

# Overlooked dept. serves vital purposes

Located in Lewelling building, the little-known Printing and Warehouse Services department is involved with many of the college's behind-the-scenes workings

**Jadon Triplett**

*The Clackamas Print*

There probably aren't a lot of students who have heard of the Lewelling building, let alone who have any idea what goes on there.

Located next to the Haggart Observatory, Lewelling is host to the college's Printing and Warehouse Services, which, in addition to printing and warehouse work, is also in charge of the campus copy center, off campus printing, the motor pool, and shipping and receiving.

"If Campus Services doesn't do it, we do," says Duplication Technician Kathy Bergin.

There are many other things

taken care of at Lewelling in addition to those already listed above.

Recent examples include the newest buildings on campus, the Art Center and Niemeyer Center. Printing and Warehouse Services took care of the bidding process for both buildings, and also took care of the buildings' furniture needs.

"Everything purchased comes through here," says Purchasing Administrative Assistant Lacrechia St. Clair.

With the recent thefts that have been occurring on campus, it might be a blessing that hardly anybody knows about Lewelling, let alone how to get there; according to Manager Dena Whitley, there have been no break-ins as far back as she can remember.

"There are bars on the window though," Whitley says with a laugh, adding that Lewelling is getting a new security system soon.

Besides mentioning the new security system, Whitley is also eager to promote the newest service that they are offering: electronic work orders. "Instructors can now place their orders online, any time," Whitley says.

For instructors interested in taking advantage of this service, the website for Printing and Warehouse Services is [www.clackamas.cc.or.us/send-mail/dup](http://www.clackamas.cc.or.us/send-mail/dup).

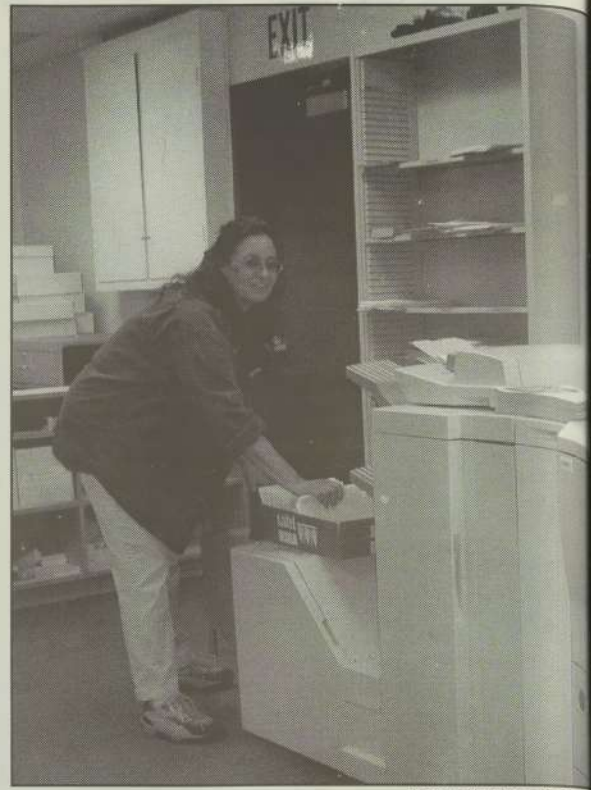
Printing Services can also be reached at 503-657-6958, ext. 2280.

"We provide ... students

**"We provide ... students with the services to help you succeed, while we stay in the background."**

Dena Whitley  
Printing and Warehouse Services Manager

with the services to help you succeed, while we stay in the background," Whitley says.



Norma Martinez Clackamas

Duplication Technician Kathy Bergin works with others behind the scenes in the virtually unknown Lewelling building, providing the college with all copies, and handling shipping and receiving.

## Car How-To: steps for changing your oil

**Joe Piazzisi**

*The Clackamas Print*

Items you will need: Oil draining container, new oil filter, manufacturer-recommended oil (correct weight and number of quarts), wrench and oil filter wrench. If your vehicle is low you will need something to be able to get under it, such as car ramps, jack or jack stands, any of which will work.

**Step 1:** Lift vehicle to a height where you will be able to access the oil pan.

**Step 2:** Secure vehicle in place to make sure it will not fall!

**Step 3:** Place oil draining

container under the bolt in the middle of the oil pan.

