

# FACILITIES

WHAT YOU NEED TO KNOW AS LEADERS

Presented for LDP October 2018



**Langara.**

THE COLLEGE OF HIGHER LEARNING.

# Introduction WHAT WE DO

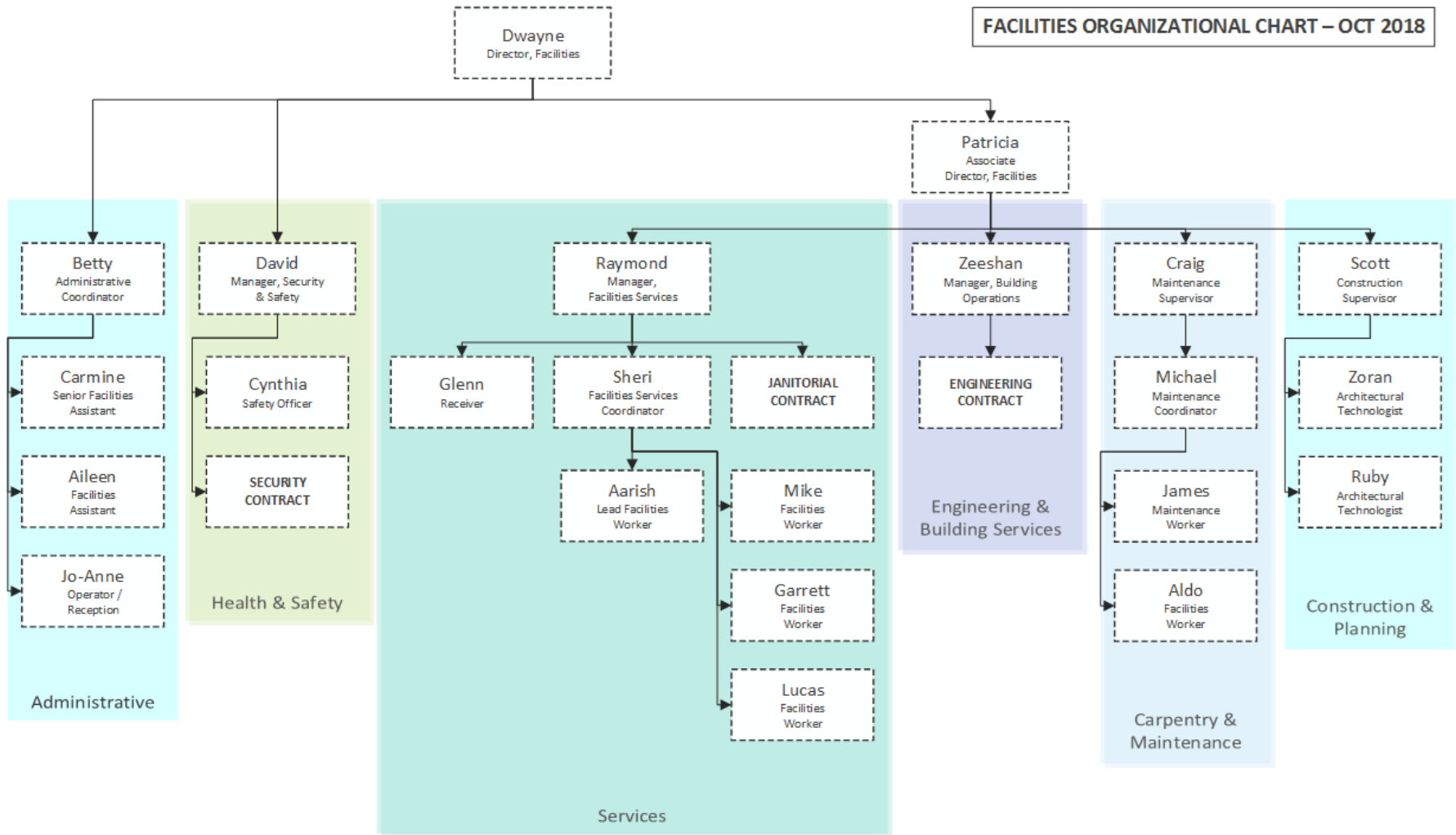
- Daily operations of the physical campus
- Capital planning
- Renovations and construction
- Maintenance and repair
- Safety and security



Langara.

