

Oregon TECH

Oregon Institute of Technology Facilities Services

Custodial Service Plan

SEMON HALL (SE)

DAILY:

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

MONDAY AND WEDNESDAY:

Clean East Side:

- 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 West Side:

- 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.

Building Manager	Alicia Jones	alicia.jones@oit.edu	(541) 885-1395
Assistant Building Manager	Lisa Leonard	lisa.leonard@oit.edu	(541) 885-0857

Building Name: Semon Hall is named after Henry Semon (Klamath County State Representative).

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