

Facilities Management Newsletter

August 2025

Facilities Management District Office, Prescott Campus, Bldg 20
Office Hours: Monday – Thursday 7:30am – 4:30pm, Friday by appointment
Phone: 928-776-2180 Email: facilities@yc.edu

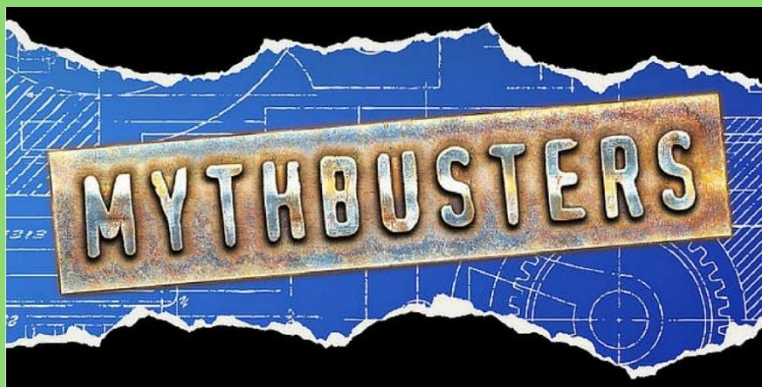
Please note the return of Friday office hours - by appointment only

Welcome back!

Facilities Mythbusters

Myth #1: “I don’t need a work order for that.”

Busted: Almost everything Facilities related does require a work order. Lights, plumbing, doors, leaky faucets... if it’s a Facilities issue, submitting a work order is the fastest way to get it resolved. It ensures your request gets on our schedule and handled properly and helps us track building trends. It also allows our crew to add working hours for each work order.



Myth #2: “The HVAC thermostats are just for show and don’t really work.”

Busted: Nope! Wall thermostats can be adjusted up to 3 degrees warmer or cooler. You don’t need to freeze or sweat through your workday. Call Facilities if the temperature doesn’t adjust after 20-30 minutes, and we’ll check the system to be sure it’s working properly. Your parka (or neck fan) will thank you.

Myth #3: “I can skip reporting that small thing—someone else probably called Facilities, it’s not a big deal.”

Busted: Small issues can turn into big problems quickly. A drip, a squeak, or a loose tile might seem minor, but reporting it early keeps your space safe and prevents bigger headaches later. If you see something, say something.

Myth #4: “I don’t need to let Facilities know about this; I can just fix it myself.”

Busted: We get it - sometimes it’s tempting to grab a screwdriver or duct tape. But even small fixes can create bigger problems or safety issues if done unofficially. Always submit a work order first. We’ll handle it safely and efficiently, and you won’t have to worry about a temporary “solution” turning into a permanent headache.

Remember, work orders are your friend, and Facilities is here to help—no myths required!

Facilities Highlight: New Turf at the Circle

This month, our Grounds Team completed the installation of turf at the Prescott Campus flagpole in the roundabout. The addition of turf creates a clean, well-kept appearance that draws focus to the flagpole and the Unheard 22 Memorial. This improvement not only enhances the look and usability of the area but also reinforces the respect and attention these symbols deserve.



Facilities Focus: Simple Reminders

- **Doors:** Do not prop open doors. Closed doors help HVAC systems work efficiently and keep unwanted pests out.
- **Whiteboards & corkboards:** Installation can be requested through MainBoss, but once installed, removal or relocation is not performed or authorized. You never know what's behind that wall.
- **Holiday closures:** Facilities services are unavailable. Check in with Campus Safety if you need to be on campus. All buildings are locked.
- **Furniture & equipment:** Do not move large furniture or equipment yourself; submit a work order so Facilities can handle it safely.
- **Parking & vehicle access:** Do not block service areas or fire lanes, or park in Facilities designated spots. Facilities staff require access for deliveries or maintenance.
- **Spills & safety hazards:** Report any spills, leaks, or hazards immediately so Facilities can address them and prevent accidents.
- **Energy conservation:** Turn off lights and equipment when not in use, especially in unoccupied offices and classrooms.