WFF Building Captain’s Meeting 5/28/14

Education:
- cleaning is good

Forensic Science Institute:
- need improvement; have issues with restroom cleaning, trash collection, supplies getting restocked in restrooms and vacuuming

Communication:
- occasionally trash is missed, but overall has seen improvement

Liberal Arts:
- cleaning is fine
- will be getting new whiteboards and correct process for cleaning needs to be determined

Center for eLearning & Customized Education:
- all is well, waiting move to new building at 201 N Bryant
- CeCE staff will be housed at both 100 S. Baumann and 201 N Bryant. Kerry has walked new location for custodial services

Mitchell Hall Theater:
- custodial service has improved since last meeting
- summer events are beginning
- carpets appear better maintained

Thatcher Hall:
- glass doors are still not getting cleaned with correct method and still have a film
- Terry has ordered squeegees to facilitate proper cleaning and remove film

College of Business:
- pleased with current cleaning, construction is being done and it is anticipated will cause some delays in cleaning and additional cleaning

Howell Hall:
- cleaning has improved, and looks good

Administration 2nd floor:
- pleased with cleaning, noticed that more vacuuming has been over the past week

Nigh University Center:
- considerable improvement has been seen
- rugs and carpets have been shampooed
- no reports of items missing
- need attention to entryways with rug maintenance and sweeping
- male restrooms’, missing some urinal screens and Terry has them on order
NEXT BUILDING CAPTAIN’S MEETING IS JUNE 24, 2014. NUC ROOM #314, 2:00-3:00 PM

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