Facilities Services Newsletter
May 2009

Facilities Services Impacted by Significant Staff Losses

Our staffing level will decrease as a result of the Early Retirement Program (ERP), attritions, and other positions left vacant since the hiring freeze. Several in-house teams have been examining our operational processes and developing a reorganized staffing program to compensate for these losses. This program will be submitted to the Staff Resources Committee in June for review. In conjunction with this effort, we will also implement nearly 50 budget reduction suggestions put forth by our staff, many of which have already taken effect. Some have been launched as “pilot programs” to better gauge actual savings. Ideas range from reduced frequency of cleaning and waste removal services, to reduced staff coverage for athletic events beginning in fall 2009, and increased use of occupancy sensors or timers to turn lights off in unoccupied spaces.

How will this affect you?
All changes in routine services have been (or will be) communicated to, or negotiated with those directly affected. To date, most changes having direct impact have already been discussed with concerned parties. The more “global” impact to the campus community will be an inevitable reduction in response time to service requests. In the past service requests may have been responded to in 3-5 days; response time is now expected to stretch beyond that. If you place an online service request, an automated response serves as confirmation that we have received it. Please know that we will respond as soon as we are able.

Want vs. Need
Service requests will also be scrutinized more carefully than ever for necessity. If it does not directly support the academic mission, or is not crucial to the upkeep of our facilities, your request may be denied. Departmental Index codes will still be accepted for special requests; however, depending on the magnitude of the request, it may require the approval of Vice President who oversees your budget. Before submitting a service request, please consider whether or not it benefits “the common good.”

Vehicle Rental Office to Relocate

As of Friday, June 12th our Vehicle Rental Office will be located in the Custodial Offices in the lower level of the Service Building. Your quickest route to this office is through the new entrance right of the glass viewing wall on the Biomass plant. The Custodial Office is on the left, just past the Biomass control room.

Ivy Removal

After much consideration the decision has been made to remove ivy from all College buildings. While it does add a certain academic ambience, ivy is a labor and maintenance nightmare. The roots and tendrils of
the vine penetrate a building’s exterior and introduce moisture, promoting rot in wood structures and crumbling of masonry. Ivy also secretes an enzyme detrimental to lime-containing mortar produced prior to 1920. This poses a particular hazard for our older buildings. Left unchecked ivy can even dislodge windows and drainage pipes as it grows. Ivy is doing significant damage to our buildings. From a preservation perspective, it only makes sense to remove it.

Further arguments in favor of eliminating ivy are the hours devoted to controlling it (about 320 labor hours annually), and the unwelcome visitors it can harbor. The dense foliage offers attractive shelter for birds and insects, including wood boring beetles. While the birds themselves may be welcome, they have been known to introduce bird lice; insects similar to bed bugs. Office and dorm occupants alike tend not to appreciate insect life of any sort that finds its way indoors!

**Air Spade**

Landscape Services recently enlisted an area tree service to demonstrate the use of an “air spade” around the elm tree at the College Library. A generous donor with a particular interest in our beautiful landscape has offered funds toward the purchase of this tool. But first, we wished to assess its practical application. The trial was a success in effectiveness, ease of use, and reasonable noise level. In fact, a class in session on the lawn nearby continued without disruption.

An air spade emits supersonic jets of air about one foot into the ground, exploding trapped air pockets to loosen and aerate the soil. Heavy foot traffic and construction activities compact the soil, depriving tree roots of air that is crucial to the health of the tree.

The tree at the College Library was showing signs of distress due to soil compaction. The air spade was used to loosen the soil in an eight to nine foot diameter area around the tree base. Air spade invigoration will be especially beneficial to our campus elm, spruce, and maple trees. The air spade can also be used to safely locate underground utilities, avoiding costly damage that is sometimes caused by digging with heavy equipment. It also provides the ability to expose tree roots so that in some cases utility lines could be threaded through them, as opposed to removing or risking damage to the tree for such installations.

For more fascinating and timely information on our trees and landscape, visit Tim Parsons’ blog at: [http://blogs.middlebury.edu/middland/](http://blogs.middlebury.edu/middland/)

**Main Quad Water Main Replacement and Drainage Project**

Following Reunion Weekend a water main beneath the main quad will be replaced, along with water service connections to several buildings. These mains have surpassed their life expectancy and are now fragile enough to risk rupture, especially when the ground freezes and thaws. The route of the replacement runs from the Axinn Center to McCullough, then Munroe, Voter, and Warner. The main will also cross Route 125 to connect with the previously upgraded water main that feeds it. The campus community will be warned in advance of traffic disruptions. At various points during this project, there will be no through traffic on Old Chapel Road.
This work provides an ideal opportunity, while we have the equipment on site and the ground disrupted, to make drainage improvements to the Commencement site. Anyone who has attended on a wet spring day can attest to the puddling and mud that creates hazardous and unpleasant footing for our guests. Our staff too faces particular challenges in setting up for Commencement when the grounds are soft.

This project will be completed by Labor Day.

**Projects:**

**Automatic Door Openers** – As part of our ongoing effort to improve accessibility on campus, ADA compliant automatic door openers are being introduced to our more public facilities. These include Emma Willard, Mead Chapel, and the Peterson Family Athletics Complex.

**Campus Roadways** – Curbing will be painted as needed during the week of May 18th to define fire lanes and make curbs more visible to our Commencement guests.

**Chimneys** – Annual chimney inspections begin the week of May 25th. This is a fire safety protocol required by our insurance company.

