

# Planning Objective Report

## Objective Report:

**Objective ID:** 1410

**Objective Title:** Comprehensive Preventative Maintenance Program

**Unit Manager:** Thompson, Kirsten

**Planning Unit:** 00200 - Charlotte Campus Administrative Services

**Obj. Status:** Implementing

**Obj. Purpose:** Operational Outcome

**Unit Purpose:**

## Objective Description:

Implement a comprehensive preventative maintenance program to preserve aging campus facilities.

### Institutional Goals

No Institutional Goals to Display

### Objective Types

No Objective Types to Display

### Planning Priorities

No Planning Priorities to Display

## Tasks

Due Date	Status	Priority	Task	Budget Amount
03/31/2012	Incomplete	High	Complete thorough quarterly inspection of facilities using the facility inspection checklist.	\$0
06/30/2012	Incomplete	High	Complete thorough quarterly inspection of facilities using the facility inspection checklist.	\$0

## Assessment Measures

Date	Assessment Measure
07/14/2011	Preventative Maintenance Schedule
07/14/2011	Quarterly Inspection Checklist
07/14/2011	Work Order Tracking Log
07/14/2011	Facility Satisfaction Survey

## Intended Results

Date	Intended Results
06/30/2012	Within 90 days of quarterly inspection, 95% of all generated work orders will be complete.
06/30/2012	At the end of each semester, 90% of respondents will rate their satisfaction with campus facilities as 4.0 on a scale of 1 to 5 on the satisfaction survey.
09/01/2011	By September 1, 2011, create a five year cycle preventative maintenance plan to address painting, floor care and carpet replacement, window cleaning, and repairs.
09/01/2011	By September 1, 2011, create a comprehensive facility inspection checklist.

## Status Reports

Report Date	Status Report
1/30/2012	A follow up e-mail was sent to all faculty to gather information on additional classroom technology needed. Only three faculty responded. Based on their requests, it was determined that a faculty focus group would not be necessary.
1/30/2012	Labels were made for each classroom and placed on the classroom telephones, informing faculty to contact Public Safety after hours for room temperature adjustments.
1/23/2012	The quarterly inspection checklist has been revised to a simpler format and will be used for inspections due March 31, 2012.
1/17/2012	Zero (0) work orders were generated from the 4th quarter inspections.
1/13/2012	The five year preventative maintenance schedule was updated to reflect results of two quarterly inspections.
12/31/2011	Complete thorough quarterly inspection of facilities using the facility inspection checklist.
12/16/2011	Quarterly inspections for the period October - December 2011 complete.
12/14/2011	A Fall 2011 Faculty Feedback survey was sent via Survey Monkey on December 2, 2011 and closed on December 14, 2011.
11/22/2011	Forty one (41) work orders were generated at the completion of the 3rd quarter inspections (Work # 201144 - 201188).
11/14/2011	The following tasks have been completed: creation of five year preventative maintenance plan, completion of a facility inspection checklist, and a comprehensive facility inspection for the 3rd quarter of 2011.
9/30/2011	Complete thorough quarterly inspection of facilities using the facility inspection checklist.

#### Actual Results

Date	Actual Results
01/17/2012	Forty one (41) work orders were generated at the completion of the 3rd quarter inspections (Work # 201144 - 201188). We did not meet our goal of completing 95% of work orders within 90 days of completion of inspections. There are several reasons we did not meet this goal. 1) Limited clerical support to process inspection logs and generate work orders in a timely manner. 2) Work load of existing maintenance staff to do this work in house is high. Plant coordinator spends majority of his time on administrative tasks and has limited time for completing repairs. 3) Several of the repairs were not budgeted and funded. Availability of funds is pending, depending on remaining budget balances closer to the end of the fiscal year.
12/14/2011	The Fall 2011 Faculty feedback survey was sent to 95 full time and adjunct faculty. Thirty eight (38) responses were received for a return rate of 40%. Of the responses, 87% rated their satisfaction with facilities 4.0 or higher on a scale of 1 to 5. There were several responses regarding room temperatures and cleanliness which require additional follow up.

