A. Purpose

To outline the basic procedures for directing the work of the Maintenance, Grounds, and Housekeeping departments.

1. Responsibility

It is the responsibility of the Plant Operations department to insure the smooth operation of plant facilities and to facilitate the needs of the students, faculty, and staff. This will be accomplished through the staffing of persons qualified to carry out the various functions necessary for the continued operation of the College.

2. Procedures

a. All non-emergency requests for services will be sent by email to Workorder.gaston@gaston.edu. Plant Operations will notify the requestor of the status of the request at its completion or if the work order cannot be completed.

b. Non-emergency work orders are considered to be any item other than those relating to the failure, or imminent failure, of a critical system (such as lighting, plumbing, electrical, or HVAC). Emergency requests also include those housekeeping events such as spills, overflowing sinks or toilets, and related problems. Emergency requests will still be called in to the Plant Operations office (6408).

c. Requests received by Plant Operations which cost between $100 and $500 require the approval of the dean or area director. All requests over $500 require the approval of the appropriate vice president. Any request which requires a material alteration of a facility must be approved by the President and the Board of Trustees.

B. Grounds Department

1. Purpose

To outline the basic procedures for directing the work of Grounds Department.
2. Responsibility

It is the responsibility of the Grounds Department to maintain all of the College property in a clean, orderly, and attractive manner.

3. Procedures

a. All grounds personnel will abide by those safety rules applicable to any department and/or environment in which they are working.

b. Employees shall be instructed in the proper handling of poisons or other hazardous substances designated. Designated agricultural toxins (pesticides) shall be applied to campus by licensed personnel or directly under their supervision. In areas where harmful plants or animals are present, or where dangerous equipment is being operated, employees shall be instructed in accident prevention, avoidance, and first aid procedures.

c. Eye safety protection will be used in compliance with the eye safety program section of the campus safety manual.

d. Hearing safety protection will be used in compliance with the hearing safety program section of the campus safety manual when operating any power equipment.

C. Housekeeping Department

1. Purpose

To outline the basic procedures for directing the work of the Housekeeping Department.

2. Responsibility

It is the responsibility of the Housekeeping Department to maintain the interior of all campus buildings in a clean, orderly, and attractive manner.
3. Procedures

   a. All housekeeping personnel will abide by those safety rules applicable to any department and/or environment in which they are working.
   b. Employees shall be instructed in the proper handling of any hazardous substances that may be required in their duties.
   c. Employees shall be instructed in accident prevention, avoidance, and first aid procedures.
   d. All tools and apparel necessary for safety protection will be used in compliance with the College's safety program.
   e. The supervisor of Housekeeping shall insure that a qualified staff of personnel is maintained to care for and control the college's facilities.
   f. The supervisor of Housekeeping will plan and control projects relating to the operation of the Housekeeping Department. Requests to the Housekeeping Department must be through the work order procedure outlined for Plant Operations. The supervisor of Housekeeping shall schedule and monitor approved work requests to insure satisfactory completion.

D. Maintenance Department

1. Purpose

   To outline the basic procedures for directing the work of the Maintenance Department.

2. Responsibility

   It is the responsibility of the Maintenance Department to properly maintain and control the physical facilities and infra-structural utilities of the College.

3. Procedures

   a. The supervisor of the Maintenance Department shall insure that a qualified staff of personnel is maintained to care for and control the College's systems and facilities.
b. The supervisor of Maintenance will plan and control projects relating to the operation of the Maintenance Department.

c. Requests to the Maintenance Department must be through the work order procedure outlined for Plant Operations. The supervisor of Maintenance shall schedule and monitor approved work request to insure satisfactory completion.

d. All Maintenance personnel will abide by those safety rules applicable to any department and/or environment in which they are working.

e. Employees shall be instructed in the proper handling of chemical or other hazardous substances needed to perform their assigned tasks.

f. Employees shall be instructed in accident prevention, avoidance, and first aid procedures.

g. Eye safety protection will be used in compliance with the eye safety program section of the campus safety manual.

h. Hearing safety protection will be used in compliance with the hearing safety program section of the campus safety manual when operating any power equipment.

E. Utility Vehicle Policy

1. The Plant Operations Department will maintain a fleet of vehicles for the use of the Plant Operations departments. These vehicles will be designated for staff use by the departmental supervisors in accordance with the job-related duties of their position. The vehicles in the fleet will be designated as either "Road" or "Off-Road."

2. Road Vehicles

a. Road Vehicles will be defined to mean any conventional means of conveyance such as an automobile, truck, or van. Road vehicles are capable of being licensed for use on North Carolina roads and highways.

b. It will be the responsibility of the departmental supervisor to insure that road vehicles are operated only by drivers licensed by the state of North
Carolina to operate a motor vehicle. The authorized driver must hold a current driver’s license with a minimum of a Class C rating. Under no circumstance is a Gaston College motor vehicle to be operated by any person not possessing a current license.

c. It is the responsibility of the authorized motor vehicle operator to operate the vehicle in a safe and legal manner. All laws pertaining to the operation of a motor vehicle are to be observed both on and off campus.

