



Facilities Focus

CAMPUS SAFETY INSPECTIONS SCHEDULED

Campus safety inspections are currently being scheduled to take place before the end of the Spring 2007 semester. The Work Environment Committee and the Plant Facilities Department will be touring the LAHC campus to inspect offices, classrooms, and work spaces for safety issues that need to be addressed. A few areas that are of concern are exits that may be inaccessible, electrical panels that are blocked, electrical cords that may cause a fire or a trip hazard, proper storage of overhead items, and other safety issues. The inspection team will do their best not to disturb staff while they are working but in some cases the staff member may have to leave their desk so that the area can be inspected. Please take the time to look around your work area to see if there are any items of concern when it comes to the safety of you, your co-workers, and students. If you have any safety related questions, please feel free to contact the Plant Facilities office at ext. 4059 or 4312 and someone will be happy to assist you with whatever safety concerns or questions you may have about the inspections or how to make your workplace safer for you and others.

*“Since the fiscal year began
on July 1, 2006
the Plant Facilities Office has
received over
856 work requests.”*

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New maps were placed around campus to more clearly show the construction areas and accessible routes.

Thanks go to Sergio Soto, Community Services, for creating the map and Craig Sutherland, Math/Technology, for printing the larger copies.

Our Role in Graduation 2007

Perhaps you have asked yourself, how does the Graduation Ceremony really come together? The ceremony preparation begins approximately a week before graduation day. This year the event is being held on the Baseball Field so new setup plans have been created by Tom Jones for a new stage design. Each year the entire Plant Facilities Department focuses on this event as it is one of the most important days in the educational journey of our students. From the stage to the flowers to the rented chairs - each and every part of the setup has been accomplished through teamwork and dedication of



tradesmen, custodians, and supervisors. When a graduate walks across the stage to accept their diploma you can thank the Plant Facilities crew for ensuring that our students are able to safely do so. The staff works very hard during the two weeks of graduation prep to build the stage and ramps, paint the stage, setup the crowd control barrier, decorate with plants and flowers, mow the field, and pickup trash blown into the area. There are many other tasks that have to be completed before the graduates take to the stage and the Plant Facilities staff does each and every one of them with a sense of pride. We invite everyone to attend this year's Graduation ceremony on Wednesday, June 6th, 4:00 p.m. at the Baseball Field to join us in a celebration of our students' accomplishments.

SHELTER in PLACE

If you are outdoors and you smell a strong chemical odor. Protect yourself by immediately going inside the nearest building, home or vehicle. In case of a chemical emergency these simple steps, called Shelter in Place, are the best way to protect yourself:

1. Go indoors or stay indoors.
2. Close doors and windows.
3. Shut off heaters and air conditioners - close fireplace dampers.
4. Other precautions to consider: cover nose & mouth with a wet cloth and seal windows.
5. Listen to local radio, TV and/or cable station for more information.
6. Wait for additional instructions.

For more information on Shelter in Place go to <http://www.bccaer.org>

WASTE DIVERSION REPORT SUBMITTED

The waste diversion report for Harbor was submitted to the State at the end of March with the college reporting diversion of 2,711.376 tons. An example of items diverted from the landfills include: cardboard, paper, grass, wood waste, scrap metal, concrete, asphalt, and rubble. The college disposed of 308.86 tons of trash and overall diverted 89.8% of the total waste produced. This report is mandated by law to be completed yearly by any state agency which produces waste.

ASF and What It Means To You

What is ASF? ASF is the acronym for “assignable square footage”. Why do you ask is this important to me? Well everyone sees the custodial staff going about their daily tasks of picking up trash, sweeping classrooms, and stocking the restrooms. But have you ever wondered how big a custodial assignment is on the LAHC campus.

The current assignable square footage on campus is 263,541 square feet. There are currently four (4) A-Shift custodians and sixteen (16) B-Shift Custodians. However, of those sixteen, three are currently out on industrial leave, illness, or on restricted duty due to injury.