#### Use of Results

Date	Use of Results
01/17/2012	The quarterly inspection checklist that was created is cumbersome. One sheet was created for each space. To upload each of these documents for two quarters of inspections would require 175 uploads for each of the two quarters. These files are available and can be forwarded upon request. The checklist will be revised to a simpler format by February 29th for the next quarter inspections.
01/17/2012	Preventative maintenance plan and work order log will be used to support additional budget funds in the upcoming fiscal year, both funds for actual repairs and supplies, and a New Initiative for additional maintenance staffing.
12/14/2011	Based on Fall 2011 Faculty Feedback Survey, signs will be posted in each classroom informing instructors to notify Public Safety if there are room temperature issues. Public Safety will notify an on call maintenance staff person who can adjust the temperature remotely.
12/14/2011	Based on Fall 2011 Faculty Feedback Survey, Facilities will schedule a random weekly inspection with the janitorial vendor. A checklist has been created to ensure contract specifications are performed daily.
12/14/2011	Based on Fall 2011 Faculty Feedback Survey, a faculty focus group will be scheduled to determine what types of classroom technology is needed that we do not currently offer.

Gap Analysis

SWOT

Units Impacted

No Units Impacted data

Associated Standards

Associated Outcomes

Documents

File Name	File Size	Date Modified
Charlotte Work Order Log.xlsx	46.179 KB	1/17/2012
Classroom Inspections.xlsx	13.229 KB	1/17/2012
Faculty Fall 2011 Feedback.docx	41.17 KB	1/17/2012
Preventative Maint Schedule.xlsx	82.236 KB	1/17/2012

A decorative graphic on the right side of the page. It features three sets of concentric circles in shades of blue. The top set is a large circle with a medium blue center and a light blue outer ring. Below it is a smaller circle with a similar color scheme. At the bottom right is the largest circle, with a dark blue center and a light blue outer ring. Thin blue lines intersect the circles and extend across the page.

# Faculty Feedback

Fall Semester 2011

**Edison State College Charlotte Campus**  
**12/14/2011**

## Response Summary

**Total Started Surveys: 39**  
**Total Completed Surveys: 38 (97.4%)**

### 1. Suitability of assigned classroom for teaching strategy.

		Response Percent	Response Count
5	Extremely Satisfied	51.3%	20
4		30.8%	12
3		7.7%	3
2		7.7%	3
1	Extremely Dissatisfied	0.0%	0
NA		2.6%	1

answered question 39

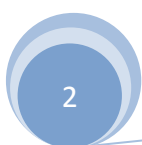
skipped question 0

### 2. Ease of scheduling additional rooms such as computer labs, group study rooms, etc. to support teaching strategy.

		Response Percent	Response Count
5	Extremely Satisfied	28.2%	11
4		15.4%	6
3		12.8%	5
2		5.1%	2
1	Extremely Dissatisfied	0.0%	0
NA		38.5%	15

answered question 39

skipped question 0



**3. My classroom had sufficient equipment such as tables, chairs and whiteboards to support my teaching strategy.**

		Response Percent	Response Count
5	Extremely Satisfied	62.3%	24
4		26.3%	10
3		10.5%	4
2		0.0%	0
1	Extremely Dissatisfied	0.0%	0
NA		0.0%	0

answered question 38

skipped question 1

**4. My classroom environment – lighting, room temperature, cleanliness, seating comfort – was conducive to a positive learning experience.**

		Response Percent	Response Count
5	Extremely Satisfied	43.6%	17
4		30.8%	12
3		20.5%	8
2		5.1%	2
1	Extremely Dissatisfied	0.0%	0
NA		0.0%	0

answered question 39

skipped question 0

**5. Public Safety has provided assistance in a courteous, professional and timely manner.**

		Response Percent	Response Count
5	Extremely Satisfied	68.4%	26
4		18.4%	7
3		5.3%	2
2		2.6%	1
1	Extremely Dissatisfied	0.0%	0
NA		5.3%	2

answered question 38

skipped question 1

**6. I feel safe on the Edison State College Charlotte campus.**

		Response Percent	Response Count
5	Extremely Satisfied	86.8%	33
4		13.2%	5
3		0.0%	0
2		0.0%	0
1	Extremely Dissatisfied	0.0%	0
NA		0.0%	0

answered question 38

skipped question 1



**7. Requests for assistance with classroom technology were provided in a courteous, professional and timely manner.**

		Response Percent	Response Count
5	Extremely Satisfied	65.8%	25
4		18.4%	7
3		2.6%	1
2		0.0%	0
1	Extremely Dissatisfied	0.0%	0
NA		13.2%	5

answered question 38

skipped question 1

**8. Edison State College Charlotte campus has the current instructional technology equipment that I need.**

		Response Percent	Response Count
5	Extremely Satisfied	47.4%	18
4		36.8%	14
3		7.9%	3
2		5.3%	2
1	Extremely Dissatisfied	2.6%	1
NA		0.0%	0

answered question 38

skipped question 1



**9. Overall, how satisfied were you with the teaching experience at the Edison State College Charlotte campus during the Fall 2011 semester?**