3. Off-Road Vehicles

a. Off-Road vehicles will be defined to mean any means of conveyance not considered to be a "road" vehicle. This designation will apply, but not be limited to, such vehicles as golf carts, motorized tri-wheel vehicles, and "Cushman" type vehicles. Off-road vehicles will not be licensed for use on North Carolina roads and highways.

b. Although off-road vehicles will not be licensed for use on roads not located on campus, the departmental supervisor will insure that only currently licensed drivers will operate the vehicles. Under no circumstances is a Gaston College motor vehicle to be operated by any person not possessing a current license.

c. It is the responsibility of the authorized motor vehicle operator to operate the vehicle in a safe and legal manner. All laws pertaining to the operation of a motor vehicle are to be observed. The operation of this type of vehicle is to be conducted in such a manner as to insure the safety of the students, faculty, and staff. It must be noted that in all cases pedestrian traffic has the right-of-way.

d. Off-Road vehicles may be used only on the drives and grounds of Gaston College property. Use of these vehicles is to be restricted to the area from the Dallas-Cherryville entrance (excluding the highway surface) to the Rhodes Drive intersection of C. Grier Beam Boulevard.

4. Reserve Vehicles

a. In the event that road vehicles are maintained by the College for the scheduled use of the faculty and staff, the vehicles will be scheduled and maintained by the Plant Operations department. These vehicles will be made available to the faculty and staff for official college business on a
"first-come, first-serve" basis and will be located in the Plant Operations area.

b. Reservations for use of the vehicle(s) may be made by contacting the Plant Operations facilitator. Scheduled trips in college vehicles must be approved by the appropriate level of supervision prior to reservation. When reserving the vehicle, the following information will be requested:

(1) Name of person reserving the vehicle
(2) Date and time of departure
(3) Destination
(4) Date and time of return
(5) Number of persons using the vehicle.

c. The keys to the vehicle and travel forms may be picked up from the Plant Operations office on the day of departure. Normal business hours are from 7:30 a.m. to 4:30 p.m. It is requested that vehicle users call the Plant Operations office at 922-6408 to insure that someone is available to deliver the keys and forms.

d. College vehicles may not be driven to personal residences overnight. In the event that early morning departure is necessary, the keys and forms may be picked up on the day of departure.

e. Upon the return to the College, the vehicle is to be returned to the Plant Operations area. The vehicle must be cleaned of all debris, such as paper cups, napkins, food wrappers, candy wrappers, etc. The Plant Operations facilitator is to be informed of any spills that need to be cleaned. The key and travel form must be returned to the Plant Operations facilitator. In the event that the vehicle returns to campus after 4:30 p.m. or on weekends, the keys and forms are to be left under the floor mat on the driver’s side, and the vehicle is to be locked. The use of any tobacco product in college vehicles is prohibited.

F. Use of College Equipment

The use of college equipment, resources, and supplies is permitted only with close adherence to state guidelines. College employees or students are strictly prohibited from using college equipment, resources, and supplies for their personal use.
G. Sales/Solicitations on Campus

1. Nothing may be sold on campus by any individual or organization unless through a regularly approved distribution channel such as the bookstore or food service, or unless specifically approved by the President or designee. College employees are prohibited from canvassing students or staff members for the purpose of selling.

2. Solicitations or sale of or by College employees on college property is prohibited except on written approval by the President or designee. Names and addresses of faculty/staff members will not be distributed for the purposes of solicitation and/or sale.

H. Distribution and/or Sale of Publications on Campus

A publication (other than textbooks or instructional materials) may be sold or otherwise distributed on campus if it meets the following requirements:

1. Any person, corporation, public association, or club shall make a written application to the President for a permit to sell or distribute publications or leaflets, which application must contain the following information:
   a. name or names of owner
   b. name of publisher
   c. place where published, with the address
   d. frequency of publication
   e. proposed sale price

2. The distributor warrants to hold the College harmless in any dispute, claim, or legal action resulting from the distribution or sale of the publication.

I. Inter-local Cooperation

The Board recognizes that it holds and manages the College's property in trust for the benefit of the citizens of the community. While the College's paramount mission is the delivery of educational services to the communities it serves, the Board acknowledges that it may be in the public interest for the College, in appropriate situations, to enter into cooperative arrangements with governmental entities for the use of College facilities. The same shall apply to certain civic, fraternal, and nonprofit organizations.
The chief financial officer, upon approval of the President, is authorized to enter into such agreements as he/she deems appropriate on behalf of the college.

J. Personal Telephones

The installation of telephones other than those installed or approved by the College is prohibited. Employees may not install telephones on college property for their personal use. Outside organizations occupying college property may install telephones provided (1) prior approval is granted, and (2) such organizations shall bear all costs associated with such installations.