



**PIEDMONT TECHNICAL COLLEGE**

**PROCEDURE**

**PROCEDURE NUMBER: 4-2-1011.1**

**PAGE: 1 of 3**

---

**PTITLE: Physical Facilities**

**RELATED POLICY  
AND PROCEDURES: 4-2-1011 Physical Facilities**

**DIVISION OF  
RESPONSIBILITY: Administrative**

---

**May 17, 2013**

\_\_\_\_\_  
**Date Approved by President**

\_\_\_\_\_  
**Date of Last Review**

\_\_\_\_\_  
**Date of Last Revision**

**Administrative Responsibilities**

It is the responsibility of the Director of Facilities Management to review and maintain this procedure.

**Procedure**

**A. Procedural Responsibilities**

1. 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.
2. Each Dean, Supervisor and County Campus Director is responsible for the appearance of all assigned office space, reception and work areas.

**B. Surfaces/Doors/Walls**

1. Bulletin boards on the Lex Walters Campus-Greenwood in the academic and general areas are the shared responsibility of the employees.



## PIEDMONT TECHNICAL COLLEGE

### PROCEDURE

**PROCEDURE NUMBER:** 4-2-1011.1

**PAGE:** 2 of 3

---

2. The Associate Dean of Students is in charge of monitoring bulletin boards used to promote events of clubs and curriculum programs. For all student clubs and other related publicity an Activity Approval form must be submitted to the Student Success Center for approval.
3. Posters or other materials are not to be posted on glass, vinyl, wood or painted surfaces of buildings. Taping products to walls scar the walls and doors when items are removed. It removes the paint surface and creates permanent damage. Problem areas are to be reported to the Associate Dean of Students, Division Deans or appropriate supervisor.

#### **C. Environmental Services Responsibilities**

1. A team of (in-house and contract) technicians consisting of full-time and part-time employees cleans the college. Two shifts are utilized to fulfill the housecleaning duties throughout all buildings.
2. Following standard cleaning practices, it is the responsibility of the Environmental Services staff to keep Piedmont Technical College Facilities clean and sanitary. The team will strive to maintain established housekeeping standards and perform as highly trained professionals.
3. An employee or student with a housekeeping problem should contact PTC Environmental Services Contract Manager during the hours from 8:00 am to 5:30 pm at 864-941 -8786 and after 5:30 pm and on weekends contact Public Safety – 941-8000.

#### **D. Paint/Carpet**

1. Facilities Management maintenance staff and IDC paint contractors continue to implement paint programs for building interior and exterior surfaces as scheduled.
2. The Environmental Services team follows a scheduled floor care program providing ongoing services to all campuses.

#### **E. Designated Areas for Food/Smoking**

1. As a standard practice, food and drinks are prohibited in classrooms, labs and shops.



## PIEDMONT TECHNICAL COLLEGE

### PROCEDURE

**PROCEDURE NUMBER: 4-2-1011.1**

**PAGE: 3 of 3**

---

2. Smoking, electronic cigarettes and the use of other tobacco products are prohibited on all campuses.
3. Employees are to take the responsibility to control any use of these items.

#### **F. Employees**

1. Employees are allowed to have drinks/food in their offices. Food and liquids are not to be placed in the office trash cans. Food and drinks are to be carried to an outside container.
2. If a person drops food or spills a liquid product, it is his/her responsibility to clean it up. There are restrooms in every building with paper towels to use for cleanup. Many of the Environmental Service personnel 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.

#### **G. Caterers**

1. When using catering services, the caterer is expected to clean up after the meal. Caterers are to remove trash from the building and dispose of it at the closest dumpster.
3. When an employee reserves a room(s) or building for personal events or activities, they are responsible for cleanup and replacing furniture and or equipment back to previous location.

#### **H. Blood-Borne Pathogens**

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