

# Oregon TECH

Oregon Institute of Technology  
Facilities Services

## Custodial Service Plan

### PURVINE HALL (PV)

#### DAILY:

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

#### 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> 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.

#### FRIDAY:

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

*Building Manager*

*Conrad Veen*

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*Assistant Building Manager*

*Jamie Powell*

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**Building Name:** Purvine Hall is named after Winston Purvine (First OIT President).

**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*