THE COLLEGE OF HIGHER LEARNING.

**FACILITIES ORGANIZATIONAL CHART – OCT 2018**



# Fire Emergency Procedures

# EMERGENCY EXIT PROCEDURE

1. PANIC



2. RUN



3. HURDLE THOSE NEEDING HELP



Langara.

THE COLLEGE OF HIGHER LEARNING.

# Encountering a fire

- Alert others to evacuate
- Activate the alarm pull station
- Get to a safe area
- Call Security 4444 or call 911



# Fire Extinguisher Use

If the fire is small and manageable, use a fire extinguisher to put out the fire. If the fire cannot be contained, abandon the effort and evacuate.

Before using a fire extinguisher

- Activate the fire alarm
- Make sure you have a route out

PULL

AIM

SQUEEZE

SWEEP



Langara.

THE COLLEGE OF HIGHER LEARNING.

# Alarm Sounds

## 1<sup>st</sup> Stage

Alarm bells will ring slowly at 20 beats per minute

**DO NOT** evacuate at this stage

## 2<sup>nd</sup> Stage

Alarm bells will sound continuously

You **MUST** evacuate the building at this stage







# Evacuation

- **FOLLOW** the directions on the Public Address System (PAS)

- **PROCEED** to the nearest Safe Assembly Area outside

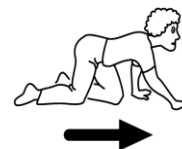
- **CLOSE** doors behind you if you are last to leave



