



Facilities Management

MONROE COMMUNITY COLLEGE

Special points of interest:

- **New room locksets installation.**
- **Facilities Projects and link to Promo Video**
- **Building Services Update**
- **Employee replacement hires, promotions and retirees.**

Easy 1-2-3 steps for filling out your next Maintenance Request!

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

2. Choose your campus

3. Fill out and submit

For emergency requests please call:

Brighton Campus: X2800

Downtown Campus:
X6336

Facilities Newsletter - August 2018

Welcome back everyone!

Another year is starting and we are ready. This summer we have been very busy with projects across campus. The highlights are shown on the following pages. The big project that will be on going is the brick replacement of Building 11. So long to the white elephants! This may cause some distraction or inconvenience in the following months. Please bear with us, the results will be worth the wait.

In addition to all the project work you see here, we also completed our usual summer pile of work orders. Here are the numbers:

Brighton 1,596 work orders = 8,507 hours

Downtown 203 work orders = 279 hours

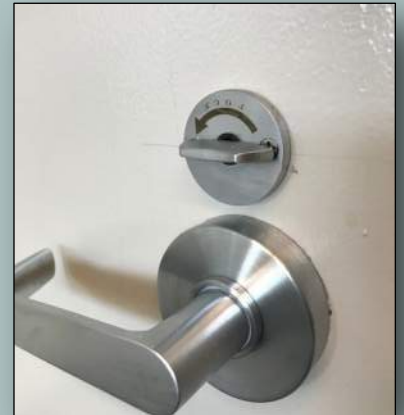
Residence Halls 794 work orders = 1,869 hours of work.

Not all the work has been closed out yet – so the numbers will be even higher!

You might notice a change to the lock sets in the classrooms. The locks are being upgraded to allow the rooms to be locked from the inside with the turn of a thumb latch. This will eliminate the need to open the door to secure it in the event of an incident.

The change over is a slow tedious process. Each lock and door must be modified to accept these new thumb latches. Our priority over the summer has been to complete the general classrooms on the Brighton Campus. Next we will be tackling areas of assembly, Learning Centers, large or busy office suites and the ATC. By then we hope to have a solution for the classrooms in building 19, 9A, and the lecture halls in buildings 5 and 8. We will finish up with individual offices that are not part of suites.

The downtown campus was built to the new standards, along with Building 21. Those buildings will not require further work.





Residence Hall Roof Replacement

Concrete
Sidewalk
Replacement
Project



Bldg. 7 Biology Lab Renovation and New Testing Area



Renovation and Relocation of the Testing Area



Site Drainage Catch Basin Repair Project



Student Services Renovation
and Relocation of Departments





Building II Roof Replacement Project



Building II Façade Replacement Project

Other Facilities projects we've been working on:

- Re-carpeting of various campus offices.
- Updates to Marketing & Community Relations space.
- Renovated former office for V.P. of Student Services to house Student Rights & Responsibilities Title 9 Coordinator and Chief Diversity Officer.
- Building 6, and other miscellaneous campus roof repairs.
- Downtown Campus stairwell roof replacement
- Renovation of former TRS to Tutoring and Academic Assistance Center.
- Buildings 4,5 and 6, first floor stone polishing.



DiMarco Turf Field Replacement



Pond Aerator Project

B uilding Services

Taking Building Services to a Completely New Level

When talking about Building Services, some people or students may describe them as the “unknowns” or the “people behind the curtains”. It’s a stigma and stereotype that the department no longer wants to live by. Earlier this year, Building Services implemented and created different tactics to be a little more personal with their customers, whether Faculty, Staff or Student.

One idea was to create cards describing to whomever it concerned that hard work was performed the night before in their office or lab. From stripping floors to extracting carpets, Building Services wants their customers to know that they work to please and produce excellent results on all of their jobs. It’s a nice way to communicate with everybody on a personal level and get feedback on the work done.

Another idea was to make a Facilities Promo Video. Geoffrey Goodrell, with the help of Blaine Grindle, Maryann Cianciotto from VAPA, some great and talented students and a bunch of awesome Facilities team members, created a promo video that stood as a message from the Facilities team to the students. The point was to show the students the other side of how the College runs. The Facilities Department really wanted to show all new and future students some familiar faces they may see on their daily visits to MCC. The video has been a huge success with the Administration of the College including President Kress who loves it! The video will be shown during student orientations and hopefully on the TV’s throughout the College as well as YouTube and Facebook. Check out the Facilities Promo Video Here!