		Response Percent	Response Count
5	Extremely Satisfied	52.6%	20
4		42.1%	16
3		5.3%	2
2		0.0%	0
1	Extremely Dissatisfied	0.0%	0
NA		0.0%	0

answered question 38

skipped question 1

**10. Do you have any suggestions on how we could improve room scheduling, facilities, public safety or instructional technology to enhance your teaching experience at Edison State College Charlotte campus?**

answered question 18

skipped question 21

- For Saturday classes many times the bldg E classrooms and the Faculty offices were sweltering. I think they turned the air off far too early or it was on a timer. Please keep classrooms and offices cool until 5pm for the weekend Faculty and students. During the week for my evening classes in bldg D classes were filthy. Garbage can overflowing with cans, bottles, food and candy wrappers on the floor next to overflowed garbage can. Just plain gross! Also there were never any dry erase markers left or if they were they were DRY!
- Writing intensive classes should always be scheduled in computer labs. It should not be necessary for a professor to "find" a lab for every in-class written assignment.
- None.

- The temperature was often too hot in my completely full classroom. We couldn't cool it. I could use a little bigger room.
- Involve faculty in decision-making that affects faculty.
- Large classes need large rooms, with enough breathing space.
- n/a
- The Charlotte Campus is a well run and exceptional facility. I am amazed at the wonderful job campus administrators do. If we could regulate the temperature in the Science labs a little better, I would get fewer student complaint about the building being too cold during warm months.
- Class schedule for Fall 2011 was OK, but availability of space for adequate sections for Spring 2012 is deficient. Not having enough space to schedule because the high school classes take over the space is not acceptable.
- As a Criminal Justice Professor who utilizes hands on teaching, there was no equipment at the Charlotte Campus to facilitate this type of learning. I had to bring equipment from the Lee Campus which was very difficult to do. Something the Charlotte Campus might want to look into is securing a room for crime scenes and supplying the necessary equipment for hands on learning.
- Nursing is trying to incorporate computerized testing into its courses to replace paper tests as the RN NCLEX exam is computerized. However, we didn't have enough computers (27 students) to test all at the same time in the same room. Also, we had some problems getting the computer labs (rooms 206/209) for the times that we needed. Otherwise, things were fine. Thanks.
- Lab rooms need a real good clean. Older poster boards and other items should be thrown out. The high eaves should be dusted. When walking in the room it should smell clean. The water from the faucets smells terrible, is there anything that can be done about this?
- More attention should be given to appraising faculty of textbooks chosen. Perhaps advance questions about choices, or about choices made and by whom. This problem was so serious that we did not have a real text for INR 2002. I know that this disturbed the students.

- Many times the room is too hot for my students and myself. When the weather outside is cold, it becomes even hotter inside and the students tend to become drowsy. Some women have been on the verge of fainting.
- Better pencil sharpeners.
- The desk tops in the classrooms at the Charlotte campus are very dirty. It would behoove us to keep clorox wipes in the classroom for class use and have the custodians wipe them regularly as well. In addition to being unsightly, germs are spread.
- As noted in my survey choices, my teaching experience here has been exceptional. Thank you for your competent service.
- Room requests should not have to be done twice or more. The original requests were not handled, and additional time was taken to request the rooms. Not having keys to access needed areas was also a hindrance. Even though requests were specific for equipment needs (tables, moving items, etc. ) on the forms, for some reason that information was never received by individuals responsible for the room set-ups so it was not completed as requested and had to be addressed again to the individuals responsible. I would also suggest that an updated list of events taking place in the room would be helpful so when guests to the campus ask questions, they can be assisted. Often, public safety did not even know where and when an event was scheduled.