- **WALK** - do not run



- **STAY LOW**, crawl if there is a lot of smoke

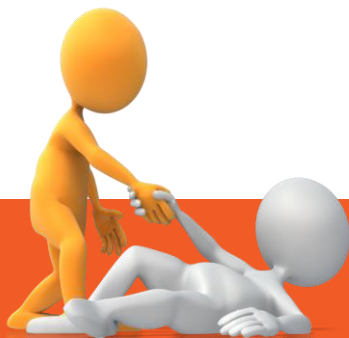


- If you **ENCOUNTER** heavy smoke at an exit, find an alternate route



- **HELP** those who may need assistance

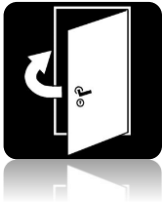
- **REPORT** to your Supervisor



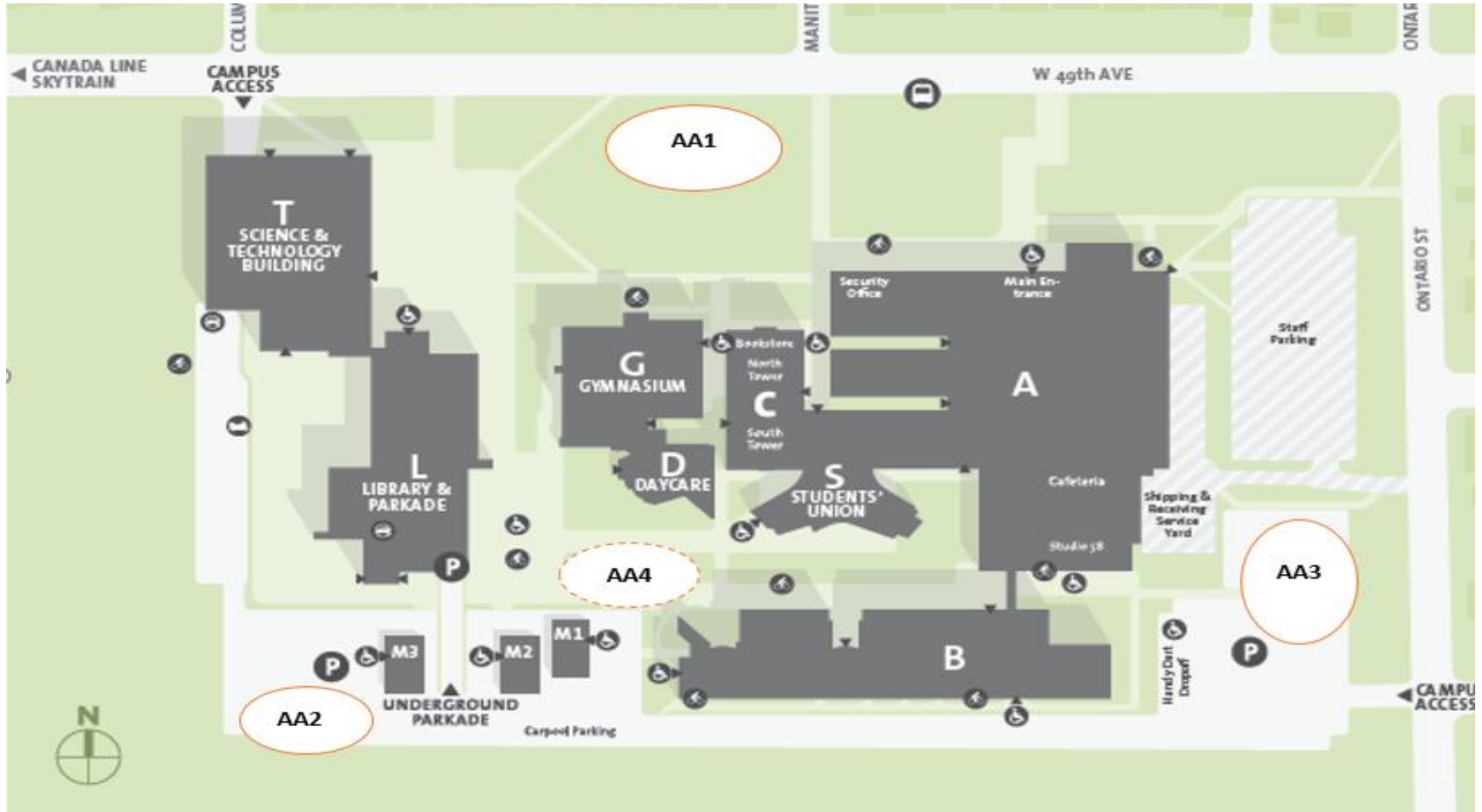
# Shelter in Place

If you cannot reach an exit safely:

- Move to a closed area, such as an office or classroom
- Close all the doors and windows
  - Fill gaps around doors with soft material
  - Wet with non-flammable liquid (if available)
- If phone is available call 911 or Security 4444
- Do not open or break window – air will draw more smoke into the room
  - If material is available, make a sign to hold in the window
    - Write **HELP** and the room number you are in



# Know the Assembly Areas



Langara.

THE COLLEGE OF HIGHER LEARNING.



**Keep**

**Safe**

Thank you!

**Langara.**

THE COLLEGE OF HIGHER LEARNING.

# New Hires and Onboarding

**Langara.**

THE COLLEGE OF HIGHER LEARNING.

# New Hires and Onboarding

Things to consider early in the process:



Space

- If creating a new position, do you have a vacant office or space to add a new workstation available?

- Is there existing power and data already there? (Lead-time: 4-6 weeks)



Equipment

- Will you need new or additional furniture? (Lead-time: 6-8 weeks unless in stock)

- Will you need a new computer or phone?

# New Hires and Onboarding

Things to consider shortly before start date:

Space

- Double check that the space will be ready with adequate furniture and equipment

Equipment

- Request full clean by janitorial (email)

Keys

- Inform Facilities of pending key request (email)

Cleaning

- Request basic stationary and supplies (mailroom)

# New Hires and Onboarding

- On first day, submit a Key Request Form with proper approvals to Facilities
- Facilities will contact the employee by email once keys are ready for pickup
- Employee can then come to Facilities to formally sign-out the key
- Keys should never be transferred to someone else
- Keys must be returned to Facilities when access is no longer required (move / leave)
- Loss or stolen keys must be reported immediately

**Langara.**

THE COLLEGE OF HIGHER LEARNING.

Facilities Department  
**KEY REQUEST FORM**

1. Please submit the original form to Facilities Department. Incomplete forms including improper authorization will not be processed.
2. Once the request is approved, applicant will be contacted when the key(s) is / are ready for pick up. Key(s) must be picked up within 14 days after notification.
3. Please refer to the Facilities webpage for information regarding lock and key policies.

