

FACILITIES MANAGER PROTOCOLS IN BLA

How to calendar for the role of Facilities Manager in Bahía de los Ángeles

Calendar

- ☐ 3-4 days prior to program start for program setup.
- ☐ Anticipate arrival between 4-6pm for trips traveling from San Diego to Bahía de los Ángeles.
- ☐ Calendar ~2 hours to complete prep for departure trips from Bahía de los Ángeles to San Diego.
- ☐ Calendar 4 hours per shift to manage mentor shelf set up, photo/thank you gifts, meetings

BLA Schedule

See, ["How to prepare your calendar for your role in BLA."](#)

- Time to train and setup staff in Bahía de los Ángeles.
- Orient staff, students, mentors to Field Station upon arrival.
- Review the "Manager on Duty Protocol" in the "Emergency Preparedness Manual." (1 hour)
- Calendar your schedule using the Protocol, "How to calendar the role of the Facilities Manager In BLA." (1.5 hours)
- Schedule time for your role in the preparation of the Community Celebration.
[See Community Celebration](#)

Day 1

- ☐ Field Station Orientation – for student and staff introduction.

Day 2

- ☐ Staff Meeting during siesta.

How to clean and setup the field station

Review safety

- ☐ Take water breaks often and remind each other to drink water.
- ☐ Jump in the bay to cool down as needed.
- ☐ Lift properly (with the legs) and use a buddy on anything too heavy.

Designate teams and roles

- ☐ Teams
 - Storage Crew
 - Set Up Crew
 - Technology & Special Projects Crew
- ☐ Roles
 - Designate one volunteer to take pre-set up photos of each space.

Orient team to the space

- ☐ Use the “Field Station Guide” to walk through spaces.
- ☐ Play the videos from last year’s set up to explain how each space should look (remember, we are always looking for improvements and suggestions).
- ☐ Show the room set up protocols.
- ☐ Discuss specifics for cleaning and set up as you go.

Prepare for Setup. In each room:

- ☐ Dust and remove cobwebs from all windows, shelves, and surfaces. Start from the top and move your way down.
- ☐ Use previous year’s photos for reference to set up the space. Move any furniture that is not needed.
- ☐ Install power boxes, power strips, and extension cords first.
- ☐ Setup the furniture.
- ☐ Setout the supplies.
- ☐ Use the “Glendale CC Field Station Field Station Communication” to put up Procedural and Communication Signs.

Unpack

- ☐ Back the supply vehicle up to the bathroom area.
- ☐ Unpack supplies into categories. Look for the label on the bin (bins will have two labels, we will unpack by location)
- ☐ Ensure all labels are facing out.

South Wing (Kitchen & Sala):

- Field Snacks
- Water Jugs
- Cleaning Dishes Supplies

West Wing (Dorms, Bathroom/Laundry Area, & Storage/Dive Locker):

- Cleaning Supplies
- Bathroom Supplies
- Dive Gear
- Field Research
- General Field Supplies
- Safety
- Community Celebration
- Community Gifts
- Other Storage

North Wing (Classroom):

- Know It, Own It

Staff Office:

- ☐ Safe
- ☐ Office Supplies/printer
- ☐ Student Medicine

Staff House:

Access items from the Glendale Storage

Pre-Moving Supplies Rat Abatement

- ☐ Ensure all staff/volunteers are using PPE.
 - Rubber gloves.
 - Closed toe shoes.
 - Dust masks.
 - Roll of trash bags.
 - Hand sanitizer for after moving supplies.
- ☐ Open the main door and allow to air out for 30 minutes.
 - The outside combination lock is 5885.
 - This lock has been changed out, but not used for a year, if it gets stuck, try hitting the top of it with a rock to loosen.
 - If for some reason it is permanently stuck, use the bolt cutters to cut it off and let the Facilities Operations Manager know to replace.
 - The inside door lock is opened by the key on the Facilities Operations Manager's key chain. It is on the "Duke" key ring and labeled "Glendale".

Move supplies

- ☐ Roll shelves out of the garage and onto the patio.
- ☐ Wipe off any obvious rat poop/pee with bleach solution and rags.
 - Once done – throw rags away.
 - Immediately throw away any supplies that have been chewed or ruined by rats. Write down anything that might need to be replaced/accounted for.
- ☐ Do a final sweep of the storage room to remove all sand and rat poop.
- ☐ Bins that are not to be used can remain in the garage.