The A-Shift custodians are assigned to clean various offices, buildings, restrooms, empty all exterior trash cans, gondolas, butt cans, and recycle containers. They are also in charge of cleaning all the walkways, parking lots, and campus grounds on a daily basis. Additionally, they are at times required to postpone their daily tasks to set up tables and chairs for an event which sometimes requires them to cut short some of their assignment as they run out of time to finish an already tight work schedule.

The B-Shift custodians are tasked to clean almost every building on campus each evening. All custodians are assigned between approximately 20,000-30,000 square feet. They are also the ones who strip and wax floors, shampoo carpets, and handle the indoor large event setups. The job of cleaning every room on campus is huge and when work requests are received requesting carpets or floors to be done, it is the custodial supervisor’s job to figure out when the staff can squeeze in the extra work to their already packed evening.

When custodians are absent then a doubling up of work occurs with one custodian handling two assignments. When this happens the custodian has no choice but to make sure that only the basics such as emptying trash and restocking restrooms are taken care of.

In the next issue we will break down the assignments per custodian so that everyone can get a better feel for an LAHC custodian’s work assignment.



Did you know.....

- ⇒ Harbor College’s hazardous material storage was recently inspected by the LA Fire Department and we did really well.
- ⇒ We are working on restoring our LAHC marquee to full visibility in the evening hours. If all goes well we will have a generator powering the marquee Mon. - Thurs. from 6-11 pm.
- ⇒ The parking pay stations have been upgraded. The college hopes to add 3 more machines in the Fall of 2007.
- ⇒ We aggressively combat graffiti. Contact us immediately upon seeing any graffiti on campus.
- ⇒ There are plans to move away from our current low level (yellow) parking lot lights to crisper white lights.
- ⇒ New parking lot, directional, and speed signs have been installed throughout the campus parking lots.

Campus Security and Safety

by Arthur Ruelas

One of our top priorities in Plant Facilities is controlling the access to equipment, restricting access to only those authorized persons or visitors, minimizing vandalism, and the utmost priority is the concern with student and employees' safety. As the locksmith I am responsible for maintaining our master key system which includes computer tracking and records, installation, adjustments, maintenance, repair, and replacement of all types of locks and repair of all door closures. I perform alternate entry into all types of lock control devices and hardware as needed and some fabrication and carpentry to control devices.

In order to comply with the ADA and the Fire Department, we must have all doors working and in good condition. If you see a problem with a door or a lock then contact the Plant Facilities Office immediately and then submit a work request for the repairs. This will allow me to do the work needed as fast as I can while documenting the work through the work request system. Sometimes it takes a while to complete a work request because a majority of the locks on campus are old and it takes time to fix and put them back together.

In the next issue I will discuss the importance of returning keys once an employee retires or resigns from their position. Together we can work and achieve effective results for our campus - ensuring our security and safety while in our offices or classrooms.



New Central Plant

by Bud Pisciotta

The new central plant that is being built for LAHC is going full steam ahead. The new plant is a perfect marriage of tried and true environmentally friendly technology and new state-of-the-art environmentally friendly technology. The new plant offers several opportunities for people to learn about this type of equipment and will showcase the equipment in a special viewing window on the north side of the CP building. The CP will use natural gas to reduce peak power usage while microturbines that generate electricity will send their heat that would normally be wasted to a special heat exchanger that will help reduce the amount of natural gas used to cool the campus. Additionally the new microturbines have been fitted with heat recovery modules that will be connected into our existing central heating system. By this process we are able to extract and use energy from the chiller plant while creating heating, cooling, and electricity. When the campus needs more cooling than the gas chiller can generate, the automation system will start the traditional chillers that have been an industry standard, except that we are now using environmentally friendly refrigerants that don't deplete the ozone. This new gas equipment was obtained by donations from the Gas Company, AQMD, and the Department of Energy who worked through Pinnacle One and the college to put the package together. The building plant includes a small viewing court on the north west side that has a compass feature to signify that environmentally friendly technology is the way we are going.