

# MACON STATE COLLEGE

## Fiscal Affairs Policies and Procedures Manual

---

### 1100 PLANT OPERATIONS

#### 1101 INTRODUCTION

##### 1101.01 PURPOSE

The policies and procedures that follow delineate the major functions, set forth operating policies and procedures, and highlight the interrelationships between the Plant Operations Department and other entities of Macon State College.

##### 1101.02 OBJECTIVE

The objective of Plant Operations policies and procedures is to provide College Departments/Units and the Plant Operations Department a comprehensive, consistent source of guidance which will assist the Department in effectively and efficiently providing support services to faculty, staff and students in their pursuit of excellence in academic research, teaching and community service.

##### 1101.03 COLLEGE ORGANIZATION FOR PLANT OPERATIONS

Exhibit 100-1.11 through 100-1.15 depicts the current organizational structure of the Plant Operations Department.

#### 1102 ORGANIZATION (See Exhibits 100-1.11 through 100-1.15.)

##### 1102.01 DIRECTOR - PLANT OPERATIONS

###### 1102.0101 Responsibilities

The Director of Plant Operations reports to and is directly accountable to the Vice President for Fiscal Affairs. He or she is responsible for all related engineering and architectural aspects of new buildings; plant services; maintenance, operations and renovation of campus property; and such other duties assigned by the Vice President for Fiscal Affairs. These responsibilities include the operation of the utilities systems, maintenance of roads and grounds, and provisions for engineering planning and support, as well as building maintenance and custodial services to academic, administrative, and other College facilities. He or she is responsible for maintaining architectural documents, Environmental Compliance and the Right-to-Know Program.

###### 1102.0102 Duties

###### A. General

The Director assumes full responsibility for the design, construction, and maintenance of all aspects of the College's Plant Operations.

###### B. Specific Duties

The Director:

- A. Directly supervises the following functions: Plant Administrative Services, Building Maintenance Services, Custodial Services, Landscape and Grounds Maintenance, Plant Electro-mechanical, Central Receiving, Security, Environmental Compliance, Right-to-Know, and Motor Pool Operations;

# MACON STATE COLLEGE

## Fiscal Affairs Policies and Procedures Manual

---

- B. Provides general assistance to architectural engineering firms for construction projects on physical plant specifications, and some guidance to design solutions;
- C. Provides policy instructions to all contractors on new or maintenance construction, giving approval to new construction methods or materials;
- D. Develops for approval a Plant Operations budget, providing proper justification for amounts requested, including the development of all budget policies affecting the physical plant operations;
- E. Provides design work in methods for utility design, problems on structural design of present buildings, and idea design for equipment and methods in carrying out construction and maintenance work;
- F. Assumes responsibility for ensuring that the Plant Operations Department complies with all College, Board of Regents, State, and Federal policies and regulations in its area of responsibility;
- G. Maintains good working relationships with all College Departments/Units, students, and the community;
- H. Maintains records on personnel reporting, staff payroll, accounting for funds, budget administration, and forward contractor invoices for services requested outside regular maintenance;
- I. Handles correspondence with architects, engineers, College officials, Board of Regents, State governments, Federal agencies, local officials, and others; and
- J. Provides professional leadership and management for the Plant Operations Department.

### 1102.02 ADMINISTRATIVE SERVICES

This division of Plant Operations is headed by the Director of Plant Operations and is responsible for various aspects of Plant Operations Administration, including the following:

- Work order control,
- Radio dispatch and paging,
- Telecommunications,
- Schedules,
- Computer systems (Plant Operations),
- Warranty maintenance,
- Preventive maintenance,
- Security,
- Environmental Compliance,
- The Right-to-Know,
- Surplus Property, and
- Inventory

### 1102.03 BUILDING SERVICES

# MACON STATE COLLEGE

## Fiscal Affairs Policies and Procedures Manual

---

The Maintenance Division of Plant Operations is headed by the Assistant Director of Plant Operations. It is responsible for operations and functions which include:

Maintenance, repairs and replacement of facilities, utilities systems, and plant equipment;

Remodeling and modification to facilities;

Locksmith and key control;

Painting; and

Elevator maintenance.

### 1102.04A GROUNDS

Grounds Care and Maintenance,

Landscape Operations, and

Grading and Excavating.

### 1102.04B CUSTODIAL SERVICES :

Cleaning and preservation measures of all administrative and academic buildings, and Pest Control.

### 1102.05 MOTOR POOL/TRANSPORTATION AND EQUIPMENT MAINTENANCE

The Motor Pool/Transportation and Division of Plant Operations is headed by the Assistant Director of Plant Operations and is responsible for operations and functions which include:

Preventive maintenance and repair of all motor pool vehicles,

### 1102.06 ASSISTANT DIRECTOR OF PLANT OPERATIONS

The Assistant Director reports directly to the Director of Plant Operations and is responsible for operations and functions which include:

Supervision of maintenance staff,

Engineering,

Drawing,

Designs,

Planning and Budgeting,

Cost Accounting,

Historical Records,

Estimates,

# MACON STATE COLLEGE

## Fiscal Affairs Policies and Procedures Manual

---

Training Coordination, and

Environmental Safety (OSHA , EPA, DOE and EPD).

