Welcome Building Managers

Welcome to the first edition of the Building Management eNewsletter!

Our goal is to provide a combination of useful resources and information to help you in your role as a Building Manager.

This first edition highlights summer maintenance projects, the upcoming Campus Clean-Up event, seasonal Grounds information, sustainable tips for your daily work-life at Stanford, and upcoming announcements and events.

Throughout the eNewsletter, you will find active links to other websites, as well as an occasional informational video. This issue's video features highlights from Event Services.

We also need your help to NAME THIS eNEWSLETTER! Please submit your suggestion to bgm_newsletter@stanford.edu. The winning entry will receive a gift certificate to the Stanford Bookstore.

Please let us know how you like the newsletter – we welcome your input!

Julie Hardin-Stauter
Associate Director, Zone Management
Buildings & Grounds Maintenance

Welcome Fall Clean Up in September!

Monday, September 28 to Friday, October 9, 2009

♦ Collection hours on your scheduled clean-up day are 8:00 am to 1:00 pm.
♦ Please see the linked maps to identify service days for specific buildings/areas in your zone.

This year’s Annual Academic Campus Clean-Up will run from September 28th to October 9th. The event is sponsored by Buildings & Grounds Maintenance and Peninsula Sanitary Service. PSSI provides disposal of items and BGM provides labor services up to $500 for delivery of items to centrally located debris bins. Over the past five years, PSSI has been able to recycle over 63% of the material collected. Visit the BGM website for posted maps of the collection sites and event information.

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You play a key role in:

- Informing your building occupants
- Encouraging the departments to clear out space
- Coordinate with Event Services to assure the maximum amount of unwanted items find their way to the debris bins
- Printing and posting event flyer and debris bin location maps in highly visible locations in your building(s)
- For assistance with bulky heavy items, submit a Event Services Request one week before your designated clean-up day

Event Services Requests

Event Services delivers items to either the centrally located debris bins or directly to PSSI. Event Services requests need to state “Request for Campus Clean-Up” and include a description of the items and their current location. For any questions, call Event Services at 723-2285.

Debris Bin Information

A Campus Clean-Up banner will help to identify the debris bins used for this event. These bins are for large bulky items, garbage, cardboard and mixed paper.

In addition, there will be barrels at each location to recycle small electronics, such as keyboards, telephones, power cords, and DVD players.

Shredding of confidential materials is also included but requires a scheduled appointment. Please call PSSI at 321-4236 one week in advance of your scheduled clean-up date.

Refer to the website for a list of items NOT included in this event.

New for 2009!!!

Included in this year’s program, you have an opportunity to have items that are reusable delivered to Surplus Sales without having to complete an Excess Report for any items that do not have a barcode. In Step 5 of the Event Services request form, you need to specify that the items are to go to Surplus Sales.

We appreciate your participation in making this a successful annual event.
Faculty Club Improvements

The Faculty Club is a busy place, lunches during the week, hotel rooms bustling with visiting dignitaries, weddings and special events, so you can imagine how hard it is to close the front doors for even a day. But Zone Maintenance did just that during the summer of 2009 for two major maintenance projects. The two projects were to upgrade the kitchen and to replace the second level patio deck and roofing membrane.

The kitchen closed right after commencement and there was a tight deadline of August 14th, due to a large wedding reception planned for the Club that weekend. Zone Project Manager William Yeung was able to complete the work four days earlier than scheduled so that preparations for the wedding reception could begin earlier. The kitchen work included installation of new ceiling tiles and HVAC ducting, new lighting, and the installation of more efficient grease traps.

The outside patio deck and roofing membrane project replaced the original brick paver decking and roofing system on the second floor terrace, including the Faculty Club’s main entrance on Lagunita Drive. There had been leaks below and it was time to waterproof the decking before winter. The new system was designed to use a different paving system, Hanover pedestals and 18”x18” pavers, to protect the roofing below. The replaced brick pavers will be reused for a Housing project. This project also allowed us to change the terrace railing for code compliance. Construction fences came down and the facility was returned to the Faculty Club staff on September 4th, ahead of the long Labor Day weekend.

Events Services

Your campus partner for Audio, Visual, Event Management, Furnishing, and Moves. Click the screen to view the highlight video.

Fall Season: Best time to plant

Although we can plant any time, Fall is perhaps the best time to plant, as we can mimic what Mother Nature does in the natural landscape. When the growing season is over, seeds and fruits drop to the ground and natural regeneration begins again with the coming of a new growing season. It is astounding to see natural regeneration around a mother tree in the forest. In many ways, Stanford is an urban forest.

If you are planning to plant bulbs this is the time. By next spring you will have beautiful flowers such as tulips, daffodils, hyacinths, and irises that will add beauty and splendor to your landscape. The same principle applies to wildflowers. Sow seeds in the soil and they will be ready to bloom in the spring and the summer months. Perennial plants and shrubs also benefit from planting in the Fall because they will establish their root systems for the new growing season. To prepare existing perennials for the coming wet, cool weather, another good Fall practice is to divide perennials.

Be conscious of water consumption and adjust your watering controllers for Fall weather conditions; and be sure to test irrigation systems thoroughly in preparation for weather changes.

Finally, one of the most beautiful features of fall is the color change in tree foliage. Here at Stanford we have several species that offer this seasonal show. Among them are: Ginkgo biloba, Pistachia chinensis, Acer palmatum, Nyssa sylvatica, Sapium sebiferum, Fraxinus velutina, to name a few.

You can see the Pistaches in full color along Bowdoin Street southeast of campus, and the Ginkgos east of Green Library.

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