

# Oregon TECH

## Oregon Institute of Technology Facilities Services

### Custodial Service Plan

#### MARTHA ANNE DOW CENTER (DOW)

##### DAILY:

- Clean all restrooms, entryways, corridors and common areas.
- Empty trash and recycle from corridors and break room.
- Empty trash from Cadaver Lab DOW 256.

##### MONDAY AND WEDNESDAY:

###### *Clean 1<sup>st</sup> Floor:*

- Clean the chalk or white board unless marked as “save”.
- Clean desk or tables.
- Dust mop or vacuum if carpeted.
- Check lights to see if any are out.
- Wipe down and lock the doors on way out.

##### TUESDAY AND THURSDAY:

###### *Clean 2<sup>nd</sup> and 3<sup>rd</sup> Floors:*

- Clean the chalk or white board unless marked as “save”.
- Clean desk or tables.
- Dust mop or vacuum if carpeted.
- Check lights to see if any are out.
- Wipe down and lock the doors on way out.

##### FRIDAY:

- Empty trash and recycle from individual offices (\*).
- Empty trash from all classrooms.
- Special projects.

(\* ) If individual office trash cans need emptying more frequently, extra bags will be placed in each trash can and the employee can empty their trash into corridor or break room trash cans that are emptied daily.

<i>Building Manager</i>	<i>Bonnie Rodriguez</i>	<i>bonnie.rodriguez@oit.edu</i>	<i>(541) 885-1384</i>
<i>Assistant Building Manager</i>	<i>Ronda Keating</i>	<i>ronda.keating@oit.edu</i>	<i>(541) 885-0231</i>

**Building Name:** Martha Anne Dow Center is named after Martha Anne Dow (OIT President 1998-2007).

**Oregon Tech Custodians work a swing shift and perform these duties on a nightly basis.** For routine requests or needs concerning custodial service or in general purpose classrooms if the room needs chalk, dry erase markers, erasers, has a light out or needs clean-up, contact: Building Manager for a Facilities Work Order to be placed in TECHweb.

**In the case of a custodial emergency, contact: Building Manager for a Facilities Work Order to be placed in TECHweb.**

*Effective: August 12, 2019*