### 1103 POLICIES

#### 1103.01 BUILDING SAFETY REQUIREMENTS

The Plant Operations Department complies with and/or takes steps to ensure compliance with the following codes and standards during new construction and renovations of existing campus buildings:

1. Latest edition of Standard Building Codes,
2. OSHA Standards (Federal Register, Volume 39, Number 125, Part II, June 27, 1974),
3. Fire Protection Handbook - National Fire Protection Association,
4. National Fire Codes, Latest Edition, and
5. Board of Regents Policies and Procedures.

On all matters concerning safety and health, the Plant Operations Department maintains close coordination with the Director of Public Safety, the College's Personnel Division, and all State of Georgia safety agencies.

#### 1103.02 RELATIONSHIP WITH OTHER COLLEGE DEPARTMENTS/UNITS

##### 1103.0201 Prompt and Efficient Services

The Plant Operations Department places high priority on rendering prompt and efficient services to other Departments/Units of Macon State College. To facilitate planning however, any Department/Unit contemplating using the services of the Plant Operations Department should notify the Director of Plant Operations, in writing, of needs requiring major effort. If the requests do not fall within the jurisdiction of the Plant Operations Department, it will so advise the concerned Department/Unit and forward the request to the applicable Department/Unit.

#### 1103.03 BUILDING AND GROUNDS SERVICES

General: The Director of Plant Operations is responsible for building services of academic and administrative buildings throughout the campus.

##### 1103.0301 Custodial Services

Normal custodial services, under the Custodial Manager, consist of regularly scheduled cleaning of classrooms, offices, corridors, rest rooms, and the like, Monday through Friday with limited weekend coverage, as necessary. Expendable supplies such as paper towels are provided as required. (Laboratory supplies, and similar items are not included.) (See Department of Custodial Services, Section 1104.6.)

##### 1103.0302 Additional Services

The Custodial Services Manager is responsible for regular trash/garbage pickup from all campus buildings. On a regular basis, or as requested by Departments, the Plant

# MACON STATE COLLEGE

## Fiscal Affairs Policies and Procedures Manual

---

Operations Helpdesk handles the scheduling of pest control inside buildings while the Grounds Department handles pest control in outside areas.

### 1103.0303 Lock and Keying

The Lock Shop, under the Assistant Director of Plant Operations, maintains a plan of all lock and keying schedules on campus. The Lock Shop maintains a master set of keys in a secure area and will make keys available to authorized persons on a "need to enter" basis. (See Locksmith Shop, Section 1104.0402.)

### 1103.0304 Building Security

The Security Service in Plant Operations reports to the Division of Plant Operations and is responsible for securing buildings after completion of classes or other scheduled events, Monday through Friday, and weekends, unless special arrangements have been made to keep certain buildings open.

Security Services: Normal Security, under the Security Manager, consists of regular patrolling of the campus; checking the inside and outside buildings; checking for unsafe conditions, hazardous chemicals, explosives, smoke, damage to buildings, vandalism, break ins, unsecured doors to offices or classrooms which are not being used or unattended, fire hazards, falling limbs, pot holes, ice on sidewalks, vicious animals, safety violations; checking for unauthorized personnel on campus; enforcing parking regulations and policies; notifying local authorities in case of an emergency, escorting ambulance, fire trucks, police; helping with evacuation and search of buildings in an emergency situation, placing barricades around the perimeter of the hazard to alert others to the problem.

Additional services provided include, but are not limited to, escorting personnel and visitors; preparing daily security and problem reports; monitoring access of contractors and visitors; reserving parking for guests as needed; assisting students, faculty or staff in unlocking car doors, jumping off vehicles; giving directions; contacting students in classrooms in case of family emergencies; transporting funds for payroll, business office and bookstore; assisting in checking student ID cards at recreational events; serving as liaison between the campus community and local authorities.

### 1103.04 CAMPUS APPEARANCE

- A. The Grounds Department is responsible for the maintenance of College lawns, shrubbery, and trees.
- B. It is responsible for landscape design and implementation, reseeding, pest control of lawns and shrubs, and the removal/replanting of ornamental trees.

### 1103.05 CHANGES IN BUILDINGS AND UTILITIES ON CAMPUS

The Plant Operations Department is responsible for ensuring that any changes in buildings or utilities comply with and conform to all Federal, State, and local code requirements.

### 1103.0501 Buildings

Before any changes to buildings are made, approval must be obtained in writing from the Director of Plant Operations or his or her designated representative. All changes or additions to floors, walls, ceilings, doors, windows, Venetian blinds, and the like will be made either by members of the Plant Operations work force, or under the direct supervision of the Director of Plant Operations or his or her designated representative.

