

# OFFICE OF FACILITIES MANAGEMENT

Director- Walter Labitzky, 274-4013  
Asst. Director- Ron Taylor, 274-4008  
Service Coordinator- Monica Phillips, 274-4357

Listed below is information about subjects frequently raised by students. The Facilities Management brochure included in this binder pocket provides additional information.

## **POSTING FLYERS**

To advertise your event please make arrangements with the Facilities office to obtain an easel to place your posters at various locations throughout the building. Please return the easel to the Facilities office after use. Do not post flyers or other information material about your even on walls, in elevators, doors, bathrooms, windows or any location other than the designated boards (on the sixth floor) and on easels. All postings found on non-designated areas will be removed and further consequences may result.

## **RECYCLING FYI**

Since August 2002, WCL has been part of a unique “two can-one collector” recycling program utilized by the entire AU campus. WCL’s waste management contractor collects all of our accumulated waste and breaks it down into waste and recyclables at their plant. This makes it possible to collect all of our waste in either clear or black bags. Black bags are used on bathroom and kitchen containers; clear bags are used at every other container location. The black bags are not broken down at the plant but go directly to waste processing. The clear bags are opened at the plant and the contents separated into recyclable sections. WCL receives a report of how much material is recycled from our total weight collected and picked up via our compactor on the loading dock. At the end of the month the contractor provides WCL with its portion of any recycling rebate, which is used to offset the total cost of waste management at WCL.

## **REPORTING REPAIRS**

The Facilities staff strives to maintain the building, furnishings, and support services a the high standard of performance required by the WCL community. We encourage students to become our partners in helping us to respond quickly to building deficiencies by reporting any damage or malfunctions of building fixtures or other maintenance items. Please feel free to send an email to [facilityreq@wcl.american.edu](mailto:facilityreq@wcl.american.edu) , call extension 4357, or report the matter to the Security front desk officer located in the main lobby.