under the dome

A City Hall Building Management newsletter created specifically for City employees

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City Hall Building Management
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Dear City employees who work in City Hall:

Introducing the first year of CIty Hall Building Management's monthly newsletter entitled "under the dome", created specifically for City employees who work in this wonderful building. Each month "under the dome" will provide you with a variety of City Hall news and information including building safety tips, preservation updates and art attractions. On the lighter side, regular features such as "Transformations" and "Scene & Heard" will introduce you to fellow City employees who work in City Hall and provide hot tips on hip lunch spots, movies, music and more. It is with great pleasure that I bring this resource to you. I hope that you enjoy working under the dome as much I do.

Happy Reading!
Lesley Nolan
Building Services Manager
City Hall Building Management

We Welcome your Feedback!

City employees can send "under the dome" questions and suggestions to lesley.nolan@sfgov.org

City Hall Recycling Program

City Hall uses a tremendous amount of paper to keep the administrative functions of the entire City in order. After we have finished with a document or fax receipt we often throw it in the recycling bin and are done with it, but for each piece of discarded paper this is just the beginning. All recyclable items in City Hall traverse a long path from waste basket to reconstituted product.

You may have noticed that there is a recycling bin with a mini- trash container attached to the side under every desk in the building. These recycling bins were originally used for trash, but eventually the City realized that the majority of desk waste is recyclable. Thus the larger bins were converted to all-purpose recycling bins and smaller bins are now used for trash. The bins are collected by custodians on their daily rounds, who then deposit all recyclable materials into a big dumpster in the trash room. Once a week a recycling truck empties the compactor and the contents are dumped on a conveyer belt to be sorted into separate piles for trash, cans, bottles, paper, and plastic. The separated materials are sold to a manufacturer who then turns them in to some of the goods that are sold back to us. Any trash left over is deposited in a land fill.

With so many different stages making up our recycling program it might seem more cost-effective to have City Hall employees separate the recycled goods from the beginning instead of paying someone else to do it at the recycling center, but after many program strategies the custodial department has determined that this is the most successful system. By encouraging City employees to deposit all materials in the appropriate container, many more people are likely to recycle. The easier the decision to recycle becomes, the more people are likely to continue recycling. Depositing all the recyclables into one bin also saves a lot of space because there is not enough room in every office for as many containers as there are kinds of recyclables. Putting all recycling in one container also makes it easier for the truck to pick up all at once, instead of making several trips for the different kinds of recycle materials.

The recycling program is meant to encourage City Hall to recycle as much as possible. Right now the building recycles approximately 67% of all materials brought in. Custodial Manager Mike Hanson credits excellent cooperation from top to bottom in achieving such an excellent recycling record. Policies set forth by the Commission on the Environment and the Board of Supervisors to increase awareness of recycling, and more employees are remembering to recycle their waste products. By 2010 the goal is to bring the total up to 75%. That gives us four years to crank up the recycling efforts!

For more information about recycling in City Hall, ask your department's recycling coordinator. The recycling coordinator is in charge of recycling efforts in their department and should be knowledgeable about the recycling procedures. To order a standard desk recycling bin, contact your department purchaser. For an attachable garbage container, contact Building Management and they will provide you with one at no charge.

Small Business Commission

The Small Business Commission in partnership with the Mayor's Office, San Francisco SBA and others will host Small Business Week, May 15-20, 2006. Similar to last year SBW 2006 events will Kick-off with a reception at City Hall on Monday, May 15, 2006 from 6-9PM featuring "Flavors of San Francisco", an evening celebration and reception in honor of San Francisco small businesses. Other events planned during Small Business Week will be forthcoming. You may now register on-line for the Kick-off reception at City Hall. Please check back to www.sfgov.org regularly.

Scene and Heard

What are you watching?

"I watch an awful lot of "Thomas the Tank Engine," my two year-old son has complete control of the remote!"

Rohan Lane
City Hall Building Management

What is your favorite vacation spot?

"My favorite vacation spot is the island of Barbados. It is where my family is from and is one of the most beautiful places I have ever seen. It has beaches where the sand is pink and Caribbean sea water that is as clear as crystal. In addition to the breathe-taking scenery, perfect weather, and romantic night-spots, it has a lot of historical landmarks to visit. So, if anyone needed that island vacation escape from the everyday hustle-n-bustle, Barbados is the place."

Jeff Smejkal
Office of the Treasurer/Tax Collector

What are you listening to?

"I enjoy Jason Mraz, The Fray, Michael Buble, Keyshia Cole, and The Beatles."

Jason Chan
Mayor's Office of Neighborhood Services

Bird Cages of the Past

(The Elevators and Elevator Operators of City Hall)

"What floor please?"

