

INSTITUTIONAL DIRECTIVE 8-20

October 2, 2006

Title: Appearance of College Facilities

I. Purpose

This directive sets forth the policy and procedures for assigning responsibility for the appearance of college facilities throughout the entire central campus and off-campus sites of Piedmont Technical College.

II. Policy

It is the policy of Piedmont Technical College employees to maintain the appearance of all areas at their optimum levels.

III. Definition

For purposes of this directive, all areas throughout the college are defined as all of the spaces assigned to the employees of the college.

IV. Procedures and Responsibilities

All employees are expected to participate in the effort required to make the buildings, including instructional areas, office areas, reception and work areas of each building at the college and at its off-campus facilities as attractive as possible at all times. Each dean, supervisor and county coordinator is responsible for the appearance of all office space, reception and work areas assigned to his/her division.

V. Bulletin Boards

All bulletin boards on the Lex D. Walters Campus in the academic and general areas are the responsibility of the Coordinator of Student Life. While many are assigned to specific clubs and curriculum programs, the Coordinator of Student Life will be the person charged with monitoring all bulletin boards and reporting any problem areas to the Vice President for Student Development

VI. Division supervisors are also charged with the same responsibility as listed in paragraph IV of this directive.

Office of Responsibility: Executive Vice President

VII. Environmental Services Responsibilities

A team of (in-house and contract) technicians consisting of full-time and part-time employees primarily cleans the college. Two shifts are utilized to fulfill the housecleaning duties throughout all buildings. Following standard cleaning practices, it is the duty of the Environmental Services staff to keep Piedmont Technical College well-functioning, neat sanitary and clean facilities every effort of this team will be made to maintain high housekeeping standards and assure cleanliness. During the hours from 6:30 am to 12 midnight, an employee or student with a housekeeping problem can call Pager #943-7999 and enter the caller's telephone number for a response. The custodial supervisor can also be reached by dialing extension 8460.

VIII. Tape Posters, Fliers, Notes, Etc.

Taping products to walls will scar the walls and doors when items are removed. It removes the paint surface and creates permanent damage. Posters and fliers should be posted only on bulletin boards located throughout the campus or within offices on boards.

IX. Paint/Carpet

Maintenance staff will continue to paint the walls inside and outside as needed. Environmental Services staff will continue cleaning the carpet per the assigned schedule. Because of time constraints, the Environmental Services staff will schedule a limited amount of wall cleaning as needed

X. Designated Areas for Food

As a standard practice, food, drinks, and tobacco products (refer to Directive 2-7) are not to be used in educational areas (classrooms, labs, shops). Faculty and staff must take the responsibility to control any use of these items. Select rooms in the "B and C" buildings will continue to be used for consumption of food and drinks in as well as the multipurpose building. All classrooms and labs in the remaining buildings foods and drinks are prohibited.

XI. Staff / Facility

Personnel will be allowed to have drinks/food in his or her office with the understanding that accidents are his or her responsibility. They are to make every effort to clean up their spills or accidents. Food, liquids, or tobacco products should not be placed in the office trash cans. Food and drinks should be carried to an outside container. If a person spills a liquid product on the way to an office, it should be his or her responsibility to clean it up. There are restrooms in every building, the responsible person should get paper towels and blot the spills. Many of the Environmental Services work only limited hours per day; therefore, it is possible that the spill would stay there until their next scheduled work time. This could be considered a safety problem, cause ants and contribute to unsightly stains not to mention the unsightly appearance of a soiled area.

XII. Caterers

From time to time, luncheons are catered. These meals are usually served in the "A, B and C" buildings. When a lunch is catered, the caterer is expected to clean up after the meal. Caterers should remove trash from the building and dispose of it at the closest dumpster. When employees reserve rooms in the "B and C" buildings or the picnic shelter for showers, drop-ins, parties, etc. they are responsible for all clean up (refer to Directive 5-6).

XIII. Blood-Born Pathogens

The college continuously makes all efforts to comply with the regulations set forth when dealing with human fluids, needles and other blood-born pathogens. The Environmental Services technicians follow a defined procedure. If a problem occurs, immediately call Environmental Services Supervisor or Public Safety.

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