

# Oregon TECH

Oregon Institute of Technology  
Facilities Services

## Custodial Service Plan

### SNELL HALL (SN)

#### 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> and Bottom Floors:*

- 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 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 (\*).
- 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>Nellie Stewart</i>	<i>nellie.stewart@oit.edu</i>	<i>(541) 885-1990</i>
<i>Assistant Building Manager</i>	<i>Ben Kintner</i>	<i>ben.kintner@oit.edu</i>	<i>(541) 885-1314</i>

**Building Name:** Snell Hall is named after Earl Snell (State Governor).

**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*