EMPLOYEE INFORMATION							
Name:				Employee No.:			
Department:				Position:			
Office Tel.:				Langara Email:			
Employee Status:		<input type="checkbox"/> Permanent Full Time		<input type="checkbox"/> Permanent Part Time		<input type="checkbox"/> Contract	
		<input type="checkbox"/> Temporary Full Time		<input type="checkbox"/> Temporary Part Time			
Classification:		<input type="checkbox"/> Administrator		<input type="checkbox"/> Staff		<input type="checkbox"/> Faculty	
Key Distribution Status:		<input type="checkbox"/> Permanent		<input type="checkbox"/> Temporary		<input type="checkbox"/> Semester Basis	
				<input type="checkbox"/> Contractor			
REQUEST TYPE							
<input type="checkbox"/> New hire		<input type="checkbox"/> Office move – from _____		<input type="checkbox"/> Replacement for broken key			
<input type="checkbox"/> Return to work		Old office key _____		<input type="checkbox"/> Replacement for lost / stolen key			
<input type="checkbox"/> Door rekeyed		Returned on _____		<input type="checkbox"/> Others _____			
BUILDING ACCESS							
For Facilities Use Only				For Facilities Use Only			
Building	Room #	Key Code	Hook #	Building	Room #	Key Code	Hook #
CONDITIONS OF ISSUE & SIGNATURE							
In accepting the above key(s), I acknowledge that:							
1. All keys are the property of Langara College and must be surrendered on demand.							
2. All keys are entrusted to me for my exclusive use – I will not duplicate it, loan it, exchange it, or otherwise allow its use or possession by any other person.							
3. I will exercise all due care in the custody and control of these keys.							
4. I will immediately report the loss and stolen of any keys to Facilities Department.							
5. I will return any / all keys issued to me on demand or on termination of employment or my association with Langara College.							
Employee's Signature:						Date:	
<b>AUTHORIZATION</b>							
All key requests <b>MUST</b> be approved by Manager / Department Head / Division Chair / Dean. Facilities Department reserves the right to reject any requests due to safety and security reasons.							
Department Approval: _____				Name: _____		Date: _____	
Facilities Approval: _____				Name: _____		Date: _____	

June 2017

**Langara.**

THE COLLEGE OF HIGHER LEARNING.