**Biomass Plant** – We are still calibrating systems and mastering the ins and outs of new technology. The State of Vermont will perform a “stack test” a few weeks. We may notice some steam venting during that process.

**Bread Loaf**
Looking for Luther Tenny? With the retirement of longtime caretaker Leo Hotte, Luther has been acting as interim manager of the Bread Loaf Campus. Luther now spends part of his work week on the mountain overseeing general operations and a host of repair projects, including:

**Birch** – The sprinkler system has been replaced, and repairs made to the chimney.
**Burdick** – Is undergoing structural repairs.
**Maple** – The sprinkler system has been replaced. Repair of structural deficiencies in the exterior 3-floor porch begins this month.
**School House** - Replacing a hot water heater.
**Tamarack** – Carpet replacement.

**Business & Agricultural Center** – Office unit 1 is being refurbished.

**264 Chipman Park** – Smoke and carbon monoxide detection systems have been installed.

**CFA:**
**Room 209** – Lighting improvements and new motorized window shades.
**Room 221** – Acoustical improvements including addition of a vestibule and enclosure of some ductwork.
**Concert Hall** – The exterior windows on the mezzanine will have an internal layer of glass added to improve the acoustic isolation from road noise from Route 30.
**Seeler Theatre** – Re-lamping to improve lighting.

**5 Court Street** – Installing basement ventilation and dehumidification systems.

**Fletcher House** – Second floor bathroom renovations begin after students depart.
LaForce Hall – Repair of exterior stone façade is planned for this summer.

McCullough – The grounds have been cleaned up and seeded in preparation for Commencement week. New signage was installed last week for areas of the building affected by the renovation.

Proctor – Renovation continues at an aggressive pace to accommodate limited usage for Senior Week and full use for Reunion Weekend. Phase two of the Book Store fixture installation has begun. Removal of the temporary partition dividing the store is expected during the week of May 18th so that the store can start to set up and stock product. Dining Services has also begun the process of delivering and cleaning kitchen equipment. Exterior grading and landscaping work began with the advent of warmer and dryer weather. Furniture deliveries began this week and will continue through the end of May.

The Senior Committee toured Proctor in April for a preview of Woodstove Lounge, their class gift to the College. The Senior Week Mimosa Brunch will be hosted at Woodstove, so the whole class will have the opportunity to see it.


Stewart Hall – The fire alarm system upgrade and carbon monoxide detection installation is complete. The new systems will be tested after final exams. Upgrade of the building sprinkler system will also begin after finals.

Senior Committee visits Woodstove Lounge.

Green Bits:

Back to Basics – Recycling Plastics
By Melissa Beckwith

We recyclers tend to take for granted that people know what we mean by #1-7 plastic. And we all know where assumptions lead, so…

Nearly every plastic is formed with the “chasing arrows” symbol; inside these arrows are numbers. Officially, these symbols are known as “resin identification codes.” These codes identify the type of plastic and therefore its recyclability. It can be very confusing as some plastics have other numbers printed on them as well.

Where to find the resin identification code:
• on the bottom of most water and beverage bottles, and other large plastic containers
• on the side near the bottom of some water and other beverage containers
• on the bottle beneath the cap; typical for shampoos and lotions

continued....
Many of us are very busy and don't make time to look for these numbers, especially since they can be hard to find. They are rarely in the same place, and if you need glasses to read - best of luck! But... most of us are also creatures of habit. If we take the time to identify what we regularly consume, we need only do it once (okay, maybe twice). From that point forward, we can put that Grille take-out container in the recycling bin with confidence, remembering it is a #6 recyclable. We will remember that the yogurt we eat every day comes in a #5 container that can be rinsed and also put in the recycling bin. Oh, and when you do recycle, please remember to remove the caps from all containers.

Want to know what all those numbers mean? This web site has a very nice listing of identification codes, as well as how the recycled plastics can be reused in manufacturing: 
http://www.americanchemistry.com/s_plastics/bin.asp?CID=1102&DID=4645&DOC=FILE.PDF

**Exchange Office Supplies on Middbay!**

Have some new or lightly used office supplies that you just don’t need after all? Need more supplies, but really don’t want to ask the boss to authorize another purchase? Check out the "Office Supplies" box on Middbay.

How it works:
- Go to [http://middbay.com/](http://middbay.com/)
- Scroll down to the "Office Supplies" box, click the Post Something link and post the items you want to get rid of.
- Sit back and wait for frugal colleagues to collect your stuff!

Midd Recycling encourages you to cut out the middleman by posting your unwanted new/lightly used office supplies on Middbay. If your supplies don't find a new home in a reasonable amount of time and you need to get them out of the way, then box them up, mark them for Recycling and submit a pick-up request at: [http://blogs.middlebury.edu/facilities/online-forms/service-request/](http://blogs.middlebury.edu/facilities/online-forms/service-request/). Better yet, you can drop them off at the College's recycling center located at 809 College Street.

Middbay.com is an SGA project. For more information about Middbay: [http://www.middbay.com/about.php](http://www.middbay.com/about.php)

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**Best Wishes to our 2009 graduates!**

Questions about content may be directed to [hoyenski@middlebury.edu](mailto:hoyenski@middlebury.edu).

Read past issues of the Facilities Services newsletter at: [http://www.middlebury.edu/administration/fs/about/newsletters.htm](http://www.middlebury.edu/administration/fs/about/newsletters.htm)