## **WORK ORDER LOG 2011**

Work #	Date	Requested By	Location	Request	Assigned to	Completed	Turnover Time
201101	6/15/2011	Kirsten Thompson	Bld J		Frank L.	6/17/2011	2
201102	6/16/2011	Mary Ann Walton	Bld B Library		Frank	6/17/2011	1
201103	6/21/2011	Diane Juneau	Bld K-113	Rearrange room	GCA	7/25/2011	24
201104	6/24/2011	Kirsten Thompson	ECHS BLD K	Painting	Solutions with Style	7/25/2011	29
	6/24/2011	Diane Juneau	Bld K 105-106	Painting	Solutions with Style	7/25/2011	29
	6/24/2011	Diane Juneau	Bld K 105	Painting	Solutions with Style	7/30/2011	34
201104	6/28/2011	Kirsten Thompson	J116	Replace Light Bulb	Gerhard B.	6/30/2011	2
201102	6/29/2011	Public Safety	Bld D	Replace Light Bulb	Frank L.	6/29/2011	0.5
201103	6/29/2011	Public Safety	Bld J	Replace Light Bulb	Frank L.	6/29/2011	0.5
201123	7/8/2011	Kirsten Thompson	J116	Replace Light Bulb	Frank L.	7/8/2011	0.5
201108	7/12/2011	Amy Porter	ECHS BLD K	replace Light Bulb	Frank L.	7/13/2011	1
	7/12/2011	Ashley Holtzlander	O Auditorium Ladies room	Replace Light Bulb		7/13/2011	1
201109	7/12/2011	Ashley Holtzlander	Bld O	Replace Light Bulb	Frank L.	7/12/2011	0.5
201105	7/13/2011	Public Safety	N-105	change lock	PC Lock and Key	7/13/2011	0.5
201106	7/13/2011	Public Safety	Bld D	sprinkler head	Frank L.	7/13/2011	0.5
201107	7/13/2011	Public Safety	Bld O	sprinkler head	Frank L.	7/13/2011	0.5
201110	7/13/2011	Public Safety	Bld O	sprinkler head		7/13/2011	0.5
201111	7/13/2011	Public Safety	Bld K	sprinkler head		7/13/2011	0.5
201112	7/18/2011	Susan Toth	Bld G	bulletin board	Frank L./Bernie	7/18/2011	0.5
201113	7/26/2011	Ashley Holtzlander	Bld B	Replace Light Bulb		7/26/2011	0.5
201114	7/27/2011	Denise Egbert	J-119	painting	Solutions with style painting contractor	8/12/2011	12
201115	7/27/2011	Denise Egbert	J-119	painting	Solutions with style painting contractor	8/12/2011	12

Work #	Date	Requested By	Location	Request	Assigned to	Completed	Turnover Time
201116	8/1/2011	Ashley Holtzlander	N-105	change lock	Port Charlotte Lock and Key	8/1/2011	0.5
201117	8/5/2011	Lisa Dick	H-106		Bernie and Frank	8/11/2011	5
201118	8/9/2011	Kirsten Thompson	J-116		Frank	8/9/2011	0.5
201119	8/11/2011	Diane Juneau	K-103		GCA	8/20/2011	7
201120	8/15/2011	Ashley Holtzlander	J-114	light bulb	Frank	8/15/2011	0.5
201121	8/16/2011	Ashley Holtzlander	N-105	alarm	Siemens	8/19/2011	3
201122	8/16/2011	Debbie McAuley	Faculty Office	make faculty signs	Silma	8/16/2011	0.5
201124	8/23/2011	Denise Egbert	E-120	light bulb	Frank	8/24/2011	0.5
201125	8/26/2011	Ashley Holtzlander	N-105	Gave the job to Premier Plumbing. Under the sink is rusted through.	Gave the job to Premier Plumbing. Under the sink is rusted through.	8/29/2011	3
201126	8/31/2011	Kirsten Thompson	G-112	The stand alone 2 drawer file cabinet in this office is locked	Kim called locksmith and got issue resolved	8/31/2011	0.5
201127	8/31/2011	Kirsten Thompson	Cafeteria		Reset and clean cafeteria	8/31/2011	0.5
201128	8/31/2011	Kirsten Thompson	Cafeteria	Clock is broken and was replaced with a new clock. Another new clock was ordered		8/31/2011	.5/3days
201129	9/1/2011	Kirsten Thompson	G-105	Completed and installed at his office		9/1/2011	0.5
201130	9/6/2011	Bernie Krueger	D	replace faucett	Bernie and Frank	9/7/2011	1
201131	9/2/2011	Christy Gilfert	B-111	make faculty signs	Silma	9/6/2011	2

