

**Williamsburg Technical College
PROCEDURE**

SECTION E – FACILITIES MANAGEMENT

Title HOUSEKEEPING	Number E-17.1
Division of Responsibility Administration and Finance	Approval Date Page 1/21/2021 1 of 2
Approval Vice President _____ President _____	Supersedes Procedure No. E-17.1 Date 5/24/10

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

I. FLOOR CARE

The care of all tiled floors in classrooms, offices, hallways, and restrooms are the responsibility of the Associate Vice President (AVP) for Facilities Management and Facilities Management personnel and are swept daily, scrubbed or stripped, waxed, and buffed on a periodic basis.

II. CLASSROOMS AND OFFICES

Facilities Management personnel are responsible for vacuuming of the carpeted areas and for periodic dusting and cleaning of the public portions of the offices. Administrative personnel are responsible for the neatness and attractiveness of their own respective areas.

III. WASTEPAPER OR TRASH

Facilities Management personnel are responsible for emptying all wastepaper containers and trash containers directly related to classroom or office use. Shop trash cans are the responsibility of the instructor.

IV. OUTSIDE AREAS

Outside areas utilized by or assigned to specific departments will be the responsibility of the instructor. Facilities Management personnel will be responsible for all other outside areas, including policing of the grounds and buildings, mowing of grass, and any other general cleanliness or appearance of the outside area

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V. STUDENTS

Students should be reminded of their responsibility to assist all College personnel in maintaining a clean and attractive campus at all times to portray to the public an attractive physical image of the College.

VI. REPORTING DEFICIENCIES

All staff and faculty are requested to advise the AVP for Facilities Management of any housekeeping or maintenance deficiency they observe in any classroom, lab, office, or anywhere on campus. An email should be sent to report what the deficiency is and where it is located.