

BUILDINGS & GROUNDS REFERENCE GUIDE

BLOODBORNE PATHOGENS

Acquired Immunodeficiency Syndrome (AIDS) and Hepatitis B warrant serious consideration for workers occupationally exposed to blood and certain other body fluids that contain bloodborne pathogens. In recognition of those potential hazards, the Occupational Safety and Health Administration (OSHA) has implemented a regulation (Bloodborne Pathogens 29 Code of Federal Regulations (CFR) 1910.1030) to help protect workers from these health hazards. The major intent of this regulation is to prevent the transmission of bloodborne diseases within potentially exposed workplace occupations. Introductory training will be offered when an employee is hired and more extensive training may be necessary depending on your workplace occupation.

BULLETIN BOARDS

Please use **bulletin boards** throughout the campus for notices rather than walls, doors etc. Approval for using the bulletin boards and a date for removal must be obtained from Student Activities.

COLLEGE VEHICLE USAGE

Smoking is prohibited in any College vehicle.

Only those employees having an approved Travel Request on file in the Business Office will be issued a College Vehicle Reservation Form and a gasoline credit card.

The use of a College vehicle is for business purposes only. Personal use is not allowed.

Buildings and Grounds personnel will release car keys only after the presentation of the approved College Vehicle Reservation Form. If your personal vehicle is left on campus during your trip, we recommend that you park it in the spot designated for the College car you are using.

Repairs to College vehicles while on the road must be authorized by Buildings and Grounds. Home phone numbers for designated personnel are listed in the vehicles for after hour's emergencies.

Upon return of the College car:

- a. Personal cars will be removed from the loading dock and moved to adjacent parking areas.
- b. College car will be returned clean with at least ½ tank of fuel. If for any reason this is not possible, please notify Buildings and Grounds
- c. Any problems with the vehicle should be reported to Buildings and Grounds, room H048, ext. 4320.

DISPOSAL OF BROKEN GLASS

No one should dispose of broken glass in waste cans or baskets. Broken glass should be kept contained in a plastic bag inside a sturdy cardboard container and marked "BROKEN GLASS". It is important to remember that some broken glass can be contaminated with potentially dangerous chemicals or equally serious biological or pathogenic wastes. Your best bet is to contact Buildings and Grounds and/or Housekeeping whenever possible in order to dispose of glass in a safe manner. If you have any questions or concerns regarding this procedure, please feel free to call us.

ELECTRONIC/HAZARDOUS WASTE

Due to the content of lead, silver, cadmium and other heavy metals, all monitors, cathode ray tubes, computer processing units, keyboards, TV sets, and other miscellaneous **electronics are now considered hazardous waste and can no longer be disposed of in the regular trash.** This is in accordance with New

York State Department of Environmental Conservation rule (6 NYCRR 371.1). Irreparable units will be handled the same way chemicals or other hazardous waste is handled via contract licensed carriers. If you have any questions regarding this policy, please call Buildings and Grounds.

EMERGENCY PROCEDURES

Emergency procedures are posted in all classrooms, hallways, lobbies and labs. **They are yellow in color.** Please review them. If any area does not have one, please contact Buildings and Grounds immediately, ext. 4320.

All students, faculty, staff and visitors are asked to exit from the buildings in an orderly fashion immediately upon sounding of the fire alarm, and not return before the recall signal. The recall signal is an electronic horn and is distinctly different from the fire alarm.

The College has a number of **emergency telephones** inside the College (Buildings A, E, H, J, K and outside the Loading Dock.) Pick up the handset; it will ring automatically. If no one picks up after 3 rings, it will automatically transfer to the radio system and open the Security radio with a tone. The radio system marks this as Priority and will cut everyone else off that is on that transmitter. Explain the nature of your emergency and follow instructions given.

You can also use an **office phone to dial “360”**, which will go directly to Security or Campus Peace Officer.

EQUIPMENT

Whenever a piece of **College equipment** is stolen, sent out for service, transferred, declared surplus, or borrowed for off-campus use, please notify the Buildings and Grounds Office, khorn@sullivan.suny.edu, so that inventory records are properly maintained. It is the responsibility of each department chairman to authorize the above and notify the Vice-President for Administrative Services of that decision.

