



# Facilities Focus

## CAMPUS RECYCLING EFFORTS SCORES BIG RESULTS



In the Fall 2007 semester LA Harbor College stepped up recycling efforts by contracting with a shredding company to destroy unwanted campus documents. A call went out campus-wide for all departments to prepare for the shredding day and the response was 160 boxes of paper materials. The custodial staff, under the supervision of Mike Pursey, Operations Manager, spearheaded the effort by daily picking up the boxes and storing them in a secure area until the shredding could be done. Ten (10) trees were saved through our recycling efforts.

In November and December contractors were hired to remove dead or severely diseased trees throughout the campus. Some of the trees were creating a dangerous situation, because of falling limbs and branches. The roots were interfering with concrete sidewalks and building foundations as well as plumbing and irrigation. The trees were recycled as green waste, wood chips, and firewood. The mulch that was created from the trees was used by the Gardening staff throughout the campus and saved the college from having to purchase that material from an outside vendor. Overall the recycling efforts saved trees - over 20 tons was recycled- while creating a safer environment for our students, faculty, and staff.



Tin Ngo, Lead Gardener,  
loads tree mulch into a cart to be  
distributed throughout the campus.

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### **NEW LOCATION FOR FACILITIES!!**

On December 27th the Plant Facilities Department officially moved to our new facility located west of parking lot 8. The moving process consisted of all the shops packing up their tools and large equipment being moved, set up, and adjusted. Due to the move our department's ability to serve the campus will be limited and work requests will be handled as we can. The department, will as always, aggressively attend to safety concerns as they are a top priority. A grand opening of the new facility will be planned as soon as the shops and main offices are organized.

## MAINTENANCE vs. PUBLIC WORKS PROJECTS

What is the difference between a maintenance project and a public works project? A maintenance project is defined as repairs that are ongoing or routine such as graffiti removal, replacement of light bulbs, and general cleaning. A public works project is when the work is more extensive such as the painting of an entire room, the changing of the lighting system, or installation of carpet.

When a job is designated as a public works project then it must be bid out to three vendors. A very important part of a successful public works project is creating a scope of work that entails the entire project and it is what we hold the licensed contractor responsible for when completing the job. If the public works project is expected to cost over \$ 30,000 but below \$ 100,000 it must go out for official bid and must be advertised in the newspaper for up to 3 days and contractors can be solicited off a vendors list. When the cost is expected to be over \$ 100,000 the job must go out to formal bid and it can be accomplished with help from the District office.

An important thing to remember when planning a project or purchasing equipment, unless it is "like for like" replacement, then it is a public works project. An example of this would be if a division wanted to set up a new computer lab and planned on purchasing new computers, tables, and chairs. The purchase of the computers and furniture are not considered a public works project, however, if the division wants to paint and carpet the room before the furniture is moved in and the computers are installed. The painting, carpeting, and even the installation of the computers are considered public works projects and require the college to go out to bid to have outside contractors perform the jobs. This type of situation is important to remember because the bid process can take months. Always plan ahead when you are considering making additions such as these.

The Plant Facilities' staff are trained to distinguish between maintenance and public works projects and are here to assist you with the bid process. If you have any questions, please feel free to contact the Plant Facilities office at ext. 4059 or 4312.

## UPCOMING CAMPUS PUBLIC WORKS PROJECTS



One upcoming public works project will involve the replacement of parts on several automatic doors located throughout the campus. A few of the doors have been causing ongoing problems for our disabled students and to maintain compliance with ADA regulations bids were solicited from three companies to make the necessary repairs. The doors are located in the Music building, Cafeteria, Student Health Center, and the Library. The job will take place from 8 am - 4:30 pm and at times may require students and staff to use alternate entrances until the work is completed.

Another project that is planned for February is the removal and replacement of broken windows and glass doors throughout the campus.

