

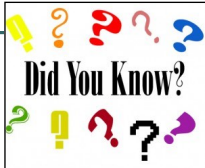


Facilities Management

MONROE COMMUNITY COLLEGE

Special points of interest:

- **Launching of Metal Recycling Program.**
- **Facilities helps the Gold Star Gala shine!**
- **HVAC Students Gain Knowledgeable Information.**
- **Building Services teams up with Campus Events.**
- **Grounds Dept. helps out an MCC student.**



Please see the easy 1-2-3 steps on page 3 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**

Quarterly Newsletter - June 2015

Building Services

Metal Recycling at MCC

The MCC Physical Plant and Building Services has launched our metal recycling program. While we have been recycling metal for years, we believed we could improve and capture more material. Through the purchase of a designated roll-off container, we are now able to take any metal, any size, conveniently and safely store it, and eventually have it efficiently taken to Metalico, our metal scrap processor. Earmarked with our logo and metal recycling decals, we are letting everyone on the highway know that MCC recycles. Many people play a part in this effort, but often it's Vand Moore tidying the dock and neatly stacking the various metals. Nate Richardson and other Facilities folks help to transport and

maintain the roll-off. We arrange for Metalico to transport and process the materials for recycling, and the money received goes back to the college!



Facilities Project

Gala Gang Plank

For the third year in a row, MCC's Facilities team helped to transform The Country Club of Rochester into a magical venue for the MCC Foundation's Gold Star Gala. This year's theme, *Le Vaisseau Fantôme* (the Phantom Ship), inspired Facilities' Director of Physical Plant, Doug Ford and the maintenance crew to design and create a gangway for guests to enter the "ship" from the patio of CCR.



The team also decorated the ceilings throughout the club with moss, greenery and twinkle lights to give the guests the feeling they were at a party on the docks of the Mississippi at night. The event was a record-breaking success, raising \$379,000 net in support of student success at MCC!

Kudos!

"Blaine Grindle (Director of Engineering Services) agreed to lead students from the HVAC Program on a tour of the MCC Facilities. Students taking one of the required courses: "Heat Pumps and Commercial Air Conditioning," toured through building 21, the mechanical room and were able to view the air handler system and cogen plant. Their instructor, Bill Horton revealed "It was a great experience for the class and Blaine did a tremendous job!"



Welcome New Employees

Tyler Hanko – start date of 4/29/15 and hired as an Assistant HVAC Trainee Service Engineer.

Michael Paul – start date of 3/16/15 and hired as a Building Services Light Laborer.

Building Services

Building Services teamed up with Campus Events on April 29th for a Civility event in the Campus Atrium. The purpose was to demonstrate how difficult graffiti is to remove and the subsequent damage it causes. A make-shift wall was provided for students to graffiti along with supplies to try and remove it. They were surprised at the difficulty and time involved trying to remove the graffiti. What was more surprising to them was the fact that most of the time the surface needed to be repainted; thereby increasing the cost of removal.



Grounds Update

One of Professor Jay Keith's students, Salah Albayati, contacted our Grounds Dept. and with the help of Ron Fess and Paul Pfenninger, they assisted him with providing information needed for his final project to create a sample recommendation report for his English 251 class. Salah was assigned to a fictional project of replacing MCC's tractor fleet. Ron and Paul answered questions on maintenance repair costs, age and quantity of tractors, features offered, and availability of replacement parts. *Thanks Ron and Paul.....he received an "A" on the project!*

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.

A screenshot of the 'Maintenance Request Form' website. It includes instructions to read before submitting a request and a list of campus locations to choose from: Applied Technology Center, Brighton Campus, Damon City Campus, Downtown Campus, Public Safety Training Facility, and Residence Halls.

3. Fill out & submit!

A screenshot of the 'WebTMA Service Request' form. It contains fields for Requester Name, Phone #, Requester E-mail, Campus Name, Building, Floor, Room, Requesting Service, Request Type, and Repair Center. There is also a section for Action Requested and buttons for Submit, Clear, and Create Bookmark.