill Englert - x 4301
Mary Vargas - x 4225
CENTRAL PLANT WINS AWARD
By: Tom Jones, General Foreman

Once campus construction is completed, Harbor College will be a model for a 21st Century educational facility. It is very fulfilling to be involved with this process knowing that this is for future generations of students and the community as a whole. One of the first buildings to be completed was the Central Plant. As part of the Master Plan, the Central Plant was a key element responsible for campus wide air conditioning and generation of electricity.

The Central Plant is located behind the Seahawk Center, near the old Receiving Department and is visible to anyone who travels near the Technology Building or Office Village.

The chiller plant inside the Central Plant utilizes a broad chiller, multiple centrifugal chillers, and an underground pipe system to generate and run chilled water to buildings throughout the campus for A/C purposes. The Central Plant also has five micro-turbines that generate electricity and use the residual heat to help run the broad chiller and generate cold through a chemical process.

The Facilities Department’s own HVAC personnel gave input at the design phase of this project in order to make the Central Plant as friendly as possible towards maintenance.

The Los Angeles Chapter of the National Electrical Contractors’ Association awarded the Central Plant project the “2009 Electrical Excellence Award” listing it as a “Distinguished Project”. They also recognized Harbor College as the owner, LSW Engineers of California as the principal designer and electrical engineer, R.J. Daum Construction as the general contractor, and Dynalectric as the electrical contractor.

A high level of expertise and cooperation between all parties involved in this project has resulted in this recognition and award.
DEEP CLEANING DURING INTERSESSION

The Custodial Staff receives requests every semester to clean floors and carpets throughout the campus. Usually it is very hard for the staff to do their regular job duties and fit in the special cleaning projects while the classes are fully in session.

However, during the month of January they have had the chance to focus on classrooms and locations that are high traffic areas.

They have been very busy cleaning and waxing floors in the following areas:

- Cafeteria Main Dining Room
- NEA Classrooms on 1st and 2nd Floors
- Student Health Center
- Science Classrooms on 1st and 2nd Floors
- Nursing Classrooms, Workrooms, and Hallways
- Technology Classrooms and Main Hallways
- The Seahawk Center Lounge
- Drama Speech

They also were able to shampoo and clean carpets in:

- The Library
- LAC Labs
- Music 107 and Lobby

All work was supervised by Derrick Williams, Sr. Custodial Supervisor, who hopes to schedule the areas they were unable to complete in January for cleaning, waxing, and shampooing during Spring Break.
Automatic Door Safety Tips
By Art Ruelas, Locksmith

- If the doors are held open in an open position, don’t try to shut the doors. The door is using power to hold the door open and when it is forced shut it will cause the motor to continue running and burn out.
- Never use heavy objects and or chairs to prop an automatic door open.
- After pushing the handicap push plate it takes up to 4 seconds to open - if someone pulls on the door or kicks the door open it can lead to an internal problem with the door system.
- The handicap push plate should only be pushed by your hand.
- Due to ADA requirements, only the Locksmith and the Sheriffs’ Department has been authorized to set the functions on electrical doors. Turning the switch on or off causes difficulties for the disabled student or staff who must rely on the door being turned on to activate the push plate.
- Never stand behind an automatic door because it opens at a 90 degree angle.

If an automatic door in your area seems to be malfunctioning, contact the Facilities Department at ext. 4312 and leave a message with the exact location, problem, your name, and contact number.

DON’T FORGET!!
All work and key requests are now submitted online through the Facilities’ Online Work Request System. The system is easy to access by going to the Facilities Webpage:

http://www.lahc.edu/facultystaff/pf/index.html

Emergency Mobile Text Alerts
Los Angeles Harbor College is now offering an SMS-based emergency notification service for your mobile phone.
In the event of an emergency, LAHC students, staff, faculty and others will be alerted in real-time important security information.

Sign up for emergency alerts at:
http://www.lahc.edu/alertu/test.html

In the Next Issue
Solar Panel Parking Installed at Harbor