



Facilities Operations and Maintenance

Campus Grounds Duties & Schedules

To facilitate the maintenance of the campus grounds at Coppin State University, the Campus has been divided into four areas: North Campus, Central Interior Campus, Central Perimeter Campus, and South Campus. Grounds staff shall be responsible for maintaining the Campus grounds as indicated under duties, designations, and schedule. This Grounds staff position is classified as essential employee. Working hours are 6:00am to 2:30pm, Monday – Friday, lunch break 11:00am – noon. Duties shall include but are not limited to:

I. Grounds Staff Duties:

1. Trash Cans (Daily) 6:15am to 10:50am
 - a. Pull trash bag and place in dumpster.
 - b. Replace with new bag.
2. Area Trash (Daily) 6:15am to 10:50am Walking
 - a. Pick-up all the trash thrown or blown in the grass, flower beds, sidewalks, parking lots, and roads.
3. Sweeping/Blowing (Daily) 6:15am to 10:50am Walking
 - a. Sweep the sidewalks, stairs, ramps, concourses, patios, etc. Dispose of collected material.
4. Planting beds (Daily) 12:15pm to 2:20pm
 - a. Pull weeds
 - b. Remove dead material
 - c. Turn mulch over for appearance
5. Turf areas (Weekly) 12:15pm to 2:20pm
 - a. Turf maintenance is contracted out. Notify supervisor with any issues. Do not give contractor direction.
6. Trees (twice a year) 12:15pm to 2:20pm
 - a. Tree maintenance is contracted out. Notify supervisor with any issues. Do not give contractor direction.
 - b. Report dead or broken limbs.
 - c. Pick up and dispose of fallen tree material.
7. Gum (Daily) 12:15pm to 2:20pm Walking
 - a. Remove gum from sidewalks, stairs, ramps, concourses, patios, etc. using gum remover and scrapper.
8. Spills (As reported)
 - a. Clean outdoor spills and notify your supervisor as fast as possible.
9. Watering (As needed/Requested)
 - a. Water the flowers as needed. Notify any issues to your supervisor.
10. Events (As needed/Requested)
 - a. Empty trash cans more frequently during events.
 - b. Clean the area after the event, picking up trash, removing gum, etc.
11. Snow/Ice (As needed for safety , as follow up to contractor services, as requested)
 - a. Remove snow and ice from sidewalks, stairs, and building entrances.
 - b. Salt sidewalks, stairs, and building entrances.

- c. Salt any icy conditions on roads and parking lots.
- d. Notify your supervisor of any dangerous situation.
- 12. Dumpster areas (Daily)
 - a. Maintain the dumpster area free of trash and debris.
 - b. Check the dumpster area after the each pick-up. (Reference schedule)
 - c. Report full dumpsters to extension 1234.
- 13. Vandalism (As witnessed/Discovered)
 - a. Notify your supervisor as soon as possible if you notice any damage on Campus.
- 14. Safety Issues (As witnessed/Discovered)
 - a. Notify your supervisor of any safety issues immediately
- 15. Additional tasks as assigned.

II. Campus Grounds Area Designations

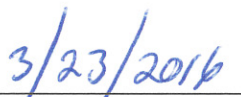
- 1. North Campus (Gwynn's Falls Parkway south to Loop road, Warwick Avenue west to Railroad fence)
 - a. Gwynn Falls median for Railroad Tracks to Warwick Avenue
 - b. PEC Warwick turf and planting beds
 - c. PEC Gwynn Falls turf and planting beds
 - d. Trash and Recycling Collection Area #1
 - e. Salt shed
 - f. Outdoor storage area
 - g. Operations and Maintenance loading dock
 - h. State parking lot, turf and planting beds
 - i. Parking lot H, turf and planting beds
 - j. All sidewalks, stairs, ramps, concourse
 - k. Fitness Center parking lot
 - l. Track and Soccer field
 - m. Softball field all around
 - n. Tennis Courts inside and out
- 2. Central Perimeter Campus (Loop Road south to North Avenue, Warwick Avenue west to Railroad fence)
 - a. Rear of Talon Center
 - b. Rear of Frances Murphy – Includes turf and planting beds.
 - c. Trash and Recycling Collection Area #2 and #5
 - d. Loop Road and border
 - e. Parking lots A, B, C, D, E, F, G
 - f. Rear of Admin Building
 - g. Rear of Tawes Center – Includes turf and planting beds.
 - h. All sidewalks
 - i. GHJ loading dock
 - j. Rear of Dedmond and Daley Halls
 - k. All around Science Building
 - l. Science Building circle

3. Central Interior Campus (Area in front, around or otherwise specified of)
 - a. Talon Center
 - b. Frances Murphy
 - c. Dedmond Hall
 - d. Daley Hall
 - e. Residence Halls Quad
 - f. Miles Connor Admin Building (south, east and west sides)
 - g. Tawes Center (all around)
 - h. GHJ (east side, north and south stairs top to bottom)
 - i. Main Quad
 - j. Library (north, west and south sides)
 - k. Includes sidewalks, stairs, ramps, patios, turf, and planting beds
 - l. Trash and Recycling Collection Areas #3 and #4

4. South Campus (North Avenue south to Baker Street, Warwick Avenue west to Railroad fence)
 - a. All around HHSB
 - b. All around STC
 - c. Central Quad area
 - d. Parking lot C
 - e. HHSB Trash and Recycling Collection Area #6
 - f. Access roads
 - g. STC Loading Dock area
 - h. STC Trash and Recycling Collection Area #7
 - i. North Avenue center medium planters



