

## **Maintenance Responsibilities for Cornell's Pesticide Storage Facilities**

Each facility has a maintenance manual and a 1-2 page "Maintenance and Winterizing" document summarizing critical issues in these areas. Pesticide storage facility managers should be familiar with these documents.

### **In general, facility managers are responsible for:**

- Conducting regular walk-throughs. Check for structural concerns such as: shingles, roofs, windows, doors, HVAC (heating, ventilation, and air conditioning) systems, leaks, unusual moisture, low heating fuel level, etc. Unusual conditions and actions needing repair should go through Customer Service and Maximo with service requests issued for corrective maintenance.
- Replace fluorescent and incandescent light bulbs. The bulbs will be supplied by College of Agriculture and Life Sciences (CALs) Facilities.
- Running the drench hose, emergency shower and eyewash systems at least once per month during the growing season to assure function and cleanliness. This is not necessary during the time of year when the system is drained and winterized.

### **In general, Facilities and Maintenance Management will be responsible for:**

- Conduct Preventative Maintenance Inspections (PM) annually (i.e. changing filters, checking HVAC systems, belts, motors, etc.).
- Annual testing of eye wash and drench systems will be conducted by Cornell Environmental Health and Safety (EHS- 607-255-8200).
- Draining down the sump and water systems at the end of the growing season before freezing temperature may occur. Recharging the systems in the beginning of the season after concerns of freezing temperatures have passed (for seasonal buildings).
- Cleaning the sump of trapped silt at the end of the growing season or as often as necessary.
- All repairs, including those necessitated by an emergency.

Although proper maintenance and regular walk-through inspections of the buildings should eliminate most facility emergencies, some emergencies are bound to occur. The managers must use their best judgment as to how to proceed in dealing with an emergency.

Should the manager need to work with a local contractor under an existing pre-approved blanket (for off-campus facilities) or through the Infrastructure Properties and Planning (IPP) shops through customer service (for Ithaca facilities), the CALs Maintenance Manager should be notified as soon as possible as to the condition of the building and the steps taken to repair it. Only the minimum work necessary to deal with the emergency condition should be undertaken without the CALs Maintenance Manager or Maintenance Management's permission.

### **Facilities Maintenance Manager Contact Information:**

## Maintenance Responsibilities for Cornell's Pesticide Storage Facilities

Building	Maintenance Manager	Contact Information		
		Cell Phone	Office phone	Net ID
<b>Blue Grass Lane</b>	Tim Dodge	607-327-2844		td58
<b>Caldwell Field</b> (and Mt. Pleasant)	Tim Dodge	607-327-2844		td58
<b>CLEREL</b> (Portland)	Joe Remillard	607-327-1047	315-787-2428 315-406-2964	jhr34
<b>Farm Services</b>	Tim Dodge	607-327-2844		td58
<b>Grounds</b>	Kevin McGraw	607-227-6071	607-255-7751	kwm23
<b>Insectary/ Ken Post Lab</b>	Tim Dodge	607-327-2844		td58
<b>LIHREC</b> (Riverhead)	Joe Remillard	607-327-1047	315-787-2428 315-406-2964	jhr34
<b>Ludlowville</b> (Lansing)	Tim Dodge	607-327-2844		td58
<b>Orchards</b>	Tim Dodge	607-327-2844		td58
<b>Musgrave</b> (Aurora)	Joe Remillard	607-327-1047	315-787-2428 315-406-2964	jhr34
<b>NYSAES</b> (Geneva)	FRU Spray Lab	Joe Remillard	607-327-1047	315-787-2428 315-406-2964
<b>Thompson Research Farm</b> (Freeville)	Tim Dodge	607-327-2844		td58
<b>Uihlein Potato Farm</b> (Lake Placid)	Joe Remillard	607-327-1047	315-787-2428 315-406-2964	jhr34
<b>Willsboro Farm</b> (Willsboro)	Joe Remillard	607-327-1047	315-787-2428 315-406-2964	jhr34

Customer Service  
607-255-5322

Maximo 7  
Integrated Service Request for Repair & Maintenance:  
[Maximo 7 link](#)