Back in 1916 this was a question always heard when entering an elevator. Instead of stepping inside and simply pressing a number for the floor you need, an elevator operator pulled a crank lever to make the elevator arrive at the appropriate floor. The City Hall elevators were always operated by a young woman and the experience of riding in one of these elevators was enhanced by the personality of the operator and their button down appearance. Elevator operators of City Hall were attired in a military like uniform representing the era and naturally accompanied with laced oxford shoes, which had to be highly polished. Hands were always encased in spotless white cotton gloves. The hairstyle was always a neatly controlled short haircut topped with a simple hat. Jewelry was almost nonexistent except for a fresh white carnation pinned to the lapel. There were elevator operators in each car and an official starter controlling the flow of passengers behind the scenes.

Today we still have the original elevators of 1916, but gone are the glass doors, the brass gates and mesh screening. Many of the original elements still exist, such as the magnificent brass monogram of San Francisco enlaced in the hardwood vertical grain red oak flooring for all to see (and step on).

If you have a desire to see the original appearance of the elevators take a step across the lobby and look inside the freight elevators. Hidden behind heavy fabric is the beautiful birdcage design. These elevators are now designated by Building Operations as freight elevators and are not used as passenger cars. The fabric is used to protect these freight elevators from the various cargo they transport between floors. These elevators and the standard passenger cars are all electrically operated with overhead traction instead of crank operated. All elevators hold a passenger capacity of 16 people and weight capacity of 2500 lbs. – 3000 lbs.

So as you're taking a ride in the elevators up to your office, imagine what it was like 90 years ago to be greeted by a friendly face asking politely, "what floor please?"

Conference Room Reservation

The elections department has reserved conference rooms 082 and 034 for large blocks of time through the end of the year. For this reason there is only one conference room available to City Hall offices, Room 421. Please book your meetings far in advance in order to assure that there is space for your meeting. The hearing rooms are not being reserved en masse by the Elections department, and normal scheduled uses remain in effect. To book a hearing or conference room, please contact Building Management at 554-4933 or send a work order to City.Hall.Building.Management@sfgov.org.

Safety Corner

To report an EMERGENCY:
Call 911 then call City Hall Security at 554-7251.

Suspicious Objects Or Mail

Although it is unlikely that employees will come into contact with suspicious objects or mail, it is important to be able to identify hazards and respond appropriately.

WHEN OPENING MAIL AT CITY HALL:

- Handle incoming mail in a designated separate area.
- Examine unopened mail carefully and look for suspicious features.
- Persons who handle mail should wear protective impermeable gloves. Gloves can be discarded in a regular trash can once removed unless a suspicious letter or package is identified.

SUSPICIOUS CRITERIA MAY INCLUDE BUT IS NOT LIMITED TO:

- Excessive postage.
- Handwritten or poorly typed addresses.
- Incorrect titles.
- Title, but no name.
- Misspellings of common words.
- No return address.
- A city or state in the postmark that does not match the return address.
- Protruding wires or aluminum foil.
- Excessive security restrictive endorsements, such as masking tape, string, etc.
- Oily stains, discoloration, odor or residue.
- Lopsided or uneven envelope.
- Articulated threat.
- Excessive weight.
- Ticking sound.
- Powdery substance felt through or appearing on the item.

IF YOU COME INTO CONTACT WITH AN OBJECT OR PIECE OF MAIL YOU BELIEVE TO BE SUSPICIOUS:

DO NOT

- Open the object.
- Shake or empty the contents of the object.
- Move the object, show it to others or allow others to examine it.
- Sniff, touch, taste or look closely at it or any contents that may have spilled from it.
- Use cellular phones or walkie-talkies in the immediate vicinity of the object. (Devices can be set to detonate using these types of wireless signal transmissions.)
- Touch your skin, eyes or other mucous membranes.

DO

- Remain calm.
- Report the suspicious object immediately by calling City Hall Security at 554-7251.
- Wash hands with soap and water to prevent spreading potentially infectious material to face or skin.
- Assist persons including senior citizens and persons with disabilities.

HOW TO REPORT A SUSPICIOUS OBJECT OR PIECE OF MAIL AT CITY HALL

- Contact City Hall Security immediately by calling 554-7251.
- Speak calmly and slowly.
- Provide your full name.
- Provide the telephone extension that you are calling from.
- Provide the location of the suspicious object, including the floor and room number if possible.
- Provide a brief description of the suspicious object.
- Stay on the phone with City Hall Security until instructed to do otherwise.

Transformations

Do you recognize this City employee who works in City Hall?

Baby Mohawk!

SMILE!

Look Mom, I caught one!

Bobby Lyons
Department of General Services