

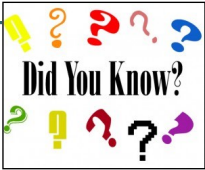


# Facilities Management

MONROE COMMUNITY COLLEGE

### Special points of interest:

- Lecture for Interior Design Class Students
- Maintenance Requests in easy-to-follow steps
- Student Involvement with Building Services Single Stream Recycling Advertising
- New Downtown Campus Updates
- Employee Updates
- Facilities' Department Reshuffling



Please see the easy 1-2-3 steps to help you fill out your next Maintenance Request! ➡

This will help us track your need (s), while measuring our internal goal of responsive, timely, and reliable customer service.

We value your feedback! Filling out the work order survey will also help us know how we are performing. Thank you for helping us be your trusted Facilities Team.

**Paul Wurster**  
Assistant Vice President,  
Facilities

Facilities Newsletter - January 2016

## Facilities

### Instructional Lecture for College's Interior Design Class

Sandy Wolf and Blaine Grindle were invited to



lecture on the affects to interior designs due to the emphasis on sustainable design and practices. The lecture included an introduction to the US Green Building Council and the standards established under LEED for buildings. Blaine reviewed the various credits that we have undertaken in the multiple building projects on campus including Wolk, PAC, Building 9 and now Building 21. Sandy discussed the implications those credits have on interior design, such as the need for window shades, specific orientations for furniture to minimize glare, the effect of column protrusions, and the various possibilities for Forest Certified wood products in a project. The class was interspersed with tidbits of career advice to help them realize their goals.

### Step-by-Step Easy 1-2-3 Work Request!

There still may be some out there who would appreciate step-by-step instructions as to how to put a work request in, just follow these easy 1-2-3 steps and your work request will get to us in Facilities! You can even save it as a "favorite" for easier access!

**1. Go to this website:** <http://www.monroecc.edu/depts/facilities/maintenance-request-form>

**2. Choose your campus.**

**Maintenance Request Form**

Please read before submitting a request:

- This page is for routine maintenance requests. Please do not enter emergency requests through this page.
- If you have an emergency, please see our [Calling Guide](#) for information on how to proceed.

Please select the appropriate location:

- ▶ Applied Technology Center
- ▶ Brighton Campus
- ▶ Damon City Campus
- ▶ Downtown Campus
- ▶ Public Safety Training Facility
- ▶ Residence Halls

**3. Fill out & submit!**

WebTMA  
POWERED BY THE SYSTEMS

Monroe Community College  
A Division of the University of Louisiana at Monroe

Service Request

Requestor Name:   
 Phone #:   
 Requestor E-mail:   
 Campus Name: Brighton Campus  
 Building:   
 Floor:   
 Room Requiring Service:   
 Request Type:   
 Repair Center:

Action Requested:

Email Me

# Building Services

## Involved Students with Single Stream Recycling

At the beginning of the semester we decided to expand the Single Stream RECYCLING program that was started in B-21, which has so far been very successful. The expansion is moving to the Residence Halls, where recycling has been done the old-fashioned way by sorting into 3 different bins. The new system is very simple; it's either recycling or it's not: - no separation is needed in Single Stream. John Haines has asked students of Commercial Illustration I to make various signs that will be posted in the residential halls to make students aware of the change and how it will work. At the beginning of November, John met with Kathy Farrell's class where he acted like a client seeking advertising. This provided students with real-life experience in sign advertising, while helping Building Services: a win – win situation! Below are just a few of the wonderful work the students created.





## Building Services

### TLC in the Collaborative Learning Laboratory

The Wolk Surgical Technology and Nursing Collaborative Learning Laboratory (Surg. Tech.) received some TLC in September by Joe Mason and Lisa Kurman of Building Services. This was no ordinary floor wax job. We researched the proper techniques and materials, worked with Mary Seely (SGT Program Director) and her team, scheduled the work around classes, gently moved the special equipment out of the area, accurately taped off the area, as you would if you were painting a car, and completed the specialty work. Excellent results were achieved as verified by Ms. Seely: "The floors are beautiful! Everything was back in place. Very nice job!" Thanks, Joe and Lisa!



## Congratulations

**Ron Fess** - Facilities' Supervisor for Grounds retired 7/16/15

**Jim Cosmano** - Building Service's Light Laborer retired 12/24/15

**Scott Geitner** - Promoted to Maintenance Mechanic I from Maintenance Mechanic II

**Luis Rivera** – Promoted to Maintenance Mechanic I from Maintenance Mechanic II

## Welcome New Employees

**Joel Kaplan** – start date of 11/18/15 and hired as a Maintenance Mechanic I

**Matt Burton** - start date of 11/2/15 and hired as a Maintenance Mechanic III

**Margaret Gryzwacz-Gwozdz** - start date of 11/12/15 and hired as a Light Laborer

**Yaya Konate** - start date of 11/13/15 and hired as a Light Laborer

# Facilities Project

## Our New Downtown Campus Facility Update

Our new Downtown Campus facility is starting to take shape!

Work is progressing from the 7th floor down. Contractors have framed the 7th floor for the EDIWS area and you can now envision what the space will be like. The 6th floor is being framed now and offices, classrooms and laboratories are all starting to appear. We cannot wait to share this new space with all of you! Look for more updates in our upcoming newsletters!



## Facilities Shuffles the Deck

Effective 12/18 the Facilities Department has rearranged internally to better manage our resources. The Mechanical Maintenance department, (or better known as the Stationary Engineers), has been combined with the Building Maintenance department. The combined team will report to Doug Ford who will assume responsibility for all campus maintenance tasks.

The combination of the two maintenance teams will improve the coordination between the groups and enable projects to be completed more efficiently. In addition it creates a manpower pool that allows increased emphasis on performing preventative maintenance. To responsibly manage our resources, it is essential that we optimally perform preventative maintenance before small problems grow into larger ones requiring expensive repairs.

The Facilities Engineering Services team will continue to focus on the construction of the New Downtown Campus and assisting the Transition Team in completing the task of moving from the Damon campus. Also on tap this year is a significant renovation of the theatre in building 4 and the planning of the next series of Property Preservation Projects.

Finally, the new year will bring the official launch of CCAP in the Building Services Department. This is an industry benchmark system that provides for the application of industry leading standards and methods, using Green and Sustainable products to clean the campus efficiently. Training began in the month of November and continues in both large and small group sessions. You will soon see the new cleaning technology being applied in the south end of campus in January.