Setup up the Kitchen

- ☐ Set up shelving unit in kitchen next to the back entrance and place the following:
 - Empty water jugs
 - Field snacks
 - Tupperware for packing snacks
 - Water bleaching kit
- ☐ Set up Dish Washing area with the following items:
 - Set out dish soap
 - Set out bleach
 - Tape up protocol
 - Put out three bins for washing
 - Put out small bin with extra sponges

Setup the Sala

- ☐ Set up Information Center (use printed signs)

Setup the Patio Outside Sala

- ☐ Ensure there are enough tables and chairs for all staff and scientists
- ☐ Ensure the large bell to signal meals is hanging.

Setup the dorms

- ☐ Place shelving units against the walls and label shelves with names (1 shelving unit for two people and 1 dedicated sleeping shelf for all).
- ☐ Place changing screen in a corner.
- ☐ Recycling can, garbage can.
- ☐ Designate shelf outside for wet shoe station.

Setup the classrooms

- ☐ DO NOT USE DUCT TAPE ON WALLS – use blue painters tape
- ☐ Put tables in the center with 20 chairs around, create a “teaching station” with a small table in the corner.
- ☐ Place a white board at the “front” of the room.
 - Place markers, cleaner, eraser with the board.
- ☐ Tape extension cord to run to table in front of white board for laptop and projector
- ☐ Put battery backup on table for projector and laptop
- ☐ Put the file boxes with printed materials on the teaching table
- ☐ Put Know It Own It bins under the teaching table
- ☐ Create a “music and salud station”
 - Set speakers outside on the patio (one facing dorms and classroom, one facing Sea of Cortez).
 - Attach the IPOD.
 - Place a clipboard and tardy sheet for all staff.

Setup the bathrooms, chores, laundry, wetsuit dunk tank area

☐ CLEANING/CHORE STATION

- Organize all cleaning supplies
 - Top Shelf - TP and Paper Towels
 - Next Shelf Down - Trash and Recycle Bags/ rags
 - Middle Shelf - Spray bottles, hand sanitizer, Dr. Bronners
 - Next Shelf Down - Shampoo and Conditioner, Folded Clean Rags, rubber gloves
 - Bottom Shelf –Large bottles of cleaner
 - Under shelves – bin with small hand brooms, dust pans
 - Laundry area items: wash board, soap, etc.
- 2 Chore Chief Checklists attached to shelving
- Blue tape around borders of each laminated chore sheet and chore schedule on the wall to left side of supply station.

☐ Sinks

- Place laundry detergent and wash tubs under sink and label (with label maker)

☐ Indoor Showers

- Test to make sure they work.
- Put out bottle of soap/conditioner/shampoo
- Place cleaning supplies inside shower (spray bottle of simple green and squeegee)
- Post the “Shower Schedule”

☐ Bathrooms

- Hang TP in each bathroom
- Ensure there is a plunger in each bathroom

☐ Outside Showers

- Test to make sure they work

☐ Laundry Hanging Area

- Put out trash can for dunk tank
- Ensure enough lines and clothes pins

Setup the office

☐ All Desks

- Desk with computer, chair, fan
- 1 plastic chairs for guests
- Shelving unit for all office supplies

Setup the storage/dive locker

- ☐ Create section for long term supplies (put in the back and block in with supplies to be used below).
- ☐ Create a key area to hang up keys
 - Have one key (Ocean Discovery supply vehicle) labeled for emergency use only
 - Have other keys labeled with a sign saying “cars can be borrowed, return keys immediately upon return.
 - Hang a clipboard with a piece of paper that says, driver name, time, destination, passengers.
- ☐ Create 1 shelving unit for safety supplies
 - Travel safety kits
 - Trauma bags & oxygen
 - Backboard
 - 1 tub/box with bandaids, gauze, 1 itch cream, bug spray, hand sanitizer
 - Box of extra med supplies (not for student use)
 - Extra field first aid kits
 - Aloe
 - Backboard
 - Automated External Defibrillator
- ☐ Create 1 shelving unit for General Field Gear
 - EPIRBS
 - Canvas bags for shopping
 - Extra dry bags and backpacks
 - Extra water jugs and small coolers for the field
 - Charging station for marine radios
 - Gallon of sunscreen refill with pump
 - Bins with sporting equipment, rafts, extra bags, flashlights
 - Extra tubes of sun screen
- ☐ Create 1 shelving unit for other supplies
 - Community Celebration
 - Thank Yous
 - Volunteer Bin
 - Other needed supplies
- ☐ Create 2 shelving units for Field Research Gear
 - Assign dry bags for each Research Group
 - Assign water jugs
 - Assign first aid bag
 - Assign backpacks for each Research Group
- ☐ Create an area for Snorkel Gear and Lifejackets (outside of Storage Room).
 - 4 large bins for 30 life jackets on left side (Extra life jackets in storage)
 - Bin of Dive bags
 - 1 bin of extra masks, snorkels and fins next to life jacket bins
 - 2 Bins for staff snorkel gear
 - Hang up all wetsuits

