

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

To minimize liability risks, the College's insurance carrier has recommended that the College obtain motor vehicle records for all employee drivers every three years and additional requirements for persons using their own vehicles. This requirement would affect all College, FSA, SCCC Foundation, and SCCC Dormitory Corporation employees as well as Board members who will be driving College vehicles/ and or their individual vehicles on College related business. Currently, all employee drivers of College vehicles are required to provide operator's license information to receive authorization to drive a College vehicle. The proposed policy shall include guidelines and directives regarding vehicle safety standards, prohibited practices while driving, and proof of insurance for non-college owned vehicles used for college related travel. The following provisions and policies are intended to reduce the potential of accidents and injuries to members of the College community and those we interact with. All users of College fleet vehicles are to know and abide by these policies and provisions.

Driver Responsibilities

Driver qualifications standards for College /leased and personal/non-college owned vehicles used for College-related travel:

- a) Current, State issued operator's license;
- b) Drivers must be 18 years of age or older;

- c) Motor vehicle records check (MVR, driver history check) may be required;
- d) Successful completion of road driver course (if applicable);
- e) Behavior of the driver during subsequent use;
- f) Behavior and social conduct of the driver, both on and off campus.

Drivers of College vehicles are responsible for:

- a) Properly completed Request for Travel form and all associated paperwork.
- b) Appropriate approval for travel.
- c) Conducting an inspection of the vehicle for general condition and safety prior to use.
- d) Timely vehicle reservation through the Business Office, vehicles will be assigned on a first-come basis with these exceptions; admissions, academic and administrative business travel will be given priority over student organizations and athletic teams.
- e) In the event that a reserved vehicle is found not to be needed, users are to contact the Business Office as soon as possible so that this vehicle can be rescheduled for others to use. **Due to the demand for College vehicles the policy of canceling reservations of unneeded vehicles is mandatory and failure to do so may result in future sanctions.**
- f) Following College policy regarding the fueling of vehicles.
- g) Promptly reporting any and all traffic/moving and parking violations, and damage to the vehicle.
- h) Immediately reporting any accidents and mechanical problems.
- i) Following College policies governing the use of vehicles.
- j) Insuring that a vehicle is readied for use upon return.

Policies governing the Use of College owned/leased vehicles:

Only authorized drivers may operate College vehicles (vehicles owned and/or leased by the College) to conduct College-related business.

- a) All authorized drivers must be familiar with, and abide by, the motor vehicle laws of the State of New York, laws of other states while driving in those states, and Sullivan County Community College policies governing the use of College vehicles to conduct College-related business.
- b) All persons traveling in a College vehicle must wear/use seatbelts at all times.
- c) Vehicles are to be secured/locked when left unattended.
- d) Smoking, the use and/or possession of alcohol, and the use and/or possession of illicit drugs are **absolutely** not permitted in College vehicles.

- e) The use of "RADAR" detectors or other form of speed enforcement detection equipment is prohibited in College vehicles.
- f) The use of "Cellular" mobile telephones (of any form or type) by the driver while operating (driving) a College vehicle is prohibited.
- g) At the College's discretion, any trip longer than five (5) hours traveling time (one way) may require two or more drivers per vehicle.
- h) Drivers are required to correctly complete all paperwork as specified in the provisions for use of a College vehicle.
- i) Vehicles are to be returned to campus upon completion of authorized/official use, parked in the specified parking lot, and readied for use as specified in the general provisions.
- j) Drivers are required to immediately contact the Director of Safety and Security in the event of any accident.
- k) Drivers are required to immediately contact the Buildings and Grounds Department in the event of mechanical difficulty involving a College vehicle or "minor" damage to/or involving College vehicles.
- l) Drivers are required to notify the Director of Safety and Security upon return to campus of any parking violations, or traffic/moving violations.

Returning Vehicles to Campus:

Upon the completion of use of a College vehicle, the vehicle is to be returned directly to the specified parking lot location, and prepared for its next use. The driver is responsible for completing all required paperwork and for the condition of the vehicle upon its return and must insure the following:

- a) The driver must record the ending mileage (odometer reading).
- b) The vehicle is to have at least one half (1/2) of a tank of gasoline.
- c) All trash and personal items have been removed from the vehicle.
- d) All dirt is brushed from the interior of the vehicle. If this cannot be done by the driver, it is to be noted on the vehicle use form so that the vehicle can be appropriately cleaned and readied for its next use.
- e) Any mechanical/system warnings should be noted on the vehicle use form.
- f) Any minor damages or maintenance needs are to be noted on the vehicle use form.

- g) The driver must give all completed paperwork, gas receipts, credit card(s), keys and associated information to the Business Office or, if the College is closed, place it in the key drop box located by the pedestrian entrance to the loading dock.
- h) Failure to complete the required procedures may result in **additional fees and/or sanctions**.