FIRST AID BOXES

First Aid boxes are located in all academic offices (secretary areas) and are equipped with basic first aid materials, i.e. Band-Aids, antiseptic, etc.

FOOD/DRINK

Please **refrain from bringing food/drink** into any of the classrooms, the Theatre or on the Field House floor.

MAIL SERVICE

The United States Post Office delivers our mail at approximately 9 am each weekday morning. The mail will be distributed by General Services and may be picked up in your mailbox (located in room J011) per the normal schedule.

The Post Office will also be taking the mail we have ready with them at 9 am. You can drop your outgoing mail off in room J011 per the usual, or bring it directly to Shipping & Receiving (room H042), keeping in mind that all mail will have to be in one of these locations by 3:30 pm in the afternoon in order for it to be picked up by the Post Office at 9 am.

If you have something that must go out in the afternoon, it can be posted and you can take it to the Post Office in Loch Sheldrake.

There is a Friday afternoon run to the Post Office. Please drop your outgoing mail off in J011 or in Shipping & Receiving (room H042), no later than 3 pm so that it can be processed and brought to the Post Office by Buildings and Grounds personnel.

Please continue to coordinate all special mailings (i.e. large, bulk, or presort mail) by giving Shipping & Receiving notice well in advance (khorn@sullivan.suny.edu) so the actual mailing date can be mutually agreed upon between your office and Shipping & Receiving. Large mailings should be brought directly to Shipping & Receiving (room H042).

Please indicate your department number underneath the College's return address on your outgoing mail. For your convenience, envelopes are sealed automatically by machine and stamped by the postage meter. Bulky envelopes, however, won't go through the machine and should be sealed before being deposited. To save time, **envelope flaps should be in the up position and rubber banded together.**

Each department is responsible for picking up their own mail in room J011. Check the floor for department packages as well.

As a courtesy, personal mail will be taken to the post office. Please make sure the proper postage is affixed to the envelope and your return address is indicated. **If you are expecting a personal package, please notify Shipping and Receiving, khorn@sullivan.suny.edu , so that it is not confused with College purchases.**

MAINTENANCE WORK ORDER REQUESTS

Buildings and Grounds uses a web-based work order program, allowing users to report all maintenance and buildings problems. You can log onto <http://www.isboss.com> and follow the directions. Go to the State, and then using the pull down screen locate SCCC. Log on (in most cases) by using your SCCC "user" name and the word "temp" as the password. You can change that as you go along. Should you run into any difficulties, please feel free to contact Kelly Horn at ext. 4320.

PARKING/ACCIDENTS, ETC.

Please observe all traffic rules, regulations, and signs on campus roadways. Bike racks are located at various areas for those who need them.

The College assumes no responsibility for stolen or damaged property. Keep your vehicle locked and properly secure personal property.

Jumper cables are available through Buildings and Grounds, room H048, as well as a booster pack in the Security Office (upper H Building Lobby) for evening faculty/staff/students. Student I.D. card is necessary for students to obtain equipment. During hours when the Buildings and Grounds Office is closed you can call "0" to have evening staff paged. Failure to return equipment will result in impounding of student records.

Motorcycles and motorbikes are subject to the same rules, regulations, and fines as automobiles. They are to be parked only in the marked areas in both lots 1 and 2. Mopeds may be parked in bike racks located in the motorcycle and motorbike parking areas only.

Parking in spaces reserved for the handicapped is permitted only by displaying a special permit which is issued by the Health Services Office, room H012.

The following fee schedule for parking fines is in effect as of September 1, 2005:

- A. Parking Fine Violation.....\$25; \$50 plus cost of towing after second repeat violation
- B. Handicap Parking Violation.....\$50; \$100 plus cost of towing after second repeat violation

Fines must be paid at the Buildings and Grounds Office, room H048, within ten (10) days from date of violation. Unpaid tickets will result in College records being impounded.