**Step 4:** Loosen or remove oil pan bolt and wait until all of the oil drains out of the vehicle. Watch drain container to make sure it does not overflow while the vehicle drains.

**Step 5:** Remove used oil filter, allowing it to drain into drain container.

**Step 6:** Reinsert the oil pan bolt and tighten into place.

**Step 7:** Coat rim of new oil filter with new oil, then hand-tighten new oil filter into place.

**Step 8:** Fill engine with new oil. Insert oil through the cylinder head or the lid that says "oil." Only insert the manufacturer-recommended amount of

oil for your particular vehicle model. An engine *can* have too much oil in it!

**Step 9:** Put the oil cap back onto the engine.

**Step 10:** Clean up materials. Do not throw your oil away! It must be disposed of properly. Take it to an oil recycle center. Call your local auto shop; they will let you know where the nearest center is.

**Step 11:** Lower vehicle back down to the ground.

**Step 12:** Start engine to allow the new oil to coat everything in the engine as well as fill up the new filter.

**Step 13:** You are now done with a basic oil job. If your car is high maintenance, you will need to do this job again every

2500 miles. If your car is not, it may go for every 5000 miles. Find out what the manufacturer recommends.

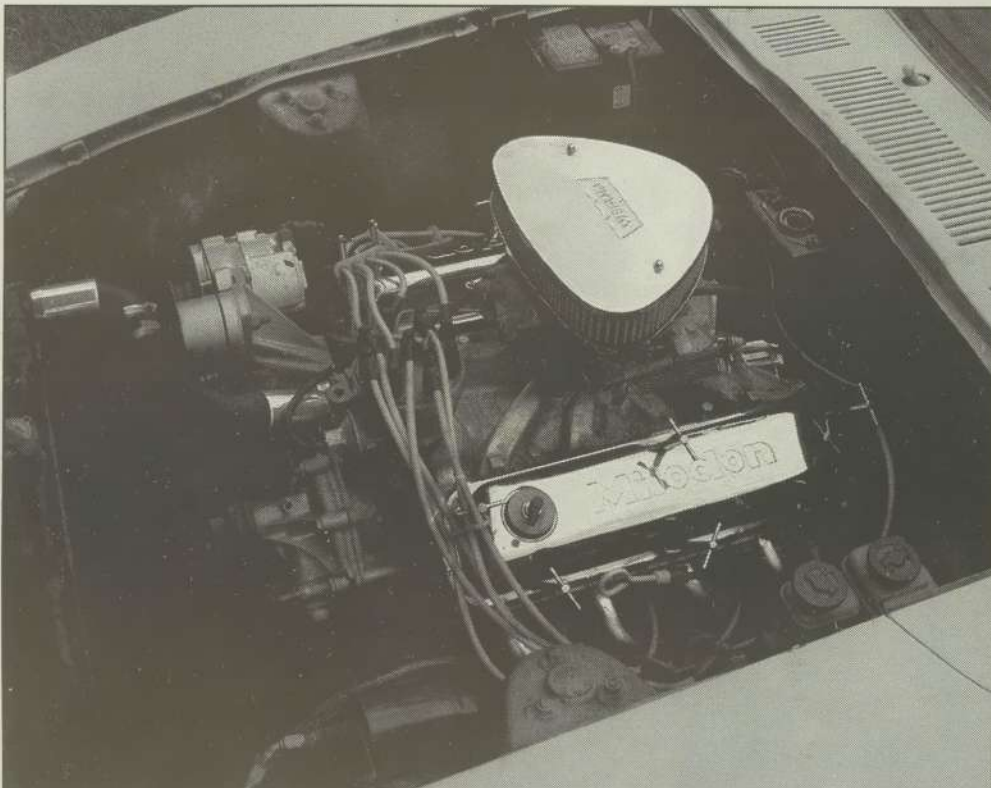
If there is anything you would like to know how to do on or to your vehicle, write a message to [ccprint@clackamas.edu](mailto:ccprint@clackamas.edu) with the heading "Car How-To."

*Disclaimer: "Car How-To" is based on a generalization not pertaining to all vehicles. Attempt at your own risk.*

ad here

Trust me, yours will look better

Contact Benjamin H. [admgr@clackamas.edu](mailto:admgr@clackamas.edu)



Joe Piazzisi Clackamas Print

By checking the oil regularly in an automobile, the chances for engine destruction will decrease. Changing the oil on schedule will allow older cars to keep their life longer.

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