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**To:** [Torres, Marco](#)  
**Subject:** Weekly report  
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Marco,

The week of February 3, 2014

Monday morning I trained Hector Ramirez on the removal of mortise door locks. He and I also trained on lock disassembly, pin removal, lock cylinder repining in accordance with a master-key matrix, and how to cut keys for the re-pinned lock. We later Reinstalled the door lock and returned it to service.

Tuesday Hector and I made preparations to locate and repair leaks in the dry stand pipes (Fire System). These leaks were brought to our attention by an inspector from Total Fire Protection Co during the 5-year inspection. Hector and I decided that the best way to find leaks was to pressurize the pipes with compressed air. We borrowed an air compressor from Roy Getwood at 250 Frank H. Ogawa Plaza to perform our test.

Rick went to Eastmont sub-station to make repairs of service requests that were on city works. At approximately 1PM as he was using the elevator #2 Rick reported hearing a "loud crunching noise and the car moved around violently as if it were an earthquake". When he reached the 2<sup>nd</sup> floor he put it into independent service and, secured power. Rick contacted me in regards to the incident immediately following the incident. I contacted Star elevator; Rob Lopez the elevator technician arrived at approximately 2:30pm. Lopez inspected the elevator and found a steel backing plate with one inch bolts welded to it driven into the hoist way. This backing plate was left in the elevator shaft when Eastmont town center recently had a steel structure removed from the exterior of the building. This steel plate was the internal mounting support for said structure. The bolts and steel plate damaged the outside ribbing of the car and dented the walls. Rick contacted the management group and met with Colin Jones Chief stationary engineer to show him the damage.

Wednesday Hector and I proceeded with testing the dry stand pipes by filling the pipes with compressed air at 80 psi; the gauge displayed a drop in pressure. We sprayed soapy water around the threads, the soapy water started bubbling. We tried tightening the pipe to as it was the least invasive repair procedure however, this did not stop the leak. We removed two 15 inch long sections of 2.5 galvanized pipes and replaced them with new pipes. We pressurized pipes again to 80 psi to test the repair. The gauge displayed zero drops in pressure; the pressure held for the test period of 30 minutes. I contacted A Total Fire Protection Co. to schedule a dry stand pipe water pressure test for our five year inspection.

Thursday Hector repaired a wall that a contractor had cut open. He repaired the opening with 24"X24" sheet rock, tape, and joint compound. Made repairs of service request that are on city works.

Dream ride elevator paid us a visit to do more surveys in regards to the freight elevator that is currently Red-Tagged out of service.

I contacted Thyssen-Krupp in regards to the elevator at Eastmont Sub-Station. They also do not have the hand-held troubleshooting apparatus proprietary to Northern for our specific elevator.

Sunday February 9, 2014 at 2:00AM I received a call from Officer John Mendez regarding a leak in the basement gym upon my arrival there was standing water on the floor. I discovered the cause of the leak was a crack in a four inch storm drain. I wrapped it with pipe wrap to temporarily repair the issue until a more permanent repair could be made.

Aside from the typical maintenance and repair projects we continued to do city works service requests. We also spent time maintaining our own spaces and equipment to maintain a professional, productive and, safe working environment.

Arnel