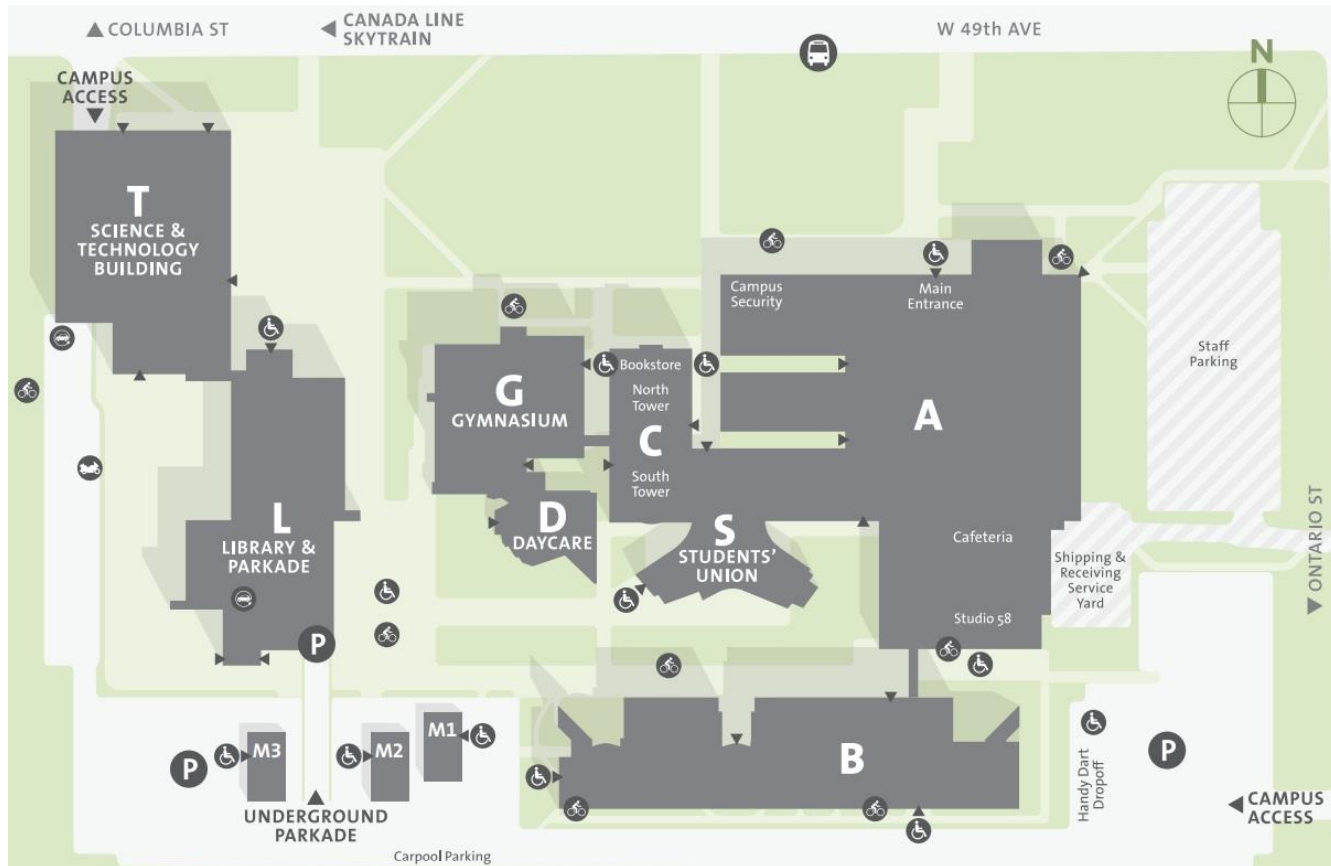


# New Hires and Onboarding

- Eligible employees can apply for a parking pass by filling out the form
- License plate registration system, with the ability to manage your own account
- No cost to obtain but parking is a taxable benefit if you choose to have one
- Preferred Lot decals also available for a surcharge, but only one valid pass at a time

The image shows a screenshot of the 'impark' Langara College Parking Pass Application form. At the top left is the 'impark' logo. To the right is a 'New Permit #' field. Below the logo is the title 'LANGARA COLLEGE PARKING PASS APPLICATION'. A 'Member of:' section includes checkboxes for CUPE, LFA, LCAA, Contract, and Other. The form contains several text input fields for Name, Langara ID, Langara Email, Today's Date, License Plate, Phone, Department / Area, and Expiry Date. A 'Choose Lot' section offers options like General (License Plate), Permanent (no expiry), Temporary, Contractor Pass (License Plate), Annual (\$300), Semester (\$100), Preferred Lot (Decal), Renew (\$55), and New (\$55 + \$10 deposit). An 'Amount Paid' field is followed by a dollar sign and a text box. Below this is the text 'ALL SALES ARE FINAL. NO REFUNDS ON PARKING COSTS.' and a 'CONDITIONS - PLEASE READ:' section with seven numbered terms. At the bottom, there are fields for 'Signature' and 'Date', and a footer box with contact information for Imperial Parking Canada Corporation.

# New Hires and Onboarding



Langara.

THE COLLEGE OF HIGHER LEARNING.

# Common Requests

Type of Request	Who to Contact
Room access	Security (local 5270 or 604-562-1011)
Room temperature	facilities@langara.ca (Zeeshan, Building Services, Engineering)
Cleaning, washroom supplies	facilities@langara.ca (Raymond, Facilities Services, Janitorial)
Ergonomics	facilities@langara.ca (Carmine, Cynthia, Health and Safety)
Pest control	facilities@langara.ca (Craig, Michael, Maintenance)
Guest parking	parking@langara.ca (Aileen, Jo-Anne, Facilities Services)

# Events

- Facilities works together with C&M and AV to support hundreds of events large and small each year
- Tabling in the main foyer, exhibitions, engagement events, program celebrations
- The online Event Request Form is your first step
- Book your venue far in advance, and confirm your setup requirements with our Facilities Services Coordinator

Departments » Communications & Marketing » Events

Event Request Form

Are you planning an event at Langara? Please fill out this form no later than three weeks prior to your event so that we can assist you the best way we can. Before filling out this form, please ensure that you have read and fully understand the [Terms and Conditions](#).