# MACON STATE COLLEGE

## Fiscal Affairs Policies and Procedures Manual

---

### 1103.0502 Utilities

Plant Operations must effect all changes to and repairs of utilities.

#### A. Heating and Cooling Systems

The central heating and cooling systems at Macon State College are designed to serve individual buildings. A central energy plan serves the majority of the campus heating and cooling needs.

Those utility systems under direct control of building occupants should be operated in an economical manner. It is imperative that a Maintenance Technician be designated in each of these facilities to ensure proper system operation to prevent damage to building systems and to provide energy conservation measures.

### 1103.06 UTILITY CONNECTIONS FOR BUILDING CONTRACTORS

Temporary electric service to meet the needs of a building contractor is normally furnished from the College electrical distribution system and is covered in contract specifications. The cost is normally agreed on in contract documents. Plant Operations will bill the contractor monthly and prepare a final bill when the building is completed, normally after final acceptance of the building unless other agreements were made between the contractor and the Plant Operations Department.

Requests for tap-on service by the contractor should be directed, in writing, to the Office of the Director of Plant Operations. Requests must be specific as to services required and must have an attached rough sketch showing pertinent locations of services.

### 1103.07 PROTECTION OF UTILITIES

The hot water, potable water, chilled water, and sewage disposal lines are located underground throughout the campus. All high voltage electrical lines are underground.

Since these utility lines are vital to the operation of Macon State College, personnel contemplating digging or excavating near these lines must take extreme caution. Only personnel designated by the Director of Plant Operations, or his or her representatives, will be authorized to dig or excavate near these lines. The use of an underground locator is always required.

The Assistant Director of Plant Operations is responsible for the operation, maintenance, and repair of the utility systems on campus.

Anyone suspecting an underground leak or defective utility line should notify the Plant Operations Helpdesk, telephone 471-2780.

### 1103.08 INSTALLATION OF EQUIPMENT REQUIRING UTILITIES

Department/Unit Heads must contact Plant Operations, in writing, before the purchase/acquisition of special purpose equipment requiring utility connection other than 120 V., single phase electricity. Exempt from this requirement are standard voltage, low wattage devices (typewriters, coffee urns, desk lamps, and similar items).

This coordination requirement is established to help discharge the Plant Operations' responsibilities for maintaining College facilities according to building, fire, and safety

# MACON STATE COLLEGE

## Fiscal Affairs Policies and Procedures Manual

---

codes, and for assisting the purchasers in determining the extent of items that must be considered in the completed installation and operation of special purpose equipment.

The Procurement Division should contact Plant Operations before ordering special purpose equipment, to ensure compatibility of such equipment with existing building utility capacities and applicable codes.

Installation of special purpose equipment should be coordinated under the supervision of the Director of Plant Operations or his or her designated representatives.

### 1103.09 CONVERSION OF CLASSROOMS AND AUDITORIUMS

Before any classroom, Student activities facility, office or auditorium is converted to any other use, the appropriate Vice President must grant written approval.

After approval for the proposed change has been obtained by all appropriate personnel, the actual changes to the building will be done by the Plant Operations Department to ensure that all such changes conform to all State, Federal, and local code requirements.

### 1103.10 REQUESTS FOR PROJECT WORK

Projects that involve renovation or remodeling of facilities or construction of new facilities require design, costing, approval, and funding. Funding is normally requested through the Vice President for Fiscal Affairs for Major Repair/Rehabilitation Funds (MRR) allocated annually by the Board of Regents. If MRR funds are not provided, then funding must come from Macon State College sources. It is necessary therefore that adequate long-range planning for expansion or renovations be done at the lowest level to ensure that enough time is available to complete designs, to estimate costs, to secure proper approvals and to request funding for the project.

### 1103.11 GENERAL MAINTENANCE AND EMERGENCIES

#### 1103.1101 General Maintenance

Plant Operations will provide all Departments/Units a high level of maintenance service at a rapid rate of response consistent with the availability of work force and resources and will give emergencies the highest priority.

#### 1103.1102 Emergencies

Emergencies are those problems requiring immediate response to avoid interruption of such essential services as electricity, gas, heat, air conditioning or plumbing. Conditions considered hazardous to personnel, equipment or facilities are also included in this category and will receive the highest priority.

The Director of Plant Operations or his or her representative is responsible for determining whether an emergency exists, and what priorities will be assigned if several non-emergency maintenance problems need to be taken care of on short notice.

### 1103.12 DISTRIBUTION OF PLANT OPERATIONS COSTS

Generally, expenses of operating and maintaining College facilities are charged to the Plant Operations account and later allocated as appropriate.

