



Office of Facilities Management
General Services/Campus Grounds Maintenance

To facilitate the maintenance of the grounds at Coppin State University, the Campus has been divided into four areas. Each area has been assigned general services grounds person who will be responsible for maintaining the area. Duties shall include but are not limited to:

I. Duties

1. Trash Cans (Daily)
 - a. Pull full trash bag and place for pick-up or place in dumpster.
 - b. Replace with new bag.
2. Area Trash (Daily)
 - a. Pick-up all the trash thrown or blown in the grass, flower beds, sidewalks, parking lots, and roads.
3. Mulch (Biweekly)
 - a. Turn mulch over for appearance
4. Grass (Weekly)
 - a. Contracted out. Notify supervisor with any issues. Do not give contractor direction.
5. Trees (Once a year)
 - a. Contracted out. Notify supervisor with any issues. Do not give contractor direction.
6. Sweeping (Daily)
 - a. Sweep the sidewalks, stairs, ramps, concourses, patios, etc. Collect if needed and dispose as required.
7. Gum (Daily)
 - a. Remove gum from sidewalks, stairs, ramps, concourses, patios, etc. using gum remover and scrapper.
8. Spills (As reported)
 - a. Clean outdoor spills as fast as possible. Notify your supervisor.
9. Watering (As needed/Requested)
 - a. Water the flower beds 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.
 - c. Provide assistance trash can liners as needed.
11. Snow/Ice (As needed for safety , as follow up to contractor)
 - a. Remove snow from sidewalks, stairs, and exterior entrances.
 - b. Salt sidewalks, stairs, and exterior entrances.
 - c. 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.
 - c. Report full dumpsters.
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

II. CSU Grounds Areas

1. North Campus (south Gwynn's Falls Parkway, west Warwick Avenue, north Loop Road)

- a. Facilities loading dock
- b. State parking lot, turf and planting beds
- c. Parking lot H, turf and planting beds
- d. Softball field all around
- e. Track and Soccer field
- f. Fitness Center parking lot
- g. All sidewalks, stairs, ramps, concourse
- h. PEC Warwick turf and planting beds
- i. PEC Gwynn's Falls turf and planting beds
- j. Dumpster area
- k. Salt shed
- l. Outdoor storage area

2. Central Perimeter Campus

- a. Parking lots A, B, C, D, E, F, G
- b. Science Building circle
- c. GHJ loading dock
- d. Loop Road and border
- e. Rear of Dedmond and Daley Halls
- f. Rear of Admin Building
- g. All around Science Building
- h. Rear of Talon Center
- i. Trash compactor areas
- j. Rear of Frances Murphy – Includes turf and planting beds.
- k. Rear of Tawes Center – Includes turf and planting beds.
- l. All sidewalks

3. Central Interior Campus

- a. Area in front or around (or otherwise specified) of:
 - i. Talon Center
 - ii. Frances Murphy
 - iii. Dedmond Hall
 - iv. Daley Hall
 - v. Residence Halls Quad
 - vi. Miles Connor Admin Building (front)
 - vii. Tawes Center (north, east and west sides)
 - viii. GHJ (east side, north and south stairs top to bottom)
 - ix. Main Quad
 - x. Library (north, west and south sides)
- b. Includes sidewalks, stairs, ramps, patios, turf, and planting beds.

4. South Campus (South of North Avenue)

- a. All around HHSB
- b. All around STC

- c. Quad area
- d. Parking lots
- e. Trash compactor area
- f. Access roads

