



**Control stations must be attended by staff members while the partition is in motion.**

**Staff members must stand on opposite sides of the opening or closing partition.**

**Students must stay away from the partition when in motion.**

Training should cover, at a minimum, the following topics:

- Review of the tragic history of unattended use of these partitions.
- Emphasis on the importance of constant supervision of both sides and ends of the moving partition.
- Guidance in appropriate warning and orderly control of room occupants.
- Instruction in hands-on operation of the partition including starting the movement, stopping the movement, reversing the movement and, if applicable, opening and closing of pocket cover doors to secure hidden spaces.

Similar signage and training is appropriate for the operation of curtain dividers in gym spaces or any other mechanically operated devices, such as bleachers, that individuals may come in contact with.

If you need any further information please contact the Office of Facilities Planning at (518) 474-3906.

### **Get to Know Us Better:**

Please meet Terry Cranfield, another valued member of our support staff. Terry has worked for this office for almost 12 years and there is a very good chance that when you call our office, she will answer the phone. In addition to that extremely important task, Terry also processes final approvals, change orders, addenda, Form A's, does some filing, and opens the mail.

One of our architects, Bob Lavery, once described Terry as "the spirit of our office." She's our "social director" and loves to organize office parties and other functions that involve the whole staff. She has a fantastic sense of humor and her laughter is contagious. We depend on Terry to help us chill out when the office workload starts to burn us up.

Terry has a lovely grown daughter, Michelle, and an adorable little granddaughter named Zoe. Terry's motto for life is, "Live, Love, Laugh."

### **Final Submissions--Specifications:**

Please note that the specifications for all projects should be properly bound and **not** submitted in three hole binders or sent in loose with just a rubber-band around them. It is very difficult and inconvenient to review specs when not properly bound. In fact, we will dispose of any specifications received from this point on that are not appropriately bound and ask for a new submittal.

In addition, the project managers and the support staff person who is helping us check in projects (i.e., Barbara Castracani) are losing a lot of time looking for the wage rates, non-collusive certification and equivalency clause in the specifications. This is a reminder that those items must be paper-clipped by the sender. If 155.5 items are not in the table of contents of the specification, paper-clip them also.

We are happy to hear from you. If you have a subject you would like addressed, feedback on the material you read, input or general comments please send them to Joe Levy at [jlevy@mail.nysed.gov](mailto:jlevy@mail.nysed.gov).

We plan to address any subject which will help the schools and consultants quickly and efficiently receive their project approvals.