When Plant Operations costs are incurred for changing the character of the facility and the maintenance/repair of laboratory equipment and specialized equipment (special power, specialized air-conditioning equipment, for example), these costs will be charged

# MACON STATE COLLEGE

## Fiscal Affairs Policies and Procedures Manual

---

to the Department/Unit requesting the service. In borderline cases, the Director of Plant Operations, or his or her designated representative, will determine the category of maintenance/repair and whether the cost of the work will be charged to the Plant Operations budget.

### 1103.13 NEW CONSTRUCTION

The Vice President for Fiscal Affairs is responsible for the orderly, long-range development of facilities at Macon State College.

The Plant Operations Department is responsible for new facilities planning and for implementing capital improvement projects. Generally, new facilities planning and construction are limited to projects approved by the Board of Regents, Office of Facilities. Other projects are accomplished by outside architects and contractors in close coordination with the Plant Operations Department.

### 1103.14 FACILITIES INVENTORY

#### 1103.1401 Equipment List Inventory

The Inventory Control Section of Plant Operations maintains an equipment inventory list.

#### 1103.1402 Architectural Documents

The Plant Operations Department has on file many documents of Macon State College facilities.

##### A. Composite Maps

These maps show the latest status of telecommunications cables and other utilities such as steam lines and power lines. These maps are for Plant Operations maintenance/repair crews and are updated as necessary.

##### B. "Record" Building Construction Plans and Maintenance Files

These documents are on file for each completed construction job on the main campus. Upon completion of each project, the commissioned architects/engineers must provide the Plant Operations Department a complete and indexed maintenance file on each device, fixture, component, and related items.

##### C. Floor Plans

These drawings of floor plans of each building on the main campus are on 8.5-inch by 11-inch or 11-inch by 17-inch sheets. They show basic outlines and dimensions only, and are updated periodically. Request for Floor Plans should be submitted in writing to the Plant Operations Department. They are made available as needed.

### 1103.15 PLANS FOR SUPPORT FOR STUDENTS

A. The Director of Plant Operations will make available information related to construction as needed.

### 1103.16 SAFETY AND HEALTH PROGRAM

#### 1103.1601 General

# MACON STATE COLLEGE

## Fiscal Affairs Policies and Procedures Manual

---

Plant Operations at Macon State College is responsible for ensuring compliance with applicable State and Occupational Safety regulations. The Plant Operations Department's internal compliance is assigned to the Director, Plant Operations. This individual can help other College Departments/Units to formulate their own internal plans.

### 1103.1602 Safety Program Description

- A. This program includes, but is not limited to, training Supervisors and Workers in the safe operation of machinery, power tools, and moving vehicles; in awareness of job hazards such as moving gears, exposure to dangerous solvents and electric shock, fire, noise pollution; and in the wearing of protective gear (helmets when necessary, safety shoes, ear plugs, or ear muffs, and safety glasses). Procedures outlining action to be taken to provide emergency first-aid and transportation of injured personnel to the Infirmary are also maintained. For seriously injured personnel, an ambulance service will be called to transport the patient to the nearest hospital.
- B. The Director of Plant Operations will meet periodically with the Heads of the Departments/Units under his or her control to discuss safety in the workplace.

### 1103.17 TELECOMMUNICATIONS SERVICE

Telecommunications services for the College are coordinated by MSC Switchboard and Plant Operations and provided by the Department of Administrative Services (DOAS), State of Georgia. This Agency is responsible for all types of communication devices and communications contracts used by all State agencies, including the University System. These devices include, but are not limited to, telephones, radios, pagers, fax machines and modems. In addition, DOAS installs and maintains specialized circuits and radar systems throughout the State.

Department/Unit Heads, must originate requests for installation, removal, and relocation of telephones and address such requests to MSC Switchboard, which will in turn contact representatives of DOAS or Southern Bell Telephone Company. If telephone conduits are required, Plant Operations will install them, or will request an outside contractor to install them.

### 1103.1701 Single-line Concept

The College telephone system is set up using the single-line concept. In most Academic Departments/Units and many Administrative Departments/Units, each office or station has a unique telephone number for each instrument. The main number answered by the Switchboard Operator is 471-2700. Recorded messages are used after normal working hours to provide instructional messages to callers.

### 1103.1702 DOAS – Telecommunications Division

The DOAS will only perform work orders received from Plant Operations Personnel or Switchboard.

### 1103.1703 Instructions for Use of Equipment

An instruction booklet is provided when any new equipment is installed and should be kept with the equipment for ready reference. Should a booklet not be available, the user can find help by calling the MSC Switchboard Operator.