NOTE: Before making your request, remember to check if your venue is available. Visit the [event planning guide](#) to check individual event venue calendars. To book a classroom or meeting room, use the online booking calendar through MyLangara.

Agreement \*

As the organizer of this event, I have read and agree to the Terms and Conditions and take full responsibility for this event.

Tell us about you.

Name of event organizer \*

First  Last

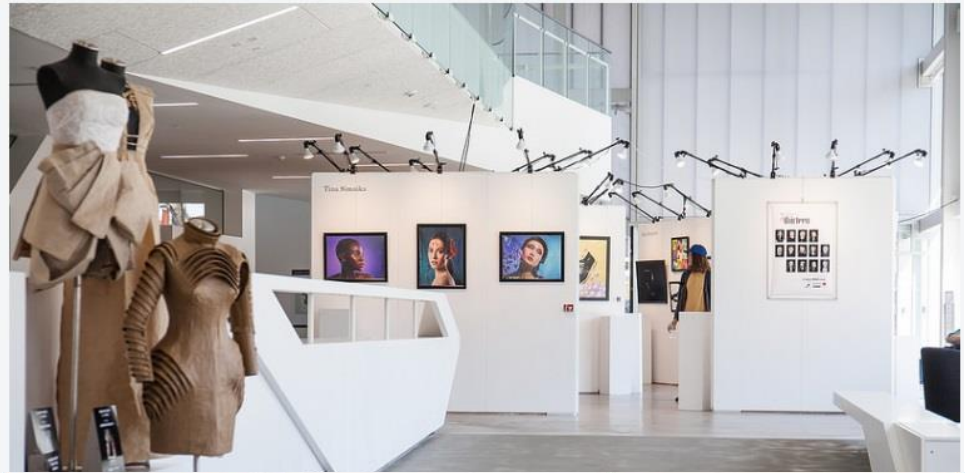
Relationship to Langara \*

Staff  
 Faculty  
 External Organization

Department \*

Phone \*

# Events



# Office Moves

- Submit the online form to request Facilities to assist with your office move
- 4 weeks notice required, but more is better
- Facilities will coordinate with IT and confirm a move schedule with you
- Moving supplies, shredding bins can be delivered to your office ahead of your move
- You are responsible for all packing
- Certain operational restrictions apply



# Maintenance and Repair

- Minor maintenance and repairs can be reported to facilities@langara.ca

Some examples:

- Request for whiteboards / tackboards
- Hanging items / shelves
- Fixing broken furniture
- Painting walls
- Repairing or replacing floors or carpet
- Changing light bulbs
- Ceiling tile or wall repairs
- Door hinges
- Electrical outlets



# Furniture Requests

Email requests for new or replacement furniture to [facilities@langara.ca](mailto:facilities@langara.ca)

Standard furniture:

- Desk
- Office chair
- Filing cabinet
- Drawer
- Bookcase
- Guest chair
- Garbage / recycling bin



