



PIEDMONT TECHNICAL COLLEGE

PROCEDURE

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TITLE: Physical Facilities

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

DIVISION OF RESPONSIBILITY: Administrative

May 17, 2013

October 24, 2018

October 24, 2018

Date Approved by President

Date of Last Review

Date of Last Revision

Administrative Responsibilities

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

Procedure

A. Employee Responsibilities

1. Employees are expected to make the buildings, 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. Employees should report issues or problems identified through the Work Order System.

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.



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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 in order to prevent scarring of the walls and doors, removal of paint, and other permanent damage. Observed violations should be reported to the Associate Dean of Students, Division Deans, or the appropriate supervisor so that corrective actions can be taken.

C. Environmental Services Responsibilities

1. Two shifts of (in-house and contract) full and part-time technicians perform the housecleaning duties for all college facilities.
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 strives to maintain established housekeeping standards and perform as highly trained professionals.
3. An employee with a housekeeping problem should submit a work order ticket. In the case of an emergency, contact PTC Environmental Services Contract Manager during the hours from 8:00 am to 5:30 pm at 864-941 -8786 (office) or 864-554-7966 (cell) 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 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. Food/Smoking



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1. As a standard practice, food and drinks are prohibited in classrooms, labs and shops.
2. Smoking, electronic cigarettes and the use of other tobacco products are prohibited on all campuses. See Use of Tobacco Products on Campus Procedure 4-8-1060.1 for further information.
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. Environmental Service personnel hours are limited, and therefore, it is necessary for persons to accept responsibility for cleaning up any drops and spills that occur. Paper towels are available in restrooms located in each campus building to assist with clean up.

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.
2. When a college employee reserves a room(s) or building for personal events or activities, the employee is responsible for cleanup and returning furniture and or equipment back to its 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 Campus Police and Security.