It was great to see everyone at the Annual Building Manager Meeting on March 27th. This year’s topic focused on the upcoming Stanford Energy System Initiative (SESI) project as well as the other capital and maintenance projects across campus. If you were not able to attend, please take a look at the presentation material on our BGM website.

SESI begins right after commencement and will continue for the next three years with expected completion in 2015. The current schedule of activities can be found at www.sesi.stanford.edu. Starting June 18, underground piping work will begin in specific areas noted on the website map.

We also introduced the new Building Manager training module we have been working on for the last year or so. Please watch for an email announcing the upcoming training sessions. The information presented will focus on Building Manager roles and responsibilities, useful tools for success and your University partners. We are excited about this training opportunity and look forward to your input and participation.

Lastly, I would like to thank you all for your feedback and suggestions about this newsletter. I will be handling over the Editor role to my colleague, Kathleen Baldwin (KB). I know she will continue to provide you with great articles of interest and special Stanford tidbits!

We hope you enjoy this edition and offer our most sincere congratulations to your graduates this commencement.

Julie Hardin-Stauter
Associate Director/Zone Management
Buildings & Grounds Maintenance
On May 7, 2012, members of the Stanford community celebrated Stanford’s sustainability successes and outlined a plan for the university’s sustainability initiatives in the future. “Celebrating Sustainability at Stanford” was organized by the School of Earth Sciences, the Woods Institute for the Environment, the Precourt Institute for Energy, Students for a Sustainable Stanford, and the Office of Sustainability in Land, Buildings and Real Estate (LBRE). The event featured a joint welcome from Bob Reidy, Vice President for LBRE and Pam Matson, Dean of Earth Sciences.

Stanford Trustee Tom Steyer expanded on Reidy and Matson’s opening remarks. “The number one global challenge that we’re going to be measured by over the next century …” he said, “is going to be … sustainability. The idea that Stanford can lead intellectually in this … seems to me to be both a great challenge and an incredible opportunity for the university.”

Panel discussions featured student, academic, and administrative leadership. Academic initiatives such as the E-IPER program, student engagement efforts, and the work of the Woods and Precourt Institute to promote collaborative environmental and energy research were highlighted. Stanford’s operational achievements and future plans were outlined through discussions that included both the progressive sustainability programs offered by Stanford Dining and Parking and Transportation Services, as well as the new construction and retrofit work spearheaded by LBRE. An outline of the recently-approved Stanford Energy System Innovations (SESI) project concluded the panel presentations.

John Etchemendy, Provost and Acting President, applauded collaboration across student, administrative and academic organizations, and confirmed that Stanford is indeed poised to meet this challenge and will continue to be a sustainability leader in the years to come.

Thank you to the Building Managers who were able to participate in the celebration event. The daily effort of Building Managers is one reason Stanford continues to be a leader in sustainability. To view the panelists’ cover slides, the event photo album, and the student-produced ‘Sustainable Trees’ video, please visit http://sustainable.stanford.edu/celebrate.

ANNOUNCEMENTS

EXAMS June 8 – 13
COMMENCEMENT June 17
SUMMER MAINTENANCE PROJECTS
June 18 – September 14
construction map »
Building Manager Speaks!

Not all of our academic buildings have more than one Building Manager, but Margaret Jacks Hall does! On the 50th anniversary of Margaret Jacks death and generous donation to the University, the largest gift ever at that time (except for the original founders gift) we would like to introduce the host of Building Managers who take great care of the building.

Dagmar Logie, Nelia Peralta and Nicole Bridges are the Building Managers for the English Department, Creative Writing, American Studies, Modern Thought & Literature programs located on floors 2, 3, 4. Sue Driscoll-Learned and Gabby Magana represent the Linguistics Department, Symbolic Systems program and Writing Center located on the 1st floor and basement.
HOW LONG HAVE YOU BEEN A BUILDING MANAGER?
4-20 years between Dagmar Logie, Nelia Peralta, Nicole Bridges, Sue Driscoll-Learned and Gabby Magana

HAVE YOU BEEN A BUILDING MANAGER FOR MULTIPLE DEPARTMENTS?
Yes—several buildings between us.

HOW MANY BUILDINGS DO YOU MANAGE?
One, but with 6 floors (including basement and attic!)

WHAT DO YOU FEEL IS THE MOST IMPORTANT ASPECT OF YOUR JOB AS A BUILDING MANAGER?
Safety, security, maintenance, compliance, space allocation, and décor.

WHAT ADVICE DO YOU HAVE TO OFFER A NEW BUILDING MANAGER?
Walk all floors on a daily basis to take stock. Become familiar with the BGM website and report promptly or call 3-2281. BGM staff is wonderfully helpful.

QUICK STORY...
A few examples: busloads of tourists using our restrooms, roof rats building nests in our copy machine and water dispenser, step on stairs coming loose, elevator getting stuck, smoke from toaster fire spreading through building, students climbing on roof of Quad buildings, people “homesteading” (sleeping in building).

Electricity is vital to modern life. It powers all of our communications and computer devices, and provides light and building services.

Most people know that the standard for plug loads in North America (US and Canada) is 120 Volts, 60 Hz. Large appliances such as electric stoves, dryers, and water heaters use 240 Volts, which is available in most homes.

