



# Facilities Focus

## NEW CAMPUS RECYCLING PROGRAM

The Los Angeles Community College Board of Trustees have made the implementation of a comprehensive recycling program one of their goals for this year. This is in line with the District's growing reputation and respect nationally as a leader in environmental leadership.

We here at Harbor College have worked hard over the past year developing and growing our campus recycling program. Now, thanks to the Board's action, we can look forward to having the guidance and assistance of Recycling Strategies, a hands-on consulting firm working with all nine campuses to increase our overall waste diversion rate. Recycling Strategies' staff, in coordination with our Facilities staff, distributed recycling containers throughout the campus on June 27th.

The first program, to capture recyclables from offices and classrooms, will be the largest and most visible in terms of its impact on the students, staff, and faculty. Receptacles, banners, posters and flyers featuring the program's "polar bear mascot" and "It Works & It's Easy" theme will be visible throughout the campus. The infrastructure for the program will involve the placement of receptacles for the collection of recyclables (in many cases our existing blue recycling bins will continue to be used, with a new label). A 20-cubic-yard bin for the collection of recyclables will be placed in the compactor area; this bin will be serviced by Recycling Strategies.

The program is a "mixed recyclables" or "Wet/Dry" system. All recyclable materials (paper, news-paper, magazines, junk mail, cans, glass and plastics, "dry" materials) will be collected in the recycle boxes. Only garbage, mainly food and food-stained containers, will go into the waste baskets.

Recycling Strategies has two sizes of recycle boxes: a small desk-side box for use in offices and a large box that will be placed in classrooms and offices. Faculty and staff will be encouraged to empty the contents of their desk-side recycle boxes into a large recycle box and - since most waste generated in offices is recyclable - every attempt will be made to reduce the number of remaining waste baskets.

We're looking forward to another step forward in our progress toward an environmentally sustainable campus. Please contact the Facilities Department at ext. 4312 if you would like your recycling bin emptied or if you have any questions regarding the program.

### What can you find inside this issue:

New Recycling Program	1
Online Work Request System	2
Automatic Doors Repaired	3
Graffiti: A Never Ending Battle	3
Preventative Maintenance Fall '08	4



## **ONLINE WORK REQUEST SYSTEM ACTIVATED!**

An online work request system has been the goal of the LAHC Facilities Department for many years. Finally, after many months of designing and tailoring the program to fit the needs of our campus, we have an online work request system that is very user friendly. The system will benefit everyone because it is automated and will save the initiator time. A lot of work requests are simple maintenance repairs that don't really need a supervisor's signature, so now the initiator can just go to the Facilities website and fill out the easy form. Once it is submitted it automatically arrives to the Facilities Department via the computer and can be approved and assigned to a technician much sooner than before.

Of course there are some work requests that may require a supervisor's signature (i.e., a large project that requires funding). Once it is determined that a supervisor's approval is needed, the Facilities Department will forward the request to that person and they can electronically approve it.

Key requests will be handled the same way as the work request except that once it is electronically received, the Facilities Department will send a Key Policy to the initiator to sign and it will be their responsibility to have their supervisor or division chairperson sign their approval. Once the Key Policy is signed by both the initiator, the supervisor/division chairperson, and returned to the Facilities office, the keys will be cut and sent to the Sheriffs' Station for the employee who requested the keys to pick up.

### **There are two ways to access the new online work request system:**

1. Go to the Facilities Department Webpage: <http://www.lahc.edu/facultystaff/pf/index.html>
  - a. Choose "Work Request System" on the list of navigational links - right side of the page.
  - b. Click on the link that leads to the new online work request form.

### **OR**

2. Go directly to the new work request form: <http://hsars.lahc.edu/Tamis>
3. Right click to make a shortcut on your desktop.

## **FREQUENTLY ASKED QUESTIONS**

### **How do I login to complete the work request form?**

You login by using your email user id and password.

### **How hard is the online work request form to complete?**

The form is easy to complete and takes about five minutes.

### **How do I know if my work request was received by Facilities?**

Once your form is received and processed by the Facilities Department, an email will automatically be sent to back to you. The email will let you know if your work request was approved, denied, under review, or canceled. It will also contain a number that has been assigned to your work request. Once completed you will receive an email telling you that it has been completed. No more paper copies - we will save trees!

### **How can I find out the progress of my work request?**

You can log back on to the work request system and it gives you several choices of what to do. One of the choices is to view any completed work requests that you may have. You can also find out if another work request has already been submitted for that building or area; this cuts down on duplicates.

### **What if I receive a confirmation email for a work request I never submitted?**

You might have called in a problem to the Facilities Department and it was determined that a work request needed to be submitted. The Facilities Department completed the request for you and the confirmation was just a record for you to know that the job had been assigned to a technician.



