

Physical Plant

Subject: Operation and Maintenance of Physical Plant
Number: 700
Issued by: Director of Facilities and Planning
Date: October 15, 2003

GENERAL

The purpose of this policy is to establish facility related guidelines required to maintain quality work, study, recreation and leisure areas for students, faculty and staff.

SPECIFICS

Use of Sidewalks: It is requested that sidewalks be used to get around the campus. Healthy grass, shrubs and ground cover are needed to hold the sandy soil in place and to help beautify the campus. In addition, use of the sidewalks limits the amount of dirt and debris that is tracked into campus facilities, extending the life of floor coverings. Use of sidewalks reflects respect for campus facilities and results in improved landscaping and building condition.

Littering: Trash receptacles are provided in strategic locations throughout the campus. All students, faculty and staff are expected to use the trash receptacles and are encouraged to help keep our grounds looking neat by picking up litter and disposing that litter in the nearest trash receptacle when they see it.

Littering detracts from the appearance of the campus and when cleaning it up is left to Maintenance staff, it puts an unnecessary drain on our physical and fiscal resources.

Maintenance and Repair Requests: All general maintenance and repair requests should be submitted using a work order. The form is available on the scratch drive and will be moved to the web in the future. These requests should be forwarded to Maintenance for action. Emergency requests should be reportedly telephone to the Director of Maintenance, extension 4140, during normal working hours and to Security, 986-2772, at all other times. The following information is required when making such requests: Building name and room number or area description, the nature of the problem or need, (including a sketch when required for a special event set up), when the room or area will be available to be worked on, the name of the person making the request, and the date of the request. Maintenance and repair requests should note given directly to maintenance, grounds or housekeeping department staff.

Housekeeping: Housekeeping cleaning schedules concentrate on main corridors and rest rooms, which are addressed daily. Classrooms, offices, and conference rooms are

addressed two to three times a week as time permits. The following restrictions are required to ensure this cleaning schedule can be maintained:

- a. Eating and drinking in classrooms, seminar rooms, conference rooms and auditoriums is prohibited.
- b. Animals are not allowed in any buildings with the exception of Seeing Eye dogs and laboratory animals unless senior administration approval has been given on a case-by-case basis.
- c. Bicycles, mopeds, and motorcycles are not permitted inside buildings. Roller blades and skateboards may not be worn or ridden inside buildings.

Alcoholic Beverages: Alcoholic beverages are prohibited on campus except as authorized by the Chancellor and in accordance with South Carolina Law and ABC Commission Regulations. The consumption of alcoholic beverages in University vehicles is strictly prohibited. For additional information concerning alcoholic beverage policy, see University of South Carolina Policy and Procedures Manual, Staff 3.02.