<M:\Offices\Shared\Facilities\Facilities Promo final edit.mp4>

Building Services also wanted to be more present while extending their leadership opportunities. Blaine Grindle decided to start a new chapter in the department by appointing recently hired Custodians into Captains of various areas and cleaners throughout the campus. The idea here is for the Captains to form a relationship with faculty and staff as well as guide and help cleaners be the best they can to produce the best results possible. Giving these men and women the chance to be out on the floor while gaining experience in leadership is something Blaine feels very passionate about. Those promoted to Captains on the night crew are Edwin Ortiz, Thomas Ellwanger, Cory Scott, Jim Costello, Wyman Rector, Jim O’Hara and Mike Albano while the Captains on days are Lillie Thomas and Matt LoBiondo. Click on this link to see our new organization charts describing the assignments of each person in Building Services.

[Day Chart](#)

[Night Chart](#)

So as you can see, Building Services and the rest of the Facilities team are on the right track to getting out from behind the curtains and out on the floor for all to get to know and enjoy! However, we are not going to stop here. Other ideas are in the making now and you are all going to have to wait to see what’s next on our agenda into bridging the gap between us and the College Community to make us all a team and not just Departments!

By Geoff Goodrell

G rounds

The Facilities Grounds Department purchased a new line striper this year in hopes of increasing quality and decreasing labor costs when striping the college athletic fields. Our old machine was worn out and was so old you could no longer purchase parts for it. The machine we purchased is a ride-on, and sprays not only athletic paint, but road paint as well. We are so impressed with the quality of the line the new machine puts down and the time savings on our athletic fields, that we started painting parking lots on both the main campus and also building #23 Applied Tech. Center. We also used the machine to paint the center lines and edge lines on the roads around campus. The job of painting roads and lots at the college has always been contracted out in the past because we have never owned a painting machine that would handle a job that large. We are hoping this becomes a money-saver for Facilities and leaves the college more visually appealing for everyone. We also hope it makes it easier to see the lines through the snow this winter, and helps with parking on those cold, dark mornings!



B uilding Services



This summer Custodial Services started a new program of refinishing the terrazzo floors on campus. These are floors made of concrete that have been polished to reveal the aggregate in the concrete. All of these floors are original to the building of the campus in 1967ish... As with anything that gets walked on every day, they show wear and tear and begin to exhibit their age. Last spring we started analyzing different processes to rejuvenate these old floors. The process that was chosen utilizes diamond pads that are machine fed across the concrete – many times. Then a finer diamond is used, and then another finer diamond is used until we can finally buff the floor and put a sealer on it. The picture shows the finished project outside the theatre. We have completed the first floor hallways of building 1, 6, 5 and 4. Take a look – we're very proud of the results.

Facilities New Employees and Promotions

Jacqueline Soto, Replacement Cleaner for Buiding Services, hired on 6/28/2018

Quoc Nguyen, Replacement Cleaner for Building Services, hired on 1/8/2018

Luis Esquilin, Replacement Cleaner for Building Services, hired on 6/28/2018

Larry Smith, Replacement Cleaner for Building Services, hired on 8/1/2018

Jasma Singleton, Replacement Cleaner for Building Services hired on 8/2/2018

Donald Von Buren, Replacement Custodian for DTC Building Services, hired on 7/27/2018

Keila Graham, Replacement Cleaner for DTC Building Services, hired on 6/28/2018

Marvin Coffie, Replacement Cleaner for DTC Building Services, hired on 6/27/2018

Promotions to Custodian Position

Tom Ellwanger promoted on 2/15/2018

Edwin Ortiz promoted on 7/19/2018

Michael Albano promoted on 11/1/2017

Lillie Thomas promoted on 7/23/2018

Matt LoBiondo promoted on 2/15/2018

Wyman Rector promoted on 7/26/2018

Cory Scott promoted on 3/18/2018

Mike Addis (DTC) promoted on 7/27/2018

Jim Costello promoted on 3/18/2018

Congratulations Retirees!

Facilities' Supervisor, Jim Coon retired on 4/28/2018

Facilities Maintenance Mechanic, Ray Dawley retired on 5/30/2018