Buildings to be affected are Technology, Administration, the Gymnasium, Science, Physics, the Seahawk Center, Drama/Speech, Fine Arts, and General Classrooms. It is very important to have the glass in the windows and doors replaced for safety, security, and aesthetic reasons. Because of the windows and doors locations, we do not anticipate any disturbance of classes or work .

For more information on when your building will be impacted contact Mary Henry at ext. 4225.

## How does your department stack up?

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. Below is a list of the number of work requests submitted by each division or department for the **2006-2007** fiscal year:

Academic Affairs - 15  
Admissions - 2  
Assessment Center - 4  
Bookstore - 7  
Business Office - 9  
Clerical Services - 8  
Community Services - 14  
Economic Development - 2  
Financial Aid - 7  
Health Sciences Division - 74  
Humanities Division - 125  
IT - 9  
LAC - 24  
Library - 44  
Matriculation - 2  
PE - 44  
Pinnacle One - 4  
President's Office - 12  
Science - 116  
Social & Behavioral Science - 27  
Staff Development - 1  
Student Health Center - 2

Administrative Services - 13  
AFT Staff - 1  
Athletics - 40  
Business Division - 28  
Child Development Center - 25  
Communications - 39  
Counseling - 3  
EOP&S - 9  
Foundation - 3  
Hi-Tech Center - 1  
International Students - 1  
Job Placement Center - 18  
LAUSD - 1  
Math - 29  
PACE - 10  
Personnel - 6  
Plant Facilities - 86  
Research - 4  
Sheriffs' Station - 37  
Special Programs - 14  
Student Activities - 35  
Student Services - 10



Several areas of the campus were sprayed with graffiti over the Thanksgiving weekend. In the next issue of the *Facilities Focus* we will discuss how graffiti affects our campus, the costs of cleanup, and the ongoing battle to keep up with the taggers.

### **IMPORTANT REMINDER!!**

The Plant Facilities staff, busy working out on the campus or in their shops, are not always able to check their phone messages until the end of their work day.

If you have an issue that needs to be brought to the attention of our office or staff, you can best reach them by calling **ext. 4059 or 4312.**

This month we are focusing on some issues brought to the attention of our campus locksmith.

## Did you know.....

- ◆ That requests for “C” keys requires that areas Vice President to sign the key requests prior to being sent to Plant Facilities.
- ◆ You can save wear and tear on the electric doors around campus. Flipping the switch at the top of the doors causes the motors to burn out more often. To keep the doors open contact Plant Facilities (ext. 4059) or the Sheriffs’ Station (ext. 4618) to properly unlock the doors.
- ◆ When purchasing a file cabinet or desk for your office consider providing a key to the locksmith or complete a work request to have one made. This is useful for when a file cabinet or desk key is lost or accidentally locked inside.
- ◆ Any excess keys that you have in your office or desk should be turned in to the Plant Facilities office for recycling. This saves on costs of making a new key when we sometimes have one that is not currently being used.
- ◆ It is mandatory for any faculty or staff member requesting a key to sign the key policy located on the request form.
- ◆ When a faculty or staff member leaves their position at the college they are responsible for returning their keys to the Sheriffs’ Station.



The trash compactor recently broke down and caused a major mess for the custodial crew and a delay in trash being removed from the campus. Above, Edgardo Floria, A-Shift Custodian, does his part to assist with the cleanup.

## BOOKSTORE ADDS NEW SERVICES

The Plant Facilities Department has been working on adding a coffee and drink counter to the Bookstore. The project started off with just a three compartment sink planned to meet health department requirements to sell coffee. The Bookstore staff decided to take it one step further and asked Plant Facilities to build a counter and to change the electrical hookups to allow a slushy machine to be installed.

The project, which is scheduled to be completed by the end of the winter session, has involved the Electrical, Plumbing, Carpentry, and Painting staff of the Plant Facilities Department. This will be a nice treat for our students and is just one example of how the Plant Facilities staff works as a team to accomplish campus projects every day.

**Plan to stop by the Bookstore in February to check out the new drink service offered to students, faculty, and staff.**

