



Facilities Focus



Welcome to the first issue of *Facilities Focus*. The *Facilities Focus* is a publication created by the Los Angeles Harbor College's Plant Facilities office as a news brief to update our faculty, staff, and students on facilities' issues pertaining to our campus. In this first issue we would like to bring everyone up to date on a few items of concern. Due to the demolition of the Liberal Arts building, the master clock system was demolished causing a problem with some of the campus clocks. To fix the problem quickly, Plant Facilities and Pinnacle One used Prop A funds to purchase atomic - wireless clocks that are self-correcting. Over two

weekends, eight employees worked overtime to install clocks in the priority areas which included classrooms and public areas. Some clocks did not work properly and after re-ordering replacements the staff is doing a sweep of all the classrooms and public areas to make sure the clocks are in working order. Another issue is the occasional shutdown of water, electricity, or gas. As part of the site utilities project there has been underground trenching taking place throughout the campus. As the project gets closer to being completed the shutdowns are necessary to bypass from the old system to the new system. The shutdowns are scheduled to continue off and on in the coming months. The LAHC Administration will approve shutdowns only when it will cause the least amount of impact to classes. If you have questions or concerns about any campus facilities' issues feel free to drop a note to mail-box # 25 and we will do our best to answer your question in a future issue of the *Facilities Focus*.

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“The shutdowns are scheduled to continue off and on in the coming months ahead....”



Did you know.....

..... it is illegal to block electric panels, exit doors, and hallways.

..... Plant Facilities does monthly fire extinguisher inspections.

..... if a fire extinguisher is blocked by anything it violates health and safety codes and could result in the college being fined.

..... there is no storage space on campus for excess items so please do a work request to have old items moved before the new items arrive.

..... once excess items are picked up by Plant Facilities, there is a process of declaring the items surplus and having them moved to a new "home". We will go into more detail about the public surplus process in the next issue and will fill you in on how you can bid for items.

..... the parking lots have been changed from letters to numbers. The sequence begins with Lot #1 and moves clockwise around the campus in numerical order ending with Lot #9 located across from the Child Development Center by the Music building.

..... stop signs have been added around campus to cut down on potential traffic collisions.

..... Plant Facilities makes a concentrated effort at the beginning of each semester to prep all non-construction areas for classes.



Check us out on the Web
<http://www.lahc.edu/pf/>

Frequently Asked Questions

- ⇒ **How do I request a recycling bin to be emptied?**
Call the Plant Facilities Office at ext. 4059.
- ⇒ **How can I find out the status of my work request?**
For now you can contact the Plant Facilities Office. We plan to have this available online in the near future.
- ⇒ **What happens to the office furniture and other items that the college no longer needs?**
First we inquire with the District Office and other LACCD colleges to see if anyone needs what we are now considering surplus. If neither the District Office or any of the colleges want the items then we put them up for bid on the internet at a website called E-Surplus auction.
- ⇒ **If my office is doing a lot of heavy cleaning and will have a large amount of trash to throw away, what should I do?**
For large amounts of trash or boxes we ask that you complete a work request for a trash gondola to be delivered to your area.
- ⇒ **I am planning an event. How do I reserve an area and have tables and chairs setup?**
At least three weeks before your event contact Mary Henry at ext. 4225 to book an area and she will advise you on what paperwork needs to be completed to have tables and chairs set up for your event.
- ⇒ **How do I request a TV and VCR for my class?**
Complete a work request stating the date, time, and location of the classroom that the TV/VCR is needed. There is a limited number available so requests will be handled on a first come, first serve basis.

If you have other questions please feel free to contact the Plant Facilities office at ext. 4059 or 4312 between the hours of 8:30 a.m. - 5:00 p.m.



Planning a new project for your office?

We can all think of a project we would like to have done in our office. What does it actually take to have a project approved and completed on the LAHC campus? Let's say your project is expected to cost under \$ 30,000. The first thing that needs to happen is a Project Proposal needs to be obtained from the Plant Facilities Office and completed.

