

Manhattan Area Technical College Institutional Policy and Procedure Manual

Policy 8.1.1

Title:Facilities Departmental Procedures Policy	
Originated by: Vice President of Business Services	Originated Date: 8/2012
President/Board of Directors Approval Date: 10/26/2021	
Revised by: Chief Information Security Officer/ Director of Facilities	Revised Date: 12/2021
Reviewed on: 12/21	

Policy Statement: The College recognizes the Facilities Department as an essential function of the institution. This manual outlines the major functions of the department and establishes standard operating procedures.

Rationale: The Facilities Department, Head of Maintenance and custodial staff exist to provide quality service to the students, faculty and staff of Manhattan Area Technical College. Providing a safe and clean campus environment is necessary to provide a quality educational experience for MATC students and to a safe working environment for students, faculty and staff.

Procedure:

Hours of Operation

The MATC facility is open to students and during listed class and business hours. Non-employees of MATC are not allowed on campus unless accompanied by an MATC faculty or staff for reasons of security and personal safety. For employees to request access to the facilities outside the hours of operations, contact your supervisor and notify security.

The Head of Maintenance will unlock the facilities, including the gate to the back parking lot. Under certain circumstances the first MATC employee to utilize the space may unlock the gate or facility. The last MATC employee or the contracted custodial crew will secure the campus doors and gates.

Contractors, Students, or other non-employee should be accompanied during non-business hours by an employee while on campus.

Duties and Responsibilities

I. Maintenance

- a. Prioritize, assign, and complete work orders based on importance criteria
- b. Oversee outside contractors for ground maintenance, security, pest control, etc.
- c. Order parts and materials for repairs on everyday use equipment.

- d. Document and perform minor repairs as needed.
- e. Perform grounds maintenance as needed.

II. Facilities

- a. Oversee the receipt of large freight deliveries and assist departments when needed
- b. Assemble everyday use furniture and equipment and assist with departmental projects as deemed by the campus projects team.
- c. Assist with preparation for particular activities or events.
- d. Assist with custodial duties as needed.

III. Custodial

Classroom and Offices Nightly

- a. Power vacuum all carpeted areas
- b. Dust mop all hard surface floors. Damp-mop to remove spillage.
- c. Turn off all lights.
- d. Dispose of trash and replace it with new liners if needed.

Restrooms- Nightly

- e. Empty and clean waste receptacles. Disinfect as needed.
- f. Restock all paper towels, toilet tissue, feminine products, deodorizers, and hand soap dispensers.
- g. Clean top, bottom, and side surfaces, inside and out of all toilets and urinals.
- h. Clean both sides of toilet seats using a disinfectant cleaner.
- i. Clean sinks and countertops.
- j. Clean mirrors.
- k. Mop all floors using the disinfectant cleaner.
- l. Clean restroom partitions.
- m. Disinfect all dispensers.

Stairways, Entryways, and Hallways- Nightly

- n. Sweep and mop.
- o. Power vacuum carpeted mats.
- p. Sweep all hard surface areas.
- q. Clean moving glass.
- r. Clean, disinfect, and polish drinking fountains

IV. Faculty and Staff Responsibilities

- a. Report maintenance and/or repairs needed using the campus ticket system.
- b. Maintain area of responsibility's cleanliness, safety, and functionality, i.e., office, classroom, lab, etc.
- c. Maintain and repair program-specific equipment (with collaboration from maintenance.)

V. Work Orders

Requests for services or repairs should be directed to the [campus ticketing system](#). For tracking and accountability, requests articulated verbally must be documented in the campus

ticketing system before completion of the request.

Work requests will be prioritized as follows:

High Importance - A situation that meets any of the following conditions.

- a. Creates a major safety hazard
- b. prohibits the continuation of a campus activity
- c. will result in damage to the facilities and /or personal property Maintenance will respond as soon as possible; target response time is 30 minutes.

Medium Importance - A disruptive situation but does not present an immediate threat to health or safety. The target response time is one business day.

Low Importance - Necessary or Routine-Services that do not qualify as either emergency or urgent situations will be responded to within 3-5 business days. Repairs will be completed as soon as possible, dependent upon parts, outside contractors, etc.

VI. Locks and Keys

The facilities department maintains keys for all locks and master keys for campus buildings. All locks used in campus buildings must be keyed to the master system for security and personal safety reasons.

Request for outside door keys, master keys or duplicate keys must be requested via the campus ticketing system.

Upon retirement or termination of employment, all individuals are expected to return all MATC keys to the building, offices and/or locking cabinets or furniture. Human Resources staff will collect keys during the exit interview process.

VII. Limitations on use of campus property

- a. Campus-owned tools and equipment are prohibited from personal use unless approved by the administration. The borrower is responsible for replacement costs if the equipment is lost, damaged, destroyed or stolen. The borrower assumes all liability and complete responsibility for any injury or damage to property while using borrowed tools and/or equipment.
- b. Any requests for alterations to campus property, including office space, classrooms, labs, etc., must be submitted through campus ticketing system to be reviewed by the campus projects team.