Things are a little different in commercial/academic buildings. Generally the building receives 480 Volt, three phase power from the utility. This voltage is used for motors and other heavy loads. It is stepped down inside the building to 120 Volt for plug and light loads. What is not so well known is that with this arrangement, 240 Volts is not normally available for appliances. Instead, due to the characteristics of three phase power, 208 Volts is provided for heavy plug loads.

When purchasing appliances for academic buildings, it is always a good idea to consult with Zone Managers and shop electricians to make sure that the proper voltage is available in your building to power it.
Personal Emergency Preparedness in 30 Minutes or Less

Most of us would rather not consider how we could be conversely impacted by an emergency situation. After all, regardless of the type or scale, disasters are disruptive, messy, unpredictable, and inconvenient.

From earthquakes to utility failure – we know it’s a matter of “when,” not “if.” Engaging in personal emergency preparedness measures can be emotionally and financially overwhelming, but neither need inhibit some small but critical steps you can take today. By preparing yourself and your family, you will also be more effective and timely in assisting others in your department and the university.

**IN 5 MINUTES:** Maintain your AlertSU emergency contact information.

Stanford University uses the AlertSU emergency notification system to alert the campus community of a significant emergency or dangerous situation involving an immediate or ongoing threat to public health and safety. Ensure that the personal contact information you’ve supplied in your Stanford You directory entry is up to date so that you will receive all alerts. Visit http://alertsu.stanford.edu for more information about the system.

**IN 10 MINUTES:** Make a Help / OK sign.

Print a double-sided sign that says “help” on one side and “OK” on the other. When appropriate, post the appropriate side up on your front door or window to indicate your household’s status to search and rescue workers. This can help expedite help if you need it or make the neighborhood search more efficient if you don’t. It’s especially important if you plan to leave your home to return back to campus to aid in response.

**IN 15 MINUTES:** Develop a list of emergency contact information.

In a major disaster cell phone service may be unavailable, leaving local phone lines overwhelmed and limited to emergency communication. Though it may not be possible to connect to a local phone number, out of state numbers may still be reached. Delegate an out-of-state contact to serve as a communications hub for you and your family to provide updates on your welfare. Don’t count on the convenience of your smart phone – write down important contact numbers (and email addresses) in advance.
IN 30 MINUTES:
Assemble a kit for under your bed.

Start simple by gathering the following basic supplies you will need to get to first:

- Shoes stored in a container or plastic bag that prevents debris from getting inside
- Flash light or head lamp (with charged batteries)
- Bottled water and high nutrition, nonperishable snacks
- Protective equipment like a pair of work gloves and mask
- Emergency radio tuned to your local radio station, like KZSU 90.1 FM or KCBS 740 AM
- Whistle to alert rescue workers if you become trapped

Emergency preparedness needn't be fraught with doom and gloom scare tactics. Taking a few small steps now will equip you to be a part of the solution rather than the problem. From here the opportunities for additional preparedness activities are endless: develop a family emergency plan, compile important documents, inspect your home for hazards, etc. With awareness comes empowerment.

To learn more, register for Personal Emergency Preparedness (EHS-5090), consult the Emergency Response Guide for Faculty and Staff (www.stanford.edu/dept/EHS/prod/general/erprep), or contact Kathy Harris (Outreach, Education & DPS Emergency Management) at kathy.harris@stanford.edu.
When occupants move into a new building on campus, it is important that staff are trained on the systems. This is a common event for BGM technicians for electrical, HVAC or plumbing systems – we train and barcode the equipment for preventative maintenance.

But what about the life safety systems? Training first responders is just as important.

The Paul Allen Center for Integrated Systems recently renewed its’ gas monitoring system. Besides training the lab users in the building, training was offered to SU Environmental Health & Safety and the Palo Alto Fire Department who respond to system alarms.

The gas monitoring system was renewed with the latest technology to support the ongoing research and safety of the building. PAFD was trained so that if there is a gas alarm, they can swiftly and safely determine the location and magnitude of the problem without putting the occupants or themselves at risk.
RESTRICTED ACCESS AREAS:

Workplace Safety Concerns

Aside from building security concerns, unauthorized access to specific building areas can pose potentially serious workplace health and safety risks. Examples of such areas are presented below.

**Rooftops**
- Unprotected roof edges, rooftop skylights
- Exposure to electrical/mechanical systems

**Loading docks**
- Falls off unguarded dock edge(s)
- Trip and fall from dock-boards, hoses, electrical cords, etc.
- Vehicle traffic

**Mechanical rooms**
- Exposure to mechanical/electrical systems

**Electrical panels**
- Exposure to electrical systems

**Areas undergoing renovation/maintenance**
- Exposure to various construction hazards (e.g. falling objects, chemicals, powered equipment)

The most basic effort to control the hazards above is to restrict unauthorized building occupants and visitors from accessing higher-risk areas:
- Ensure appropriate doors, hatches, and covers are locked
- Post signs limiting access to authorized personnel only
- Ensure periodic inspection of building areas to address potential health and safety hazards

For rare instances where groups may need access to higher-risk areas (e.g. research groups installing apparatus on rooftops), contact EH&S at 723-0448 for assistance.

**Special note on loading docks**
Loading docks present a unique challenge as building occupants/visitors may view dock areas as regular building entrances. To prevent unauthorized personnel from accessing loading dock areas, the following can be effective options:
- Install removable or permanent guardrails preventing access to dock edges
- Post signs limiting loading dock access to authorized personnel only

For assistance with any facility-related health and safety concern, contact EH&S at 723-0448.