Policies Governing the Use of Personal/Non-College Owned Vehicles for College-Related Travel:

- a) Only authorized drivers may use personal vehicles to conduct College-related business.
- b) Authorized drivers will be required to provide copies of vehicle registration and proof of insurance for adequate levels of auto liability including adequate limits for Uninsured Motorists (UM) and Underinsured Motorists (UIM). The College will determine adequate levels in consultation with its insurance carrier.
- c) All authorized drivers must be familiar with, and abide by, the motor vehicle laws of the State of New York, laws of other states while driving in those states, and Sullivan County Community College policies governing the use of personal vehicles to conduct College-related business.
- d) All persons traveling on College-related business must wear/use seatbelts at all times.
- e) Vehicles are to be secured/locked when left unattended.
- f) The use and/or possession of alcohol, and the use and/or possession of illicit drugs are **absolutely** not permitted when traveling on College -related business.
- g) The use of "RADAR" detectors or other form of speed enforcement detection equipment is prohibited when traveling on College -related business.
- h) The use of "Cellular" mobile telephones (of any form or type) by the driver while operating (driving) when traveling on College -related business is prohibited.
- i) At the College's discretion, any trip longer than five (5) hours traveling time (one way) may require two or more drivers per vehicle.

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. 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.

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.

Please continue to coordinate all special mailings (i.e. large, bulk, or presort mail) by giving Shipping & Receiving notice well in advance (cbuckler@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) and may take a few days to complete.

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, cbuckler@sullivan.suny.edu , so that it is not confused with College purchases.

Maintenance Work Order Requests

Buildings and Grounds has started using a new work order system. It's a web-based design, allowing users to report 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 to 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 Buildings and Grounds, ext. 4320. As always, you can also contact Buildings and Grounds, ext. 4320, to generate a work order.

Outside Board

Nancy Brooks is responsible for coordinating messages on the outside board. Please feel free to email her at cbuckler@sullivan.suny.edu with details of the event (name of event, date, starting time, and place).

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:

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

- 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. 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. Our —Save That Office Paper|| recycling guide is attached for your convenience.

Located outside in the recycling shed (just outside the loading dock) is a section for metal/plastic. You may use that section to recycle #1 and #2 plastic bottles and aluminum cans. Containers should be rinsed, plastic caps/lids thrown away, and labels may be left on. #1 and #2 plastic and aluminum cans **can** be mixed together. Clean tin cans can also be recycled, but need to be separated from aluminum.

Request for Keys

Key requests should come from the department chairman in writing or via e-mail to the Buildings and Grounds Office (cbuckler@sullivan.suny.edu) and should include the individual's name and the appropriate room numbers involved. 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

Background

On a walk across campus, it's common to see employees and students sitting and standing in doorways directly outside a building, having a cigarette. Beginning August 15, 2009, those smokers will have to move farther away from entrances to campus buildings when they light up.

Changes

Sullivan County Community College's new smoking policy is to become a totally smoke-free campus. The new policy establishes Phase I of more stringent guidelines for students, faculty and staff smoking on campus.

During Phase I the College will try to accommodate the smokers and the others that do not even want to come into contact with second-hand smoke.

The policy calls for courtesy, respect and cooperation among all members of the community. Acceptance of the new smoking policy is going to be a culture change.

The biggest difference outlined in the policy is:

- **The courtyard area on the upper level of the campus will be designated as a "SMOKE-FREE area. There will be no smoking allowed in the courtyard.**
- **A new 20-40 foot, smoke-free buffer zone around rest of the campus. These areas will be clearly marked with signs indicating that members of the campus community won't be permitted to smoke in those areas.**

- **There will be designated smoking areas, complete with self-extinguishing ashtrays, near each area. Those who smoke are requested to use them so that a clean and visually attractive campus is maintained**

Smoking Cessation

The College recognizes that individuals may need help to quit or refrain from smoking. In this regard, assistance with smoking cessation and prevention education is available through the Sullivan County Tobacco Free Coalition. This is a funded partnership, of the New York State Department of Health Tobacco Control Program. The goal of the coalition is to "de-normalize" tobacco usage, by using evidence based strategies to educate, mobilize and engage the community in efforts to reduce tobacco usage and promote cessation. The coalition also works to promote the service of the Smoker's Quitline. The "Quitline" provides cessation counseling to those quitting tobacco usage. The toll free number is 1-866- 697 8487.

Continuation of the Current Policy

Smoking is prohibited in all indoor locations including but not limited to:

- classrooms, lecture halls, auditoriums and libraries;
- laboratories, shops, computer rooms and studios;
- offices, meeting rooms and dining areas;
- lounges and rest rooms;
- lobbies, foyers, and waiting rooms;
- hallways, stairwells and elevators;
- maintenance areas, mechanical and storage rooms, loading dock and garages;
- field house and physical activity centers;
- library and theater
- residence hall

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.

Save That Office Paper

RECYCLE THE FOLLOWING:

MIXED OFFICE PAPER (includes magazines, books w/o hard covers, glossy paper, junk mail, school and office paper/any color, computer paper w/o carbon, ledger sheets, construction paper, laser printer paper).

ENVELOPES (with or without windows).

NEWSPAPERS (all regular news and inserts tied into bundles with twine in stacks under 12" in height).

CARDBOARD (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:

Carbon paper, NCR paper, blueprint/drafting paper, or any sensitized paper. Film, photographs, scotches tape or glue.

Metal objects, spiral binders, fasteners or staples.

Heavy stock file folders.

Junk/garbage (includes cups, lunch bags, wax paper, and light cardboard stock).

Tissue paper.

Fax paper.