WFF Building Captain’s Meeting 6/24/14

Mass Communication:
- thank you for getting the floor waxed
- trash pickup and bathroom cleaning has improved
- doors have been locked or unlocked as directed
- bathroom door jams and handles need additional cleaning during the week

Administration:
- ladies 1st floor bathroom on south end of building, had a ceiling tile leak and stain on the floor still need to be properly cleaned

Art building:
- studios and halls look good
- ladies room has had a deep cleaning and seen improvement
- office suite and kitchenette by room #101, needs floors and hallway cleaned
- there is construction and more dusting needs to be done
- kitchen floor will need waxing after construction has finished

Education building:
- much improved, bathrooms and trash bins are maintained

Center for eLearning & Customized Education:
- cleaning is good, move to 201 N Bryant will begin July 14
- CeCE staff will be housed at both 100 S. Baumann and 201 N Bryant

*Terry Osburn reported that all buildings are getting the first floor windows cleaned on the outside

NEXT BUILDING CAPTAIN’S MEETING IS AUGUST 26, 2014. NUC ROOM #314, 2:00-3:00 PM

Terry Osburn is the Campus Site Director and may be reached at (405) 820-0911. Nadine is the new day shift supervisor and her number is (405) 696-3977. Additional contact numbers are provided below for weekends and nights.

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.

Monday-Friday, call the numbers in the order listed:

1. Office 405-974-2264
2. Site Manager-Terry Osburn 405-820-0911
3. Day shift supervisor-Nadine Smith 405-696-3977
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

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