The Project Proposal asks for you (the requestor) to list the project intent, the scope of work (what you want done), and the funding source. Being specific on the scope of work is very important because a deviation from it could cause a delay in the project and a cost increase. Therefore, a Scope of Work Form must be completed and returned to the Plant Facilities Office.

The supervisor, lead, or trades person will complete a Project Proposal Form with drawings, specifications, and any engineering requirements. After they have completed this extensive project proposal they will ask the LAHC Vice President in charge of that area to sign their approval on the scope of work and then Plant Facilities can proceed with soliciting three bids from qualified licensed contractors. All public works projects requiring construction, alteration, renovation, or repair require a California state licensed contractor to perform the work.

After the contractors are contacted, a pre-bid meeting is held with the contractors to discuss the project intent, scope of work, plans, and specifications. Contractor licenses and proof of insurance are requested at this time. A walk-through of the job site then takes place so the contractors can get a look at the location and this allows them to prepare a more accurate bid for the project.

All bids are reviewed by the supervisor, lead, or trades person responsible for the project and is submitted to the Director of College Facilities. A Facilities Order Form (FOF) is then generated by the Plant Facilities Office and once approval is granted the lowest bidder is notified and a pre-construction meeting is scheduled. At the pre-construction meeting the contractor is provided the FOF and the company's representative signs the FOF. At this time the project schedule and estimated completion date is set and the project commences.

Once the project is completed the supervisor, lead, or trades person signs off on the completed job and forwards the invoice to the Plant Facilities Office for final processing. The supervisor, lead, or trades person will review the project with the LAHC Vice President who proposed the project to insure that the job was completed per the scope of work.

Finally all completed, you can sit back, take a deep breath, and enjoy the new addition to your office.

*Plant Facilities had a total of 600 work requests
for the entire fiscal year 2005-2006.*

Since July 2006 we have already received 578 work requests.

Fast Forward Into the Future
*Plant Facilities hopes to someday soon
have an online log so staff can check
on the status of submitted work requests.*



HELP - I need a key for my classroom!!

Change is inevitable. With the campus under construction we have all had to deal with a few changes. For some instructors, who have taught here for years, their classes have been in the same location every year. However, with the demolition of the Liberal Arts building some classes have been moved to the new Classroom Village, the trailers in front of the Bookstore, or buildings that some instructors have never even set foot in. In an effort to ensure that our campus remains **safe** and **secure** we require requests for keys to follow a process. If you need a key for your classroom you can complete a Key Work Request Form, available online, and have your division chair sign it. Once received and approved by Plant Facilities the keys are usually available at the Sheriffs' Station for the instructor to pick-up within a week. Anyone who requests a key be issued to them must sign the key policy stating that they will be responsible for keeping the key secure, paying a replacement fee if the key is lost, and returning the key upon resignation, retirement, or termination from their assignment. If you have any questions about the Key Work Request form please feel free to contact us at ext. 4059.



Our Mission Statement

The Plant Facilities Department provides maintenance and routine repairs to all areas of the campus. We work to provide well maintained and efficient facilities and understand their importance in a balanced educational environment. Our mission is to provide the community, students, faculty, and staff with a clean, safe, and effective educational environment. We as a team strive to provide excellent service to the campus community by taking advantage of technological innovations in facilities maintenance.



In 2005 LA Harbor College recycled over 1,200 tons of waste such as paper, asphalt, cardboard, scrap metal, and landscape materials.

RECYCLING CORNER

What can be recycled on the Harbor College campus?

Many of the campus offices have small or large recycling bins that can be filled with the following items for recycling:

- * white paper
- * mixed color paper
- * old books
- * magazines
- * newspapers
- * shredded paper from shredders
- * styrofoam packing materials or Styrofoam shipping peanuts
- * plastic shipping wrap or plastic wrap
- * cardboard boxes and cartons

A few items that are NOT recyclable in these containers include: aluminum cans, glass bottles, and plastic bottles.

Contact Plant Facilities at ext. 4059 if you have any questions.