Please note the following regarding College owned vehicles: if a College owned vehicle becomes damaged, an accident occurs, or extensive repairs are needed, then the traveler must telephone the College as noted in the decal inside the car. Explain the circumstances; a decision will be made and the traveler will be notified of what action to take.

Please note that PARKING PERMITS are required for students as well as College employees and can be obtained in the Student Activities Office, room H122.

RECYCLING

Located at copy machines and other strategic locations are recycling containers for paper. We no longer want you to maintain large amounts of recycling in your office. Please dispose of your recycled paper at these locations on a daily basis and Housekeeping will empty them at the end of each day. Attached is a guideline for "Save That Office Paper".

In cases where large amounts of newspaper and/or cardboard need recycling, please generate a work order, or contact Buildings and Grounds to have it removed by Housekeeping. The goal is to eliminate the accumulation of recycling material on the loading dock and have Housekeeping handle it.

Located outside the loading dock is a recycling shed where metal, plastic, and aluminum can be recycled. Recycling is mandatory in New York State and Sullivan County Community College wants to comply with the law and encourage the campus community to reduce the quantity of trash sent to the landfill. Please use appropriate receptacles to recycle as much of your waste as possible. For your convenience, attached is a copy of **Sullivan County's Detailed Recycling Instructions – 2006e**. If you have any questions regarding these instructions, please contact Kathy Scullion, ext. 4447.

REQUEST FOR KEYS

Key requests/card access should come from the department chairman in writing or via e-mail to the Buildings and Grounds Office (khorn@sullivan.suny.edu) and should include the individual's name and the appropriate room numbers involved. A photocopy of one's staff ID card is necessary for card access. Keys will then be issued, at which time the individual will be asked to sign for them.

When an individual terminates employment or goes on a leave of absence, he/she is asked to return the keys directly to the Buildings and Grounds Office. **Please do not "pass them on."**

RIGHT-TO-KNOW

Every College employee is obligated to take the one-hour **Right-to-Know** training class which covers state and federal laws that, when properly administered, will help you avoid health risks. Among other things, you will be taught how to read a material safety data sheet (MSDS). Located in each department is an MSDS book which contains information on commonly used chemicals on campus. You will be notified of upcoming classes. If you are a new employee who routinely handles chemicals, you may be asked to take additional training after the one-hour Right-to-Know class.

SMOKING REGULATIONS

Sullivan County Community College is a **smoke-free campus** (effective 9/1/91). This means no one will be permitted to smoke in any of the buildings on campus. This also includes College owned vehicles.

SECURITY AND NON-SCHOOL HOURS

The campus Security Station is located at the upper level of Statler Hall (H Building) for the convenience and safety of students, faculty, staff and visitors. If you have business to attend to during **non-school hours** when the College is closed, please enter/exit through the door in the courtyard near the Security Station. The telephone extension is 4315. All students, faculty, staff and visitors should register with Security during non-school hours. During semester hours a security officer is on duty patrolling campus parking lots. He/she is also available if you need an escort to your vehicle late at night. Updated 5-08 ndb

SAVE THAT OFFICE PAPER

RECYCLE THE FOLLOWING:

MIXED OFFICE PAPER (includes magazines, junk mail, telephone books, cereal boxes, shoe boxes, TV dinner cartons, envelopes, books with hard covers removed, gray note pad backer board, paper towel tubes, school and office paper).

NEWSPAPERS (includes all regular news and glossy inserts; handle and stack newspaper loosely; not necessary to tie into bundles).

CORRAGATED CARDBOARD/KRAFT PAPER (includes shipping boxes and cartons, kraft paper/shopping bags; must be clean, dry, and free of wax or plastic coatings; remove tape, flatten boxes and tie).

NOTE: All contaminants should be removed from recyclables, i.e. staples paper clips, carbon paper, etc.

TRASH THE FOLLOWING:

Waxed paper, blueprint/drafting paper, carbon paper or any sensitized paper.

Film, photographs, scotches tape or glue.

Metal objects, spiral binders, fasteners or staples.

Junk/garbage.