Work #	Date	Requested By	Location	Request	Assigned to	Completed	Turnover Time
201132	9/7/2011	Ashley Holtzlander	N-105		Boyd Brothers	9/9/2011	2
201133	9/12/2011	Chitra Victor	E-102, E-114	Install soap dispenser	Frank/GCA	9/23/2011	9
201134	9/14/2011	Charmaine Wolfe/Janice	B110	remove light	Frank	9/14/2011	0.5
201135	9/14/2011	Ashley Holtzlander	K	Replaced Sprinkler Head	Frank	9/14/2011	0.5
201136	10/4/2011	Kirsten Thompson	J102	Install sign holder on door	Frank	10/6/2011	2
201137	10/4/2011	Kirsten Thompson	J-116	Removed plastic chair and put in dumpster	Frank	10/6/2011	2
201138	9/27/2011	Kirsten Thompson	O-010	Replaced Light bulb in Ladies room	Frank and GCA	9/27/2011	0.5
201140	11/4/2011	Kirsten Thompson	J-116	Remove mirror from J-116 and install in Connect Card Office	Frank	11/9/2011	3
201141	11/4/2011	Kirsten Thompson	Cafeteria	Purchase locking cover for fan		11/5/2011	1
201142	11/4/2011	Keith Callaghan	J-124	Hang artwork in Keystone Gall.	Bernie	11/16/2011	8
201143	12/8/2011	C. Mikell	EMT	Rehang Billboard		12/8/2011	0.5
201144	11/22/2011	K. Thompson	C 103	Install chair rail		pending budget	
201145	11/22/2011	K. Thompson	J-106	Paint office		pending budget	
201146	11/22/2011	K. Thompson	J-108	Clean carpets		scheduled	
201147	11/22/2011	K. Thompson	J-109	Paint office, replace moulding		pending budget	
201148	11/22/2011	K. Thompson	J-110	Paint office, replace moulding		pending budget	
201149	11/22/2011	K. Thompson	J-111	Clean carpets		scheduled	
201150	11/22/2011	K. Thompson	J-111	Paint office, replace moulding, clean carpets		pending budget	
201151	11/22/2011	K. Thompson	J-113	Clean carpets		scheduled	
201152	11/22/2011	K. Thompson	J-114	Clean carpets		scheduled	
201153	11/22/2011	K. Thompson	J-114	Clean carpets		scheduled	
201154	11/22/2011	K. Thompson	J-115	Paint office, replace moulding, clean carpets		pending budget	
201155	11/22/2011	K. Thompson	J-118	Clean carpets		scheduled	
201156	11/22/2011	K. Thompson	J-123	Clean carpets		scheduled	

Work #	Date	Requested By	Location	Request	Assigned to	Completed	Turnover Time
201158	11/22/2011	K. Thompson	J ladies room	Ceiling needs painting		pending budget	
201159	11/22/2011	K. Thompson	G bathrooms	Caulk sink counters		scheduled	
201160	11/15/2011	K. Thompson	G-101	Floor requires waxing		scheduled	
201161	11/15/2011	K. Thompson	G-110	Clean carpets		scheduled	
201162	11/15/2011	K. Thompson	G	Caulk sink counters		scheduled	
201163	11/15/2011	K. Thompson	G-116	check non porous counter top refinisher		scheduled	
201164	11/15/2011	K. Thompson	G-115	check non porous counter top refinisher		scheduled	
201165	11/15/2001	K. Thompson	G-108	check non porous counter top refinisher		scheduled	
201166	11/15/2011	K. Thompson	G-107	check non porous counter top refinisher		scheduled	
201167	11/15/2011	K. Thompson	G-102	check non porous counter top refinisher		scheduled	
201168	11/15/2011	K. Thompson	E Bathroom	Replace discolored undersink insulation		scheduled	
201169							
201170	9/16/2011	K. Thompson	B Womens Room	requires painting		pending budget	
201171	9/16/2011	K. Thompson	B Womens Room	Caulk sink counters		scheduled	
201172	9/16/2011	K. Thompson	B Mens room	Caulk sink counters		scheduled	
201173	9/16/2011	K. Thompson	B Staff lavatory	requires painting		pending budget	
201174	9/16/2011	K. Thompson	B 104	Carpet needs replacement		pending budget	
201175	9/16/2011	K. Thompson	B112	office needs painting		pending budget	
201176	9/16/2011	K. Thompson	B117 Staff area	Caulk sink counters		scheduled	
201177	9/16/2011	K. Thompson	Bld D stairways	Paint handrails, clean cobwebs, replace windo threads, replace base moulding		spring break	
201178	9/16/2011	K. Thompson	Bld D	Trim paint outside water fountain by first floor lavatory		spring break	