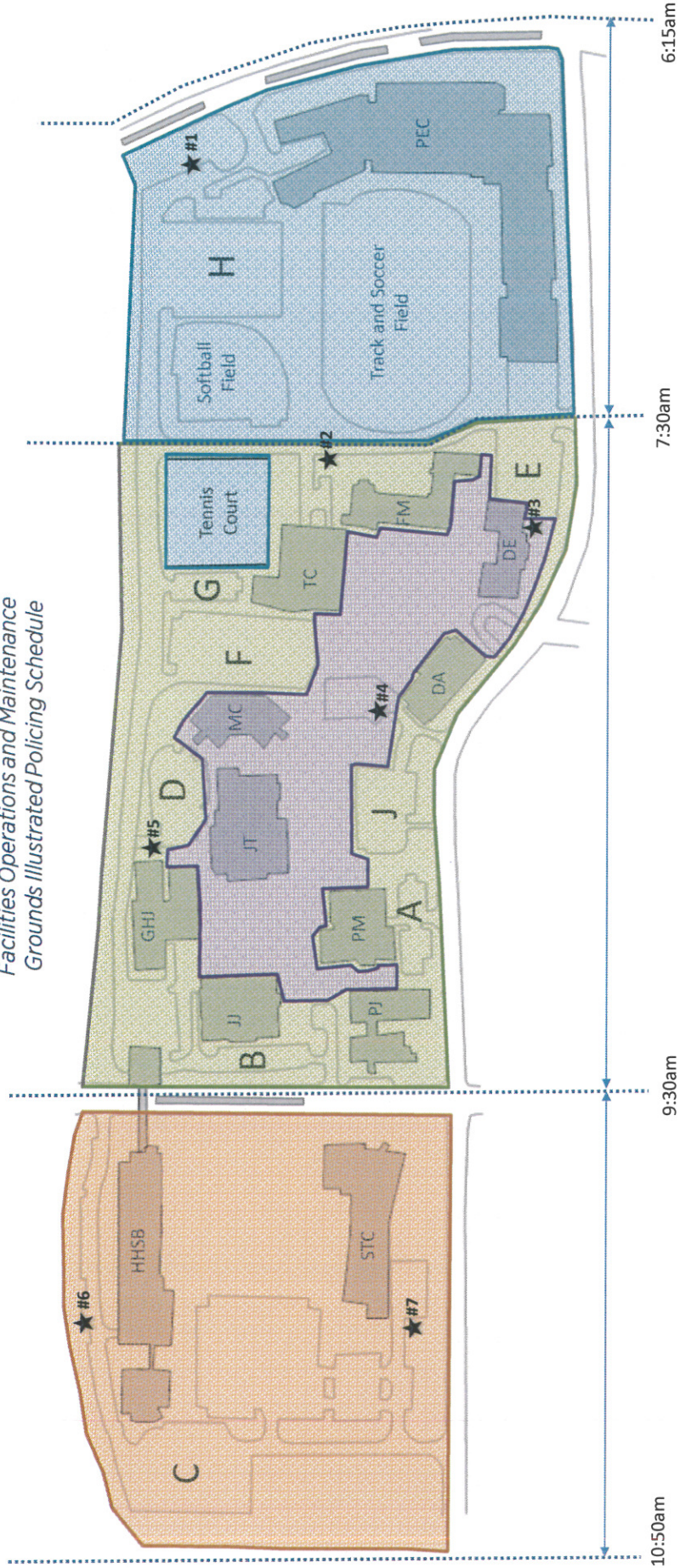
John C. Barratt
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Facilities Operations and Maintenance



Date



COPPIN STATE UNIVERSITY
EST. 1900
*Facilities Operations and Maintenance
Grounds Illustrated Policing Schedule*



AREA DESIGNATIONS:

- North Campus
- Central Perimeter Campus
- Central Interior Campus
- South Campus

★ #__ Trash and Recycling Collection Area (Reference schedule)

6:15am – 10:50am Campus Policing
12:10pm – 2:20pm Additional duties



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Trash and Recycling Collection Schedule

Regular Trash

Location	Account No.	Type of Dumpster	Frequency of Pick up as Today
Daley Hall #4	420-32355	2 yds. Compactor	Every day by 10am
Dedmond Hall #3	420-32357	Two 8 yds. Dumpsters	Every day by 10am
GHJ	420-62054	30 yds. Open roll off	Weekly – Wednesday or Thursday
HHSB #6	420-47812	34 yds. Compactor	Weekly – Monday
PEC #1	420-64668	34 yds. Compactor	Weekly – Monday
Talon Center #2	420-32350	34 yds. Compactor	Weekly – Monday
Tawes Center #5	420-32353	8yds. Dumpster	Every day by 10am
STC #7	420-65346	30 yds. Open roll off	Weekly

Recycling

Location	Account No.	Type of Dumpster	Frequency of Pick up as Today
Daley Hall #4	420-63416	8 yds. Recycling	Weekly – Wednesday
HHSB #6	420-63417	8 yds. Recycling	Weekly – Wednesday
Talon Center #2	420-63415	8 yds. Recycling	Weekly – Wednesday
PEC #1	420-65345	8 yds. Recycling	Weekly – Wednesday
STC #7	420-65344	8 yds. Recycling	Weekly – Wednesday