WFF Building Captain’s Meeting 4/22/14

Evans Hall Dean’s office:
- trash pickup has been intermittent, missing the break room trash in #104 and #105
- Rooms 12 and 13, vacuum has to be requested before it is done
- room 8 has not been mopped since a work request from January 2014

Mitchell Hall Theater:
- not able to reach custodial staff for weekend events, calendar of events has been provided to WFF, reached out to DPS but was not able to get emergency custodial contact. Terry Osburn gave his card in the meeting
- trash not getting emptied in #202 and #204

Thatcher Hall:
- water fountains are not clean
- bathroom #153 has a large sink that is not getting cleaned
- paper shredder was not emptied over the weekend
- glass doors are not getting cleaned with correct method and still have a film

College of Business:
- trash gets picked up intermittently in copy room #203C
- shred does not always get picked up
- break room #203B has paper towel that does not get restocked

Howell Hall:
- chemistry rooms #314 and #320 get intermittent maintenance
- restrooms need paper restocked
- stairs in the annex need to be swept

Administration 2nd floor:
- service has been satisfactory but stairs need to be swept and carpet is not well vacuumed

President’s Annex-preschool:
- kitchen area walls need to be cleaned

NUC:
- lack of consistency with bathroom maintenance, trash pickup and vacuuming

A few departments have noticed a few items missing since January, including: food from break rooms, change in drawers and items on desks. Terry Osburn will try moving different employees around as process of elimination, to see if issues get rectified.

Policy for trash is to place the item(s) in the hallway and clearly marked as TRASH, for WFF custodial to pick up and dispose. Recycle items are to be placed in each building’s designated containers, for pick up by UCO Facilities. If you need a recycle container, you may place a work order to Facilities. Paper shred is also handled by UCO Facilities, and must be placed in the hallway for pick up. Terry Osburn is the Campus Site Director and may be reached at (405) 820-0911. Additional contact numbers are provided below for weekends and nights:
Monday-Friday, call the numbers in the order listed:
1. Office 405-974-2264
2. Site Manager-Terry Osburn 405-820-0911
3. Supervisor-Joe Robinson 405-837-1654

Weekends, call the numbers in the order listed:
1. Office 405-974-2264
2. Donald Roberts 405-882-1317
3. Site Manager-Terry Osburn 405-820-0911
4. Supervisor-Joe Robinson 405-837-1654

Nights, call the numbers in the order listed
1. Office 405-974-2264
2. Night Manager-Nick Smith 405-902-1007
3. Site Manager-Terry Osburn 405-820-0911