Setup the staff house

- ☐ Communication Board/ Area
 - Staff Roles
 - Mentor Schedule
 - Clock
- ☐ Kitchen Area
 - Trash and recycle
 - Snack bins (2) with lids labeled personal snacks and shared snacks
 - Label inside of refrigerator for personal food and shared food
 - Create a second tooth brush station
- ☐ Bathroom
 - Make an area for cleaning supplies
 - Stock with extra TP, PT, Shampoo, Conditioner, and soap
 - Provide clean water for tooth brush station
 - Set up trash can
- ☐ Main Room
 - Set up shelves (all staff and scientists get 2-3 shelves depending on space and numbers)
 - Set up a changing area.
- ☐ Front Patio
 - Set out chairs

Setup office wireless internet

- ☐ Set up an internet connection with an existing satellite to ensure communication between BLA and SD.
- ☐ Connect a printer to this system for wireless printing.

Set up staff house wireless internet

- ☐ Plug the modem into the larger router that is in the box on the window shelf.
- ☐ Test for wireless connectivity.
- ☐ The router's password is on the bottom of the router.

FIELD STATION MANAGER AND LEAD

- Post set up crew leaving
 - Go through each room with the setup protocol and video and ensure everything is where it should be.
 - Assess signage and hang in each area, determine if more are needed.
 - Assess procedures and change as needed.
 - Check that all supplies are labeled.
 - Do a complete clean of all areas.
 - Make improvements and document in enhancement notes.

Prepare information center.

Setup the space and lighting

Put up the lighting we did for the Community Celebration during set-up week.

Finalize Field Station Setup

The Field Station Manager will:

- ☐ Go through each room with the setup protocol and video and ensure everything is where it should be.
- ☐ Assess signage and hang in each area, determine if more are needed.
- ☐ Assess procedures and change as needed.
- ☐ Check that all supplies are labeled.
- ☐ Do a complete clean of all areas.
- ☐ Make improvements and document in enhancement notes.
- ☐ Once set up is complete, make a narrated video of each space for next year's set up
- ☐ As you set up, if there are things we no longer need consider donating them in town, or send them back to the US to be recycled.

How to orient staff, student, and mentors to Field Station upon arrival

You will provide all individuals/groups a 20–25-minute tour of the field station upon their arrival. Use the “Field Station Guide” for more details and the script to follow.

How to operate the Field Station

Daily Field Station Responsibilities

- ☐ Open the Field station each morning, walk through the field station to make sure everything is in its place. Specifically:
 - Open doors of the field station.
 - Check all rooms for personal items and place any items found in Lost and Found.
 - Check all rooms for random cups, plates, utensils, etc. and put by the kitchen sink.
 - Check all rooms for papers, trash, etc. and recycle or throw away.
 - Push in chairs.
- ☐ Manage thermal comfort throughout the day (check in with staff for changes daily)
 - Turn on AC in offices (TBD based on staff schedules)
 - Turn on AC in classrooms at 3:30 pm for Know It Own It
 - Turn AC off in classrooms at 6:00 pm
 - Turn of AC in offices at 7:00 pm
- ☐ Conduct campus wide safety check.
 - Outdoor spaces
 - Ensure there are no piles of rocks for rattle snakes to hide.
 - Remove ant hills
 - Kill all black widow spiders
 - Pick up any rusty metal, nails, etc.
 - Look out for tripping hazards and remove.
 - Ensure all walkways and stairs are lined with reflective tape, replace as needed.
 - Indoor spaces
 - Kill all black widow spiders
 - Remove all spider webs
 - Check for cleanliness.
 - Ensure all rooms and passageways are clear of tripping hazards.
 - Check all cords are properly taped down.
- ☐ Walk through the staff house each morning to make sure everything is in its place. Specifically:
 - Check on general cleanliness and organization.
 - Ensure personal shelves and shared areas are staying clean and picked up.
- ☐ Report out on relevant supply and field station updates.
 - will give morning updates as needed.
 - i.e. if nightly you are turning off lights, fans, and picking up after people, the staff need to be reminded that it’s everyone responsibility.
- ☐ Maintain toothbrush water.
 - Fill toothbrush station in the student bathrooms with water from the kitchen pila.
- ☐ Double bag all recycling and make sure it is separated into:

