

### FM Program for Ph3

- The primary focus for FM during this temporary phase is to provide services to the campus areas designated as essential to support student living and critical business functions:
  - Deep Green, Danforth Hall, Bingham Hall, Woods Penn, Alumni, Lincoln and Edwards
- Hours are 7:00am to 4:00 pm
- FM staff is ¼ of normal level, on rotations
- FM student labor will be rotating also
- The FM Main Phone line may not be answered, please leave a message and it will be checked twice daily; if the call is an emergency, contact Public Safety at ext. 3333.
- After hours emergencies are to contact Public Safety to coordinate FM on-call service.
- Normal routine maintenance needs will continue as staffing levels and work load allow. All non-emergency work orders are to be entered through the work order system.
  - <http://bc-iservicedesk.berea.edu:81/home.html>
  - Or via the live safe app

### Grounds

- Recycling sortation will be suspended during this phase to minimize infection risk
- Garbage pick-up
  - Daily in Alumni, Deep Green, Danforth Hall, Bingham
  - Weekly or as needed in Woods Penn, Edwards, Lincoln and exterior locations
  - Users of other buildings are encouraged to dispose of their trash in the collection containers around campus.
- Mowing of select areas, athletics fields and roadsides will continue
- Greenhouse nursery daily maintenance
- Landscaping
  - Weekly check and maintenance
  - New landscaping as possible with weather and reduced manpower

### Housekeeping

- Maintain buildings listed above to support student living and critical business functions:
  - Res Halls listed above are full service except student rooms
  - Critical Buildings listed above: basic services in all areas except offices, floors will be as needed, focus on sanitizing horizontal surfaces, restrooms.
- Other buildings as needed for quarantine readiness
- Buildings not listed above (including Res Hall Apartments) will not receive housekeeping support in the interim. Occupants still coming into those buildings should be responsible for maintaining orderliness of common areas and restrooms and removal of trash to the nearest dumpsters

### Maintenance

- Actively maintain buildings listed above as a priority.
- Perform emergency work orders (leaks, HVAC, regulatory systems, envelop failure) as a priority
- Perform non-emergency work orders as possible
- Perform rounds and routine checks in all other campus buildings

- All other campus building maintenance needs will be as possible with limited FM staffing.
- Pest control needs will continue with scheduled treatments but special needs will be responded to when possible. Please contact Public Safety for emergency needs.
- Everyone is encouraged to utilize the FM work order system to enter non-emergency work orders.

#### Capital and Small Projects:

- Capital projects will proceed as planned (Kettering and Facilities Management Complex)
- Small projects are currently being assessed and prioritized with intention to proceed where safety and risk to campus is minimized.
  - Current projects underway will be completed
  - Contractors will continue onsite with access pathways into buildings clearly defined and limited to reduce interaction with any building occupants
  - Contractor use of restrooms and public areas will be eliminated to the greatest extent possible