**SULLIVAN COUNTY MANDATORY RECYCLING GUIDE
DETAILED RECYCLING INSTRUCTIONS – 2006e**

PLEASE NOTE: THESE INSTRUCTIONS ARE INTENDED AS A PREPARATION GUIDE. PLEASE CONSULT A SULLIVAN COUNTY TRANSFER STATION OPERATOR, PRIVATE HAULER OR THE SULLIVAN COUNTY DIVISION OF SOLID WASTE (TEL 845 794 4466) FOR MORE SPECIFIC INSTRUCTIONS. IMPROPERLY PREPARED RECYCLABLES MAY COST MORE TO TIP, OR BE RETURNED TO YOU FOR ADDITIONAL CLEANING OR SORTING. PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY TO AVOID THE UNPLEASANT TASK OF REPROCESSING YOUR ITEMS!

ITEM	ACCEPTABLE	PREP INSTRUCTIONS	UNACCEPTABLE
<u>MIXED PAPER</u>	MAGAZINES, 'JUNK' MAIL, TELEPHONE BOOKS, CEREAL BOXES, SHOE BOXES, TV DINNER CARTONS, ENVELOPES, BOOKS W/HARD COVERS REMOVED, GRAY NOTE PAD BACKER BOARD, PAPER TOWEL TUBES, SCHOOL & OFFICE PAPER	SAVE MIXED PAPERS IN BOXES, BINS OR PLASTIC BAGS (PREFERABLY CLEAR) FOR EASY COLLECTION DELIVER BULK QUANTITIES OF MIXED PAPER TO THE SULLIVAN COUNTY RECYCLING CENTER IN MONTICELLO FOR RECYCLING (SEE REVERSE SIDE FOR CENTER LOCATION & HOURS OF OPERATION)	<u>NO: NEWSPRINT</u> OR <u>CORRUGATED CARDBOARD</u> (RECYCLE THESE ITEMS SEPARATELY) <u>NO: WAXED PAPER, BLUE PRINTS, CARBON PAPER</u> <u>NO: GARBAGE!</u>
<u>NEWSPAPER</u>	ALL REGULAR NEWS & GLOSSY INSERTS	HANDLE AND STACK NEWSPAPER <i>LOOSELY</i> : NOT NECESSARY TO TIE INTO BUNDLES	<u>NO: PHONE BOOKS, MAGAZINES, 'JUNK' MAIL OR CARDBOARD</u> (RECYCLE THESE ITEMS SEPARATELY), NO SOILED NEWS
<u>CORRUGATED CARDBOARD/KRAFT PAPER</u>	BROWN SHIPPING BOXES & CARTONS, KRAFT PAPER BAGS (BROWN SHOPPING BAGS)	MUST BE CLEAN & MOSTLY DRY; FREE OF WAX OR PLASTIC COATINGS, REMOVE TAPE IF PRESENT; FLATTEN BOXES & TIE FOR EASY STORAGE & HANDLING	<u>NO: GARBAGE, FOAM, MIXED PAPER OR NEWSPRINT</u> (RECYCLE SEPARATELY), <i>VERY WET</i> , SOILED OR LAMINATED MATERIALS
<u>GLASS</u>	GLASS BOTTLES (<u>ALL COLORS</u>), GLASS CONTAINERS, JARS & PLATE GLASS	RINSE CONTAINERS CLEAN & REMOVE METAL PARTS; PLACE METAL LIDS WITH <u>MIXED CONTAINERS</u> (BELOW); THROW AWAY PLASTIC CAPS & PARTS *LABELS MAY BE LEFT ON*	<u>NO: LIGHT BULBS, AUTO GLASS, CERAMICS OR MIRRORS</u> <u>NO: SOILED OR NON-GLASS ITEMS</u> <u>NO: TV OR COMPUTER SCREENS</u>
<u>MIXED CONTAINERS:</u> #1 THRU #7 PLASTIC CONTAINERS ONLY STEEL CANS & ALUMINUM CANS	<u>CO-MINGLE</u> THE FOLLOWING ITEMS: #1 THRU #7 PLASTIC CONTAINERS <u>ONLY</u> , I.E. SODA BOTTLES, JUICE BOTTLES, MARGARINE TUBS, YOGURT CUPS, ASIAN TAKEOUT CONTAINERS, MOUTHWASH PRODUCTS, BLEACH, DETERGENT, MILK & CLEAN ANTIFREEZE JUGS ALUMINUM BEVERAGE CANS IRON, STEEL, TIN & BI-METAL CANS & CONTAINERS, I.E. SOUP, PET FOOD & VEGETABLE CANS	RINSE <u>MIXED CONTAINERS</u> CLEAN; THROW AWAY PLASTIC CAPS & PARTS <u>TIP: PLASTIC CONTAINERS ARE IDENTIFIED BY A RESIN CODE; CHECK BOTTOM OF PLASTIC CONTAINERS FOR THE #1 THRU #7 RECYCLING TRIANGLE</u> ALUMINUM BEVERAGE CANS MUST BE CLEAN & EMPTY STEEL CANS MUST BE CLEAN & EMPTY RINSE FOOD RESIDUE OUT WELL *LABELS MAY BE LEFT ON*	<u>NO: PLASTIC BAGS, STYROFOAM, OR PLASTIC TOYS</u> <u>NO: MOTOR OIL JUGS, SOILED BOTTLES, 5 GAL. BUCKETS</u> <u>NO: GLASS (RECYCLE GLASS SEPARATELY!)</u> <u>NO: PIE TINS, FOIL OR SCRAP ALUMINUM ITEMS; RECYCLE THESE ITEMS WITH <u>SCRAP METAL</u> (SEE BELOW)</u> <u>NO: PARTIALLY FILLED CONTAINERS OR SOILED CANS</u>
<u>TIRES (\$ FEES \$)</u>	RUBBER VEHICLE TIRES	REMOVE RIMS IF POSSIBLE; REMOVE SOIL IF PRESENT; DRAIN WATER IF PRESENT	<u>NO: TIRES CONTAINING SOIL OR WATER; RECYCLE RIMS SEPARATELY IF POSSIBLE</u>