# MACON STATE COLLEGE

## Fiscal Affairs Policies and Procedures Manual

---

- 1103.1704      Report of Malfunctions
- A Department/Unit must report directly to the Switchboard Operator (471-2700) any equipment failure or system malfunction. The Switchboard Operator will record the report and submit it for corrective action immediately. The reporting Department/Unit will be so informed.
- 1103.1705      Requests for New Equipment, New Services or Changes in Services
- A short memorandum describing the need and signed by the Department/Unit Head and Dean of the School or Director of the Division should be forwarded to the Fiscal Affairs Office. A work order will be forwarded to DOAS. The work may be scheduled by a DOAS technician or the order may be forwarded to Southern Bell if that system is involved. This process takes approximately three weeks.
- 1103.1706      Telephone Bills
- The Business Office will forward Telephone Bills to each Department/Unit each month. The bills will show charges for any equipment received, line charges, services charges, and the like, and will itemize each long distance call.
- 1103.1709      Directories
- Local telephone (Southern Bell) directories are delivered to the College Warehouse during midsummer and are available at no charge to Departments/Units. The Office of the Vice President for Fiscal Affairs prepares College Faculty/Staff directories which are available in mid-November. Changes in the College Directory should be directed to the College Switchboard Operator.
- 1103.1710      Fax Machines
- Several models of fax machines are available on State contracts. A Department/Unit must submit a Purchase Requisition for a fax machine to the Vice President for Fiscal Affairs, who must approve the request.
- 1103.1711      Radio Service
- Inquiries about radio service may be directed to the Director of Plant Operations.
- 1103.1712      Special Circuits
- DOAS engineers can design data and other special circuits to meet user needs. Inquiries should be directed to MSC Dispatch.
- 1103.1713      Pager Service
- Pager Service, effective throughout the State of Georgia, may be requested through appropriate approval channels by Purchase Requisition.
- 1103.18      SOLID WASTE DISPOSAL
- 1103.1801      Responsibility
- The Grounds Manager and Custodial Manager are responsible for the disposal of solid waste. Debris/trash is transported to a public landfill. Contractors doing work at Macon State College must make their own arrangements to transport their trash to an

# MACON STATE COLLEGE

## Fiscal Affairs Policies and Procedures Manual

---

appropriate landfill. Such debris/trash includes uprooted trees and other trash accumulated because of construction projects.

### 1103.1802 Use of Private Contractor

Macon State College uses a private contractor to haul solid waste to the landfill. The Dining Hall and other sites on campus have dumpsters that are serviced three times per week by contract service.

### 1103.1803 Garbage/Trash Pick-up

Garbage/trash is picked up daily from all College buildings. Disposal of dead animals is through arrangement with Plant Operations. (See Section 1104.0304.)

### 1103.1804 Garbage/Trash not Placed in Garbage Containers

For garbage/trash not deposited in garbage containers, Department can arrange special pickups by calling the Plant Operations Helpdesk (471-2780).

### 1103.1805 Dangerous Chemicals

Dangerous chemicals are disposed of following applicable safety and health standards. All chemical spills must be reported to the Plant Operations Director.

## 1104 PROCEDURES

### 1104.01 PLANT OPERATIONS SAFETY (APPLICABLE TO ALL PLANT OPERATIONS PERSONNEL)

#### 1104.0101 Management Responsibility

Under the general direction of the Director of Plant Operations, each Supervisor is responsible for safety within his or her area of responsibility.

#### 1104.0102 Safety Rules

Plant Operations employees must follow general safety rules to help ensure protection of life and property. The following listing is not complete, though it does serve as a guideline to exercising good safety practices. An employee:

- A. Must always use good judgement. He or she must remember that safety is everyone's responsibility and that the attainment of a fully successful program is dependent upon each individual's complete support and undivided attention;
- C. Must obtain assistance when trying to lift heavy or awkward loads. When lifting, the employee must let leg muscles, not the back, do the work. **THE EMPLOYEE MUST NEVER TWIST HIS OR HER BACK WHILE LIFTING;**
- D. Must be sure to wear gloves designated for the particular application any time it is necessary to handle rough material, work on high voltage circuits, or operate live steam lines;
- E. Must not wear rings or jewelry of any type when servicing electrical equipment or when using power tools or equipment with exposed moving parts;
- F. If not qualified, you must never attempt to make an electrical repair of any type; he or she must call an electrician;