- Cardboard and paper
- Aluminum, glass, and plastic
- Nothing can be recycled that has touched fruit, meat, or dairy
- ☐ Maintain and inventory all safety gear
 - EPIRBS (5)
 - Backboard with a roll of duct tape, two trauma bags, two oxygen tanks
 - Check and restock Travel Safety Kits using the “Travel Safety Kit Inventory” protocol as you check them in and out.
 - Life vests
 - Test safety whistles.
- ☐ Nightly shut down the office at 7pm.
 - Lights and fans off.
 - Close the doors.
 - Push in all chairs and put any supplies left out where they go.
 - Including cups and dishes from the field station.
 - Turn off the marine radio.
- ☐ Walk through the field station nightly to make sure everything is in its place at 7pm. Specifically:
 - Ensure all computers in the computer room are turned off unless staff is actively working on them (then remind them that they will have to turn the computer off when they are finished).
 - Check all rooms for personal items and place any items found in Lost and Found.
 - Check all rooms for random cups, plates, utensils, etc. and put by the sink in the kitchen.
 - Check all rooms for papers, trash, etc. and recycle or throw away.
 - Push in chairs.
 - Fill water jugs in the kitchen.
- ☐ During daily walk through, identify areas that need maintenance or improvement (e.g., broken toilets, more shade cloth, etc.) and report to the Glendale Field Station Manager.
- ☐ Take requests from all staff for improvements around the field station and to fix things that break and report to the Glendale Field Station Manager.
- ☐ After 9pm everyday; all noise in the staff house is at a whisper level to reinforce a culture of rest. In addition, noise travels in Baja, and can eventually wake up the students sleeping just a few doors down.
 - Review
- ☐ Enforce curfew. The curfew for all adults is 10:30. If staff are not in, take another experienced staff to get them. Need to communicate the impact their actions have on safety. Communicate this with the Program Manager in the morning.

Daily Staff House Chores

Staff House Indoor Bathroom

- ☐ Clean sink and toilet.
 - Use paper towels to clean the toilet, Use rags to clean the sink.
- ☐ Clean mirror.
 - Use Windex and paper towels.
- ☐ Refill hand soap (as needed).
- ☐ Bring trash to outside kitchen.
- ☐ Sweep floor.

Staff House General Area Cleaning Protocol

- ☐ Spray and wipe down table and chairs.
- ☐ Wipe down charging station and office counter.
- ☐ Check to make sure all shelves are organized and all staff and visitors are keeping their areas clean.
- ☐ Sweep outdoor porch.
- ☐ Arrange chairs neatly on the porch.
- ☐ Empty recycle can.
 - Bag the recycling into black trash bags (to hide the alcohol bottles).
 - Place outside the kitchen
- ☐ Remove all food and wipe out refrigerator.
- ☐ Throw away any rotten/old food.
- ☐ Bring dishes to kitchen and wash and leave to dry.

Weekly (or as needed)

- ☐ Maintain Ocean Discovery Vehicles.
 - Make sure vehicles are never less than half a tank full.
 - Perform tire pressure checks, check all fluid levels
 - Bring any cars with salty mud to the car wash in town.

Three Times per Week

- ☐ Maintain stock of all facility and office supplies.
 - Check group supplies
 - Toilet paper
 - Paper towels
 - Trash & Recycle Bags
 - Cleaning supplies
 - Office supplies
 - Facility and maintenance supplies
 - Fill out a Purchase Order and get approved by the Operations Manager for all group supplies
 - If the supply must be purchased in San Diego, email PO to San Diego for purchase.
 - If the supply can be purchased in Bahia, get cash from the Operations Manager and purchase.

How to support Volunteer Team during visitor arrivals and departures

[See How to prepare and facilitate all volunteer travel days.](#)

How to breakdown the Field Station

Use “Field Station Breakdown Protocol” for the current year.

How staff can support the program in the field

Non- instructors will attend field trips in non-instructor roles to provide support in the field.

Roles

Support the staff in the field.

Prep

Be field ready and meet the team at the designated location. This will also be announced during the Morning Announcements.

Activity

Support Staff in the field are charged with taking photos with your camera/ phone in the field. In general include the following:

- ☐ Headshots of mentees and mentors in their polo.
- ☐ Big group with everyone in the picture at the end or beginning of an event.
- ☐ Pictures of students doing the “outdoor activity” or “activity” in action.
- ☐ Pictures of students using scientific equipment with the alumni, scientists, community members.
- ☐ Pictures of each of the volunteers and students or group doing “outside” activity.
- ☐ Pictures of students thanking, talking, or interacting with the volunteers and/or community.
- ☐ Pictures of kids getting excited about seeing something for the first time.
- ☐ Candid shots of them having fun.
- ☐ Take program of photos that reflect the Science Discovery Process. This includes make a difference, explore & wonder, investigate, analyze, communicate, make a difference.

End

- ☐ Share your best photos with the Field Station Manager when you come back from the field. She will share those with our social media team and families.