<u>USED MOTOR OIL</u>	NON-COMMERCIAL AMOUNTS OF USED MOTOR OIL AND TRANSMISSION FLUID	TAKE USED MOTOR OIL TO RECYCLING STATION IN A CONTAINER YOU CAN REUSE – PLEASE THROW AWAY ANY CONTAINER YOU DO NOT REUSE	NO: VEGETABLE OIL, GREASE OR FAT NO: INDUSTRIAL SOLVENTS, TRANSFORMER OILS OR ‘UNKNOWN’ FLUIDS
<u>ANTIFREEZE</u> (LANDFILL SITE ONLY)	NON-COMMERCIAL AMOUNTS OF USED ANTIFREEZE	TAKE ANTIFREEZE TO THE LANDFILL RECYCLING STATION IN A CONTAINER YOU CAN REUSE.	NO: OIL OR GREASE, INDUSTRIAL SOLVENTS, TRANSFORMER OILS OR ‘UNKNOWN’ FLUIDS
<u>SCRAP METAL</u> (NOTE: \$ FEE \$ FOR CFC-CONTAINING APPLIANCES AND BULK METAL)	METAL APPLIANCES AND SCRAP IRON, ALUMINUM, COPPER, BRASS & TIN CLEAN PIE TINS, ALUMINUM FOIL, METAL CONTAINERS	KEEP SOIL, WOOD, DEBRIS AND OTHER CONTAMINANTS OUT OF SCRAP METAL AND ITS CONTAINER; REMOVE DOORS FROM APPLIANCES, AND STORE CFC-CONTAINING UNITS APART FROM OTHER SCRAP METAL ITEMS	NO: NON-METAL ITEMS SUCH AS PLASTIC, WOOD, ROCKS & SOIL NO: APPLIANCES WITH DOORS STILL IN TACT NO: SOILED OR CONTAMINATED MATERIALS; ‘METAL ONLY’
<u>TEXTILES</u>	CLEAN, DRY CLOTHING ITEMS	PLACE CLOTHING ITEMS IN COLLECTION BOXES	NO: WET, SOILED CLOTHING NO: SHOES OR GARBAGE
<u>ELECTRONIC SCRAP</u> (NOTE: \$ FEE \$ FOR ELECTRONIC ITEMS)	TELEVISION SETS (ALL DISPLAY TYPES, INCL. CRT’S, PLASMA AND LCD PANELS), COMPUTERS, MONITORS	CAREFULLY DELIVER ELECTRONICS TO THE LANDFILL – STAFF WILL ASSIST WITH PLACEMENT INTO COLLECTION BOXES AVOID BREAKAGE FOR SAFETY!	NO: ‘SMASHED’ MONITORS NO: LIQUID MERCURY – SAVE FOR HOUSEHOLD HAZARDOUS WASTE CLEANUP EVENT
<u>FLUORESCENT BULBS</u> (NOTE: \$ FEE \$ FOR FLUORESCENT BULBS)	ALL FLUORESCENT LIGHTING TECHNOLOGY, INCL. COMPACT FLUORESCENT BULBS	CAREFULLY DELIVER FLUORESCENT BULBS TO THE LANDFILL – STAFF WILL ASSIST WITH PLACEMENT INTO BULB COLLECTION BOXES FOR SAFETY AVOID BREAKAGE FOR SAFETY!	NO: BROKEN FLUORESCENT BULBS NO: INCANDESCENT BULBS (THESE ARE NON-HAZARDOUS)
<u>LEAVES</u> (LANDFILL SITE ONLY)	DECIDUOUS LEAVES, PINE NEEDLES, CORN STALKS, BROWN KRAFT PAPER COMPOST BAGS ONLY	PLACE LEAVES IN BROWN KRAFT PAPER COMPOST BAGS OR DELIVER LOOSE WITH 24 HOUR ADVANCE NOTICE (CALL 845-794-4466 X 300 OR X 301 TO SCHEDULE)	NO: GARBAGE, PLASTIC BAGS NO: RECYCLABLES (RECYCLE THESE SEPARATELY)