Departmental purchases and technical authority

Furniture ordering cycle and wait times

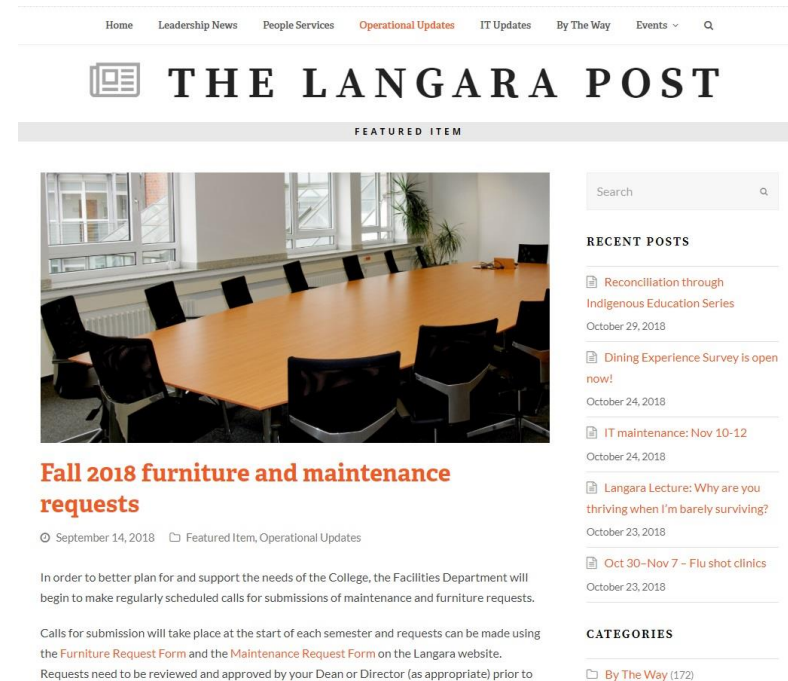
**Langara.**

THE COLLEGE OF HIGHER LEARNING.



# Project Request and Call-Outs

- New initiative started in 2018
- Furniture and maintenance call-outs issued start of every semester
- Opportunity for larger project sized asks (departmental renewals, classroom redesign etc.)
- Approval process and performance timelines
- RENCAP call-outs



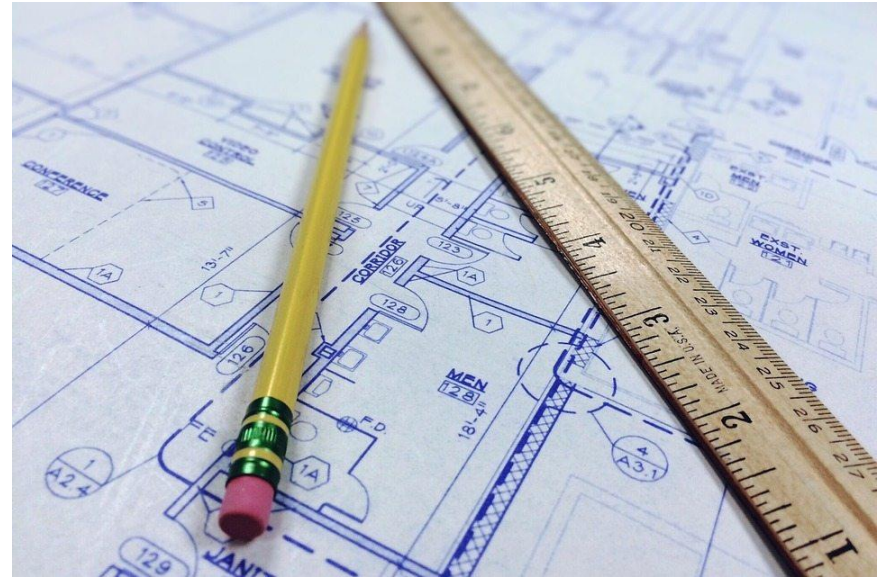
The screenshot shows the website for The Langara Post. The navigation bar includes links for Home, Leadership News, People Services, Operational Updates (highlighted), IT Updates, By The Way, and Events. The main header features the site's logo and the title 'THE LANGARA POST'. Below the header, a 'FEATURED ITEM' section displays a photograph of a large conference room with a long wooden table and black chairs. The article title is 'Fall 2018 furniture and maintenance requests', dated September 14, 2018, and categorized as a 'Featured Item' and 'Operational Updates'. The article text states that the Facilities Department will begin making regular calls for maintenance and furniture requests to better support the college's needs. It also provides information on how to submit requests using specific forms on the website. To the right of the article is a 'RECENT POSTS' sidebar with a search bar and a list of recent articles, including 'Reconciliation through Indigenous Education Series', 'Dining Experience Survey is open now!', 'IT maintenance: Nov 10-12', and 'Langara Lecture: Why are you thriving when I'm barely surviving?'. A 'CATEGORIES' sidebar at the bottom right shows 'By The Way (172)'.

# Space Use and Allocation

Requesting additional space

Changing intended use of a space

FACSAC and role of Facilities



# Questions

**Langara.**

THE COLLEGE OF HIGHER LEARNING.