



Facilities Focus

PREVENTIVE MAINTENANCE SCHEDULED

By Michael J. Pursey, Operations Manager

A preventive maintenance schedule is a comprehensive schedule that has been developed here in Plant Facilities 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.

The implementation and publishing of this new schedule will serve two (2) purposes. One will be for the management and supervision of the custodial services to annually monitor the completion of preventive maintenance to the different locations on the campus. The second purpose of this schedule is so that all building occupants will have knowledge of what month their particular building may be having their floors refinished or the carpets cleaned. That way, there is not a need for administrators, division chairs, faculty or staff to submit a Work Order Request to Facilities for this, as there would be a specific month earmarked on the schedule for the custodial department to complete the floors and carpets within your areas.



However, 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 schedule. There are various unexpected obstacles that may prevent completion. One item is that we basically have a year-round school academic schedule with several intersession terms during the Summer months. Since that has been a change within the last few years, 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.

If any areas are not able to be completed by the custodial staff because of the aforementioned circumstances, Plant Facilities will attempt to notify the division chairs of that fact.

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Campus Clocks

By Al Askew, Stock Control Supervisor



As everyone knows, the campus was completely retrofitted with new clocks. There are two kinds of wall clocks that were installed. One is a radio-controlled clock that is automatically adjusted via radio waves in the atmosphere. The second clock is one that is manually adjusted and can be controlled individually.

Both clocks are powered by a single “AA” battery. The Receiving Department has batteries in stock if your clock should require a new battery. If you experience any issues with the clock in your area, whether it be the incorrect time on a radio-wave clock or if there is a need for a new battery, contact Plant Facilities and they will respond to resolve the issue.

2006-2007 Work Requests’ Breakdown

For the fiscal year of 2006-2007 there were a total of **1,094** work requests. The Plant Facilities office has prepared a breakdown of the facilities areas and how many work requests were assigned to each area.

Carpentry - 124	Custodial - 150
Electrical - 115	Electronics - 117
Gardening - 25	General Foreman - 32
HVAC - 65	Locksmith - 268
Maintenance Assistant - 79	Painting - 38
Plumbing - 81	Receiving - 4

Work requests are assigned and performed by the Plant Facilities staff in addition to their preventative maintenance, general work duties, long term projects, and emergency situations that sometimes occur. When a Plant Facilities’ employee receives a work request they prioritize it based on numerous factors. upon receipt by the employee. Some projects can be completed quickly while others may require ordering materials to complete the job. Sometimes the job may require obtaining three bids from an outside company to perform the work. The Plant Facilities office appreciates the patience and understanding of the faculty and staff as we do our best to complete each work request in a timely manner.

In the next issue we will list a breakdown of work requests by campus office/division.

Did you know.....

- ◆ That the Sheriffs’ Office is responsible for unlocking classroom and restroom doors in the mornings.
- ◆ The college has a company come in monthly to deal with any rodent or insect problems on campus.
- ◆ In addition to their custodial assignments, a crew of four “A” shift custodians empty all of the exterior trash cans, gondolas, butt cans, and recycle containers while cleaning all walkways, parking lots, and campus grounds.
- ◆ Campus security is very important to all of us at Plant Facilities. Staff can help us secure the campus by locking office doors when they are the last to leave. If the Sheriffs open an outside door especially for you then contact them to lock it when you are finished.
- ◆ All file cabinets, desks, and book-cases must be emptied before the custodial staff can move them.

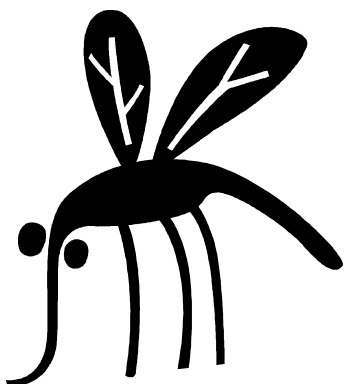
Mosquito Update

Information from the Greater Los Angeles County Vector Control District

Machado Lake and the surrounding area (LA Harbor College) continue to be of the utmost importance to the Greater Los Angeles County Vector Control District. So far a lot of hard work and some luck have helped keep the area free of the West Nile virus and other mosquito Transmitted diseases. The nature of the lake and its' vegetation lends itself to harbor many different species of mosquitoes, predominately Culex erythrorax (tule mosquito). Fortunately, tule mosquitoes tend not to travel very far from the breeding site which is reflected in the data collected from trapping live mosquitoes. For example: July 9th trappings collected over 1200 tule mosquitoes on and around the lake but only 1 tule mosquito in the Harbor college trap. Amazingly, the mosquito trap counts in the campus totaled only 4 mosquitoes. There are many factors that contribute to the mosquitoes you may experience on the campus with the highest populations usually in early summer when the lagoon portion of the lake is flooded. Standing water in the golf course, storm drains on the campus, and other drains and tributaries to the lake also contribute. These mosquito breeding sites are well known to the Vector Control District and are inspected and treated routinely. It's an impossibility to kill all mosquitoes just like ants or roaches, but they are trying. In the event the mosquito populations persist in climbing, we have the ability to fog for the adults and retain contingencies for helicopter treatments if necessary. The presence of West Nile Virus this year is mainly far to the north, Kern county and above. In Los Angeles County there have been isolated cases of West Nile Virus in the San Gabriel Valley and some recurring cases in the San Fernando Valley, but nothing yet in the southern portion of Los Angeles.

Personal Protection Against Mosquitoes while on the LAHC Campus

- ⇒ Get rid of containers (no matter how small) 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, & early evening.
- ⇒ Contact your family physician on what type of mosquito repellent is recommended.
- ⇒ Apply repellent whenever you are outdoors, even for a short period of time.



**For more information contact the
Greater LA County Vector Control District
(562) 944-6789
or on the web at www.glacvcd.org**

(Preventive Maintenance continued...)

The following is a schedule of the buildings and areas that we will follow in attempting to achieve that goal and be able to complete these areas, on campus, on an annual basis.



⇒ January	Administration - North and South Music	⇒ June	Library LRC/LAC
⇒ February	General Classroom Building Satellite Snack Bar AJ Bungalow Community Services Bungalow	⇒ July	Tech 1 and Tech 2 Drama/Speech Theater
⇒ March	Cafeteria Building Trailer Classrooms (near Science) Athletics Office Soccer Building	⇒ August	Nursing Men's PE Main Gymnasium
⇒ April	Women's P.E. Sheriffs' Station Television Studio and Classrooms Information Technology	⇒ September	Business Building Physics
⇒ May	Child Development Center 1 & 2 Facilities & Maintenance Building	⇒ October	Fine Arts Building PACE/Assessment
		⇒ November	Seahawk Center Classroom Village
		⇒ December	Astronomy Science

If you have any questions about this or any other custodial service, please do not hesitate to call the office at extension 4303 and we will be happy to answer any inquiry you may have.

*“September is
Safety Awareness
Month.”*

Energy Conservation Tips for the Office

The LA Department of Water and Power has the following suggestions for conserving energy in your office:

- ◆ Turning off lights when they are not needed.
- ◆ Keep personal appliance use to a minimum.
- ◆ Turn off all computer equipment when you leave the office or when they are not being used.
- ◆ Be sure your computer equipment goes into the sleep mode when not in use.
- ◆ Go paperless when possible - reduce copying.

For more energy saving tips call 1-800-GreenLA.