RECYCLE HERE 2006

NOTE NEW HOURS EFFECTIVE JULY 1, 2006:

SULLIVAN COUNTY RECYCLING CENTER AND SANITARY LANDFILL, 91 LANDFILL DRIVE (OFF OLD RT. 17), MONTICELLO; HOURS MON-FRI 7:45 AM – 3:00 PM, SCALES CLOSE AT 2:45 PM; SAT 7:45 AM – 12:00 NOON; RECYCLING CENTER CLOSED SAT; TEL (845) 794-4466

FERNDALE TRANSFER STATION, C.R. 72 (LT. BRENDER HWY), FERNDALE; HOURS TUES, THUR, SAT 7:45 AM – 3:00 PM, SCALES CLOSE AT 2:45 PM; SAT 7:45 AM – 10:00 AM FOR COMMERCIAL HAULERS; TEL (845) 292-3670

HIGHLAND TRANSFER STATION, C.R. 11 (1 MILE SOUTH OF ELDRED); HOURS TUES, SAT 7:45 AM – 3:00 PM; SAT 7:45 AM – 10:00 AM FOR COMMERCIAL HAULERS; TEL (845) 557-6983

MAMAKATING TRANSFER STATION, DUMP RD OFF C.R. 56 (MASTEN LAKE RD), WURTSBORO; HOURS WED, SAT 7:45 AM – 3:00 PM; SAT 7:45 AM – 10:00 AM FOR COMMERCIAL HAULERS; TEL (845) 888-0256

ROCKLAND TRANSFER STATION, C.R. 151 (2 MILES NORTH OF LIVINGSTON MANOR); HOURS TUES, SAT 7:45 AM – 3:00 PM, SCALES CLOSE AT 2:45 PM; SAT 7:45 AM – 10:00 AM FOR COMMERCIAL HAULERS; TEL (845) 439-3654

INTERIM WESTERN SULLIVAN TRANSFER STATION, MITCHELL POND EAST RD OFF C.R. 114, COCHECTON; HOURS WED, SAT 7:45 AM – 3:00 PM; COMMERCIAL HAULERS ARE **NOT** PERMITTED TO USE THIS FACILITY!; TEL (845) 932-8845

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