## Automatic Doors Repaired

Several automatic doors located in the Music building, Cafeteria, Student Health Center, and the Library were repaired recently to maintain compliance with ADA regulations. Due to ongoing problems with the doors, our campus locksmith solicited three bids and the job was awarded to a local company, Andersen's Doors. Part of the job includes the repairmen returning to the campus to make adjustments to the doors for a warranted amount of time - at no charge. This project was funded by state scheduled maintenance money and required no match from the college. In the future, if funds become available, repairs will be made to other problem doors located throughout the campus.



## Graffiti: A Never Ending Battle

by Mary Vargas

Graffiti is a never ending battle for the Facilities Department here at Harbor College. Building exteriors, signs, benches, trashcans, and posters are a few of the prime targets for taggers. Some people call it art and some call it a nuisance - but graffiti is a costly form of vandalism that affects our college in many ways.

Campus restrooms continue to be a focal point for the vandals and the Facilities Department receives approximately ten calls a week reporting bathroom stalls, mirrors, and walls covered with graffiti. A large portion of the graffiti is of an offensive nature and requires the painter to immediately drop whatever he is doing to remove it. The costs may vary from several hundred to thousands of dollars depending on how extensive the damage is to the affected area.

Recently taggers have found ways to reach areas such as the scoreboard located at the softball field. The more difficult it is to leave their mark, the more challenging it is for them. Tagging is sometimes accomplished by using markers, spray paint, pens, pencils, and etching tools. We have recently seen an increase in the "scratching" of mirrors throughout the campus. Unfortunately, there is no way for us to repair the mirrors.

Due to the ongoing campus construction, exterior areas are accumulating dust on the walls and windows. Taggers are taking advantage of this by writing offensive graffiti which are sometimes not noticed by anyone for several days. A lack of adequate manpower does not allow the Facilities Department to clean these areas as a preventative measure.

Please help the Facilities Department and the college by reporting anyone that you see vandalizing the campus in this manner. The Sheriffs' Department investigates and files a report on all occurrences of graffiti that is reported to them. The costs of having Sheriffs' personnel and the painter deal with the constant graffiti problem is a drain on the funding of both departments. Although rare, taggers once caught are prosecuted for their destruction of public property and are financially liable for damages.

Contact the Sheriffs at ext. 4618 if you witness tagging in progress and the Facilities Department at ext. 4312 to have graffiti removed.



## PREVENTIVE MAINTENANCE SCHEDULE FOR FALL 2008

by Michael J. Pursey, Operations Manager

A preventive maintenance schedule is a comprehensive plan that has been developed here in the Facilities Department to put a schedule into action that identifies when specific buildings and/or areas will have detailed custodial attention completed. This would be defined as restrooms being deep-cleaned, floor surfaces being stripped and waxed and carpets being shampooed and/or extracted for cleanliness. There is something very important to keep in mind. The custodial staff may not always be able to complete any or all areas of the buildings as far as “deep cleaning” is defined per the scheduler. There are various obstacles that may prevent completion. Classes are occurring in most areas close to 12 months a year. Combine that with our ever-changing and constant staffing issues we must face daily, your buildings and/or areas may not receive the scheduled custodial need of floors being refinished and/or carpets being shampooed. Additionally, in buildings where there are many classroom and academic areas, we will first prioritize our work and target the classrooms and areas of instruction before we complete office and/or other work areas.

The following schedule is of the buildings/areas that we will attempt to “deep clean” during the Fall semester:

August: Nursing, Men’s PE, Main Gymnasium

September: Business and Physics

October: Fine Arts and PACE/Assessment Center

November: Seahawk Center and Classroom Village

December: Astronomy and Science

If you have any questions about this or any other custodial service, please do not hesitate to call Facilities and we will be happy to answer any inquiry you may have.



A new challenge for Facilities this year was setting up the new field cover for the Graduation Ceremony. The actual job of preparing for the Graduation setup begins several months before the event and takes approximately seven days each year and the entire Facilities crew to implement. During this time work requests and preventative maintenance are put on hold to prepare for the ceremony. With the purchase of the field cover and new stage we hope to cut back on the prep time allowing our staff to go back to servicing the campus.

### Did you know.....

- ◆ The Facilities Department recycled 12 tons of green waste and 5 tons of firewood in June.
- ◆ A Facilities crew worked recently on a Saturday to re-lamp the parking lots.
- ◆ The Facilities website is under construction and will be re-launched for the Fall semester.
- ◆ Certain areas of the parking lots will be patched during August.
- ◆ Lights have been replaced for the walkways at Tech 1, the Cafeteria, and the Administration Building. These new fixtures are energy efficient and provide much better lighting and added safety/security.
- ◆ Do you think it is too hot or too cold in your office or work area? If so, staff members need to be aware that it is up to each department’s supervisor to set up with Facilities the minimum/maximum temperatures for that area. Please be aware that calls to Facilities to change the temperature must come from the supervisor to ext. 4312.