# MACON STATE COLLEGE

## Fiscal Affairs Policies and Procedures Manual

---

- G. Must never stand or work under a hoist that is supporting a load;
- H. Must always wear appropriate goggles or safety glasses when using a grinding wheel or when operating machine tools;
- I. Must make sure, before ascending a ladder, that it is properly braced and supported and is of the proper length;
- J. Must never operate power tools or use extension lights and cords that are not equipped with a third prong ground; must not use portable hand lights without safety guards; must not use frayed power cords or allow cords to drop into a liquid medium; and must ALWAYS check power tools with a ground fault tester before use;
- K. Must always use the handrail when ascending or descending stairs;
- L. Must, when subjected to prolonged exposure in outdoor environments, wear proper apparel: shirt and hat in the summer and warm apparel in the winter; shorts are not allowed; and drink plenty of water;
- M. Must walk, not run, unless running is appropriate;
- N. Must make sure, when working in close quarters, that adequate ventilation exists for the task or job to be performed;
- O. Must not smoke when in the presence of combustible materials; must not store combustible materials near sources of heat or sparks; and must ensure that proper ventilation exists; smoke in designated areas only;
- P. Must never use compressed air to blow off wearing apparel. All compressed air used by employees for cleaning parts and the like, must be reduced to less than 30 p.s.i. ;
- Q. Must not operate power equipment of any type without safety guards;
- R. Must not wear loose fitting clothing, neckties or jewelry that may be subjected to entanglement when running machine tools;
- S. Must familiarize himself/herself with gas mask location and operation techniques before working in an environment where toxic gases are stored and used;
- T. Must not handle acids without wearing such appropriate apparel as goggles, rubber apron, rubber gloves, and the like;
- U. Must never look into the arc of a welding torch; must make sure, when welding, to wear both welder shield and gloves; must not weld in unventilated area; must be certain that no combustible materials or gases are present; must never weld a tank or pressure vessel without ensuring pressure has been released and tank or vessel has been purged of toxic or combustible material, and must ensure that proper grounding techniques are followed in electric arc welding and that working area is not damp or moist;
- V. Must immediately discontinue outside activity during a lightning storm and take cover in a shelter;

# MACON STATE COLLEGE

## Fiscal Affairs Policies and Procedures Manual

---

- W. Must never attempt to move a downed electrical wire but must call an electrician;
- X. Must make sure, when operating cranes, or equipment of any type, to be familiar with the location of all utilities or seek the assistance of a qualified individual knowing such locations;
- Y. Must always maintain a clean work area and guard against grease or oil spots; when finished with tools, must return them to their proper place and not leave them on the floor or in an elevated position where they may cause an accident;
- Z. Must, when opening a boiler door, always stand to one side;
- AA. Must ensure that all electrical equipment is "off" and that an appropriate sign is hung on the control switch before servicing and must also take necessary steps to see that the work area is dry and equipment is properly grounded;
- BB. Must, when working in an area where overhead work is being performed, wear appropriate head protection that conforms with OSHA requirements;
- CC. Must not work alone in hazardous environments;
- DD. Must make sure, when working in excavations, that walls are properly shored; must see that proper barricades and/or covers are employed and signal markers are used;
- EE. Must be sure, when working near or on roadways and sidewalks, to display proper caution signs and/or barricades; if it is necessary to walk on the shoulder of a highway, must always walk on the left side facing oncoming traffic and wear light colored clothing and carry a flashlight at night;
- FF. Must not run a gasoline engine in closed quarters without proper ventilation;
- GG. Must, when operating a bench power saw, push work through saw with a stick, use stick to slide scraps out of work area, and not attempt to reach over saw blade or place hands in vicinity of saw blade;
- HH. Must not drive heavily loaded vehicles over a bridge without checking to see whether load limit of the bridge is exceeded; and before driving under an overpass, check to see whether clearance height is adequate;
- II. Unless qualified, must not attempt to replace a blown fuse but must call for an electrician;
- JJ. Must never smoke when filling a vehicle's gas tank or in the area where batteries are being charged;
- KK. Must never wedge or block a fire door in an open position for convenience or ventilation;
- LL. Must find out, when storing materials, whether all material is stacked, blocked, interlocked, and limited in height so that it is stable and otherwise secure against sliding or collapsing;
- MM. Must make sure, during construction, that all openings in floors and roofs, such as stairwells, shaft ways, and pits are provided with an enclosure guard securely anchored in the opening;

# MACON STATE COLLEGE

## Fiscal Affairs Policies and Procedures Manual

---

- NN. Must not attempt to operate equipment, machinery or power tools that he/she is not qualified to operate;
- OO. Must exercise extreme caution when handling compressed gas cylinders; if cylinders are to be stood on end, must make sure that they are chained and/or anchored to keep them from falling over; and
- PP. Must, when handling a large load, secure the load properly.

### 1104.02 PLANT OPERATIONS ADMINISTRATION

#### 1104.0201 Personnel Functions

Plant Operations Administration is responsible for the preparation of all documentation necessary in the hiring, discipline, and termination of Plant Operations employees. This preparation includes processing of annual and sick leave records on all employees. All such records will be prepared, processed and maintained in accordance with Human Resources Management Policies and Procedures (Section 800) and all other applicable College and Board of Regents Policies and Procedures.

#### 1104.0202 Payroll Records

The Payroll Records Section maintains payroll records on all employees within Plant Operations and forwards payroll information to the Office of Fiscal Affairs as required. It reports all payroll information, including annual and sick leave taken and any amounts of overtime pay authorized.

#### 1104.0203 Requests for Purchases

Requests for Purchase are prepared and processed for all Plant Operations functions. When merchandise is received or services rendered, a receiving report document is completed to authorize payment of the signed invoice and sent to the Accounts Payable section for payment.