Work #	Date	Requested By	Location	Request	Assigned to	Completed	Turnover Time
201180	9/16/2011	K. Thompson	O sound room	carpet requires cleaning		scheduled	
201182	9/16/2011	K. Thompson	O Lavatories west s	Mens/ladies room requires painting. Replace ADA undersink pipe isulation, caulk counter tops, upgrade lighting in ladies room		pending budget	
201183	9/16/2011	K. Thompson	O Lavatories west s	mens room requires painting		pending budget	
201184	9/16/2011	K. Thompson	O-117 bathroom	Caulk sink counters		scheduled	
201186	9/16/2011	K. Thompson	O 102	Wax floors		scheduled	
201187	9/16/2011	K. Thompson	C101	Replace backsplash on sink		scheduled	
201188	9/16/2011	K. Thompson	C bathroom	replace ADA drain insulation on sink		pending budget	



## CLASSROOM RANDOM INSPECTIONS

Date: \_\_\_\_\_

SPECIFICATIONS																									
	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F
Dust all horizontal surfaces																									
Wash whiteboards/clean erasers																									
Empty pencil sharpeners																									
Clean desks																									
Empty all trash containers																									
Straighten desks and furniture																									
Clean and sanitize telephones																									
Spot clean walls/switch plates/doors																									
Vacuum mats																									
Clean/sanitize water fountains																									
Replace light bulbs (as needed)																									
Dry mop/spot mop floors																									
Vacuum/spot clean carpeted floors (1x/week)																									
Clean entrance glass																									
Empty recycling containers (1x/week)																									
Clean windows/frames/ledges (1x/week)																									
Wet mop floors entirely (1x/week)																									
Dust air vents/covers (1x/week)																									

### **Preventative Maintenance Schedule BLDG O**

<b>Room #</b>	<b>Room Type</b>	<b>Floor Cleaning*</b>	<b>Floor Stripping/Waxing**</b>	<b>Painting</b>	<b>Special Cleaning</b>	<b>Windows</b>
O101	Bookstore	***	***	***	***	***
O102	Office	B/N	Not Applicable	5/N 2017	N	A/N
O103	Office	B/N	Not Applicable	5/N 2017	N	A/N
O104	Office/Storage	B/N	Not Applicable	5/N	N	A/N
O105	Office	B/N	Not Applicable	5/N 2017	N	A/N
O106	Office	B/N	Not Applicable	5/N 2017	N	A/N
O107	Student Clubs	B/N	S/N	S/N 2012	N	A/N
O108	Student Lounge	B/N	S/N	S/N 2012	N	A/N
O109	Student Lounge	B/N	Not Applicable	3/N 2012	N	Not Applicable
O110	Student Clubs	B/N	Not Applicable	3/N 2013	N	Not Applicable
O111	Student Clubs	B/N	Not Applicable	3/N 2013	N	Not Applicable
O112	Cafeteria	D	Not Applicable	3/N 2016	N	A/N
O114	Food Service	D	Not Applicable	N 2017	N	Not Applicable
O116	Multi-Purpose	B/N	Not Applicable	3/N 2012	N	A/N
O117	Multi-Purpose	B/N	Not Applicable	3/N 2016	N	A/N
O118	Multi-Purpose	B/N	Not Applicable	3/N 2017	N	A/N
O121	Lobby	B/N	Not Applicable	3/N 2015	N	A/N
O122	Sound Booth	N	Not Applicable	N	N	A/N
O123	Storage	N	Not Applicable	N	N	Not Applicable
O124	Auditorium	N	Not Applicable	N	N	Not Applicable
O125	Stage	N	Not Applicable	N	N	Not Applicable
	Corridor	W/N	Q/N	3/N 2014	N	A/N
	Lavatories	D	Not Applicable	N	N	Not Applicable
	D- Daily		*Mop/Vacuum/Sweep/Shampoo			
	W - Weekly		**Spring/Small/Summer Semesters			
	B - Bi-weekly		*** Bookstore schedules their own cleaning			
	M - Monthly					
	Q - Quarterly					
	S - Semi- Annually					
	A - Annually					
	3 - 3 Year Cycle					

	5 - 5 Year Cycle					
	N - As Needed					