#### 1104.0204 Routine Job Requests

Any College employee may make routine job requests (plumbing, electrical, air-conditioning problems) by contacting the Plant Operations Helpdesk (471-2780) or via email at [helpdesk.plantops@mail.maconstate.edu](mailto:helpdesk.plantops@mail.maconstate.edu) at any time during College work hours. Such repairs will be completed when possible.

#### 1104.0205 Requests for College-Owned Vehicle (Motor Pool)

To reserve a vehicle from the Motor Pool (College-Owned Vehicle), employees must initiate a request through the Office of the Vice President for Fiscal Affairs. Requests are on a first-come, first-served basis. Employees traveling on student-related functions (students will be passengers) must first contact the Office of Student Life for the proper paperwork and liability release forms. The employee is to reflect on his/her Authorization to Travel form that a College-owned vehicle will be their mode of transportation. The key and a fuel purchase card will be available on the day of departure from the Office of the Vice President for Fiscal Affairs. Upon returning to campus, the key, fuel purchase card and receipts are to be returned to the Office of the Vice President for Fiscal Affairs.

#### 1104.0207 Other Functions

# MACON STATE COLLEGE

## Fiscal Affairs Policies and Procedures Manual

---

The Assistant Director of Plant Operations has responsibility for maintaining:

Miscellaneous drawings;

Custodial care and storage of documents (Building "as-built" drawings);

Contract documents and current projects documents;

Printing of plans (blue line work, and the like);

Drafting supplies;

Maintenance of library of miscellaneous catalogs and building maintenance manuals; and

Surveyor tasks:

Project layout and engineering, and

Miscellaneous topographic information.

### 1104.0208 New Facilities Planning

The New Facilities Planning section is responsible for in-house planning and design of local projects as approved by the Vice President for Fiscal Affairs. Projects, besides building planning and design, include remodeling buildings, designing and laying out parking lots, streets, and utilities and rendering landscape designs and improvements.

### 1104.0209 Specifications and Contract Documents

The Assistant to the Director of Plant Operations writes specifications, administers contracts, reviews and prepares change orders and recommends approval or disapproval of periodic pay estimates on a multitude of contracts administered locally or through the Office of Facilities at the Board of Regents. He or she also writes and administers small construction contracts and Professional Services contracts.

### 1104.03 GROUNDS MAINTENANCE

#### 1104.0301 Landscape Operations

Maintenance and refurbishment of grounds must be a continuing effort to ensure a neat and attractive campus. The Grounds Manager is responsible for the following:

- A. Shrubs - planting, trimming, fertilizing and pest control (insects and diseases);
- B. Trees - planting, replanting, pruning, emergency trimming, removal and pest control;
- C. Development of new facilities - preparation of ground development plants, seeding and sodding of lawns, and general beautification projects; and
- D. Pavement maintenance - pavement, sidewalks, parking lots maintenance provided routinely. New sidewalks and parking lots are constructed as the need arises and appropriate funding and approvals are obtained.

#### 1104.0302 Grounds Care and Maintenance

# MACON STATE COLLEGE

## Fiscal Affairs Policies and Procedures Manual

---

Routine and recurring maintenance of grounds and parking lots is accomplished to keep the campus attractive. Specific services include:

- arises;
- A. Lawns - Mowing, fertilization, and general care are conducted as the need arises;
  - B. Edging - All walks, roads, curbs, and beds are carefully edged regularly to add a touch of excellence and grooming to the campus;
  - C. Irrigation - Because some campus areas do not have automatic irrigation, it is necessary to water these areas to maintain attractive lawns;
  - D. Parking lots/streets - Sweeping and other cleaning of parking areas and streets are performed regularly;
  - E. Leaf and litter removal; and
  - F. Special pickup of trash items.

### 1104.0304 Disposal of Dead Animals

Those Departments/Units having dead animals or animal parts to be disposed of must contact the Plant Operations Department and arrange a special pickup. All animals and animal parts must be placed in plastic bags and sealed. Should animals or animal parts need disposing of on the weekend or holidays, they should be placed in plastic bags and refrigerated until the first workday after disposal is required.

### 1104.04 BUILDING SERVICES

#### 1104.0401 Carpentry Shop

Through scheduled maintenance, unscheduled repairs and emergencies, the Carpentry Shop makes repairs, alterations, and other changes to academic building or athletic facilities. This includes scheduled maintenance and unscheduled repairs and emergencies. It also repairs and renovates furnishings and equipment brought into the shop. Additionally, it supports project work in the renovation of facilities and repair of existing facilities.

#### 1104.0402 Lock Shop

The Locksmith works under the guidance of the Assistant Director of Plant Operations. He or she is responsible for recording combinations of all locks for rooms in each building at Macon State College. This record includes the combinations, re-keying, repair, and installation of locks, closures, and other finish hardware.

Requests to have locks taken off the Building Master System must be submitted in writing, giving the reason the lock requires departure from policy. As a rule, only extremely sensitive areas such as narcotic or dangerous chemical storage will be granted permission to have locks removed from the Building Master System.

Duplicate keys are available upon request by Department/Unit Heads. They can obtain keys by forwarding a Key Request to the Vice President for Fiscal Affairs, who will forward the request to the Plant Operations Department.

Except for those that fit mechanical and custodial rooms, Master keys open all locks in a particular building. Since mechanical and custodial rooms are the sole responsibility of

# MACON STATE COLLEGE

## Fiscal Affairs Policies and Procedures Manual

---

the Plant Operations Department, building occupants do not, as a matter of course, have keys for access to these rooms.

### 1104.0403 Painting

Requests for painting should be forwarded to the Director of Plant Operations. A price for the work will be determined and the requesting department head will decide whether or not to proceed.

### 1104.0404 Maintenance Section

#### A. Heating, Ventilation, and Air-conditioning work

The Maintenance Section is responsible for maintaining the present air-conditioning systems under the direction of the Assistant Director of Plant Operations. The Maintenance Section is also responsible for operating the Central Energy Plant.

#### B. Welding

The Assistant Director of Plant Operations is responsible for assigning all welding jobs. Welding jobs are usually limited to equipment repairs. Only qualified personnel may use welding equipment.

#### C. Plumbing

The Maintenance Section is responsible for the installation and maintenance of all campus plumbing fixtures, sinks, commodes, sanitation lines, sewers, water lines, and hot water lines and components. This Shop installs piping and plumbing fixtures in renovation projects and major repair projects. Large and/or specialized jobs are put out to bid.

#### D. Electrical

The Assistant Director of Plant Operations is primarily responsible for outsourcing the maintenance and repair of all high voltage and low voltage power systems on campus and routine maintenance of electrical circuits, outlets and lighting fixtures. Routine changing of light bulbs or tubes is done by the Maintenance Department.

### 1104.05 (NOT USED)

### 1104.06 CUSTODIAL SERVICES

Custodial Services of the Plant Operations Department consists of day-shift and night-shift operations; it is responsible for cleaning all administrative, student activity, and academic buildings on the campus. Custodial Services also is responsible for the College's recycling program.

### 1104.0601 Work Time Schedule

The majority of the campus facilities are cleaned during the night shift, but some buildings are cleaned during the day shift. The hours of these shifts are set to best serve the occupants of the buildings, and may vary according to occupant needs.

### 1104.0602 Duties and Procedures

# MACON STATE COLLEGE

## Fiscal Affairs Policies and Procedures Manual

---

### A. Classrooms

Duties to be performed by Custodians in classrooms include:

Cleaning chalk boards daily,

Emptying trash cans and recycling containers, and

Dusting and sweeping or vacuuming.

### B. Offices

Duties to be performed by Custodians in offices include:

Dusting (only open areas of desk surfaces to be cleaned during regular dusting procedure): Dusting entire desk surfaces, provided the user of the desk will remove all objects and material from the surface of the desk at a time appropriate to the Custodian's routine cleaning schedule.

Emptying all trash and recycle containers daily; and

Sweeping or vacuuming traffic lanes daily and other areas at discretion of Supervisor.

Under no circumstances will Custodians to do personal favors. They will not perform special tasks unless instructed to do so by the Custodial Supervisor.

### C. Rest Rooms

Duties to be performed by Custodians in restrooms include:

Cleaning rest rooms daily,

Stocking rest rooms during initial cleaning, and

Restocking rest rooms before the end of workday.

### D. Glass

The Custodian assigned to an area will clean inside glass and entrance doors. When directed by the Supervisor of the Custodial Department, a special cleaning crew will clean outside windows and other glass.

### E. Entrances, Foyers, and Walkways

The Custodian assigned to an area will clean all entrances, foyers, and walkways daily.

### F. Light Fixtures and Blinds

The Custodian assigned to an area will dust light fixtures and blinds.

### G. Carpet Shampooing

The Custodian assigned to an area will shampoo or spot clean carpet, as directed by the Custodial Supervisor.

# MACON STATE COLLEGE

## Fiscal Affairs Policies and Procedures Manual

---

### H. Extra Cleaning

For special cleaning work not included in scheduled cleaning by the Custodial Department, a Department/Unit must telephone a request to the Plant Operations Department (471-2780). To assist in obtaining such special or extra cleaning in an efficient and timely manner, each Department/Unit should make its requests at the earliest possible time.

### I. Pest Control

A contracted exterminator routinely treats all campus buildings quarterly and in between as needed, except for the Dining Hall, which is done monthly and more frequently, if needed.

### J. Special Event Setup

The Custodial Department works closely with all College Departments to provide setups for special events, both on and off campus. All requests for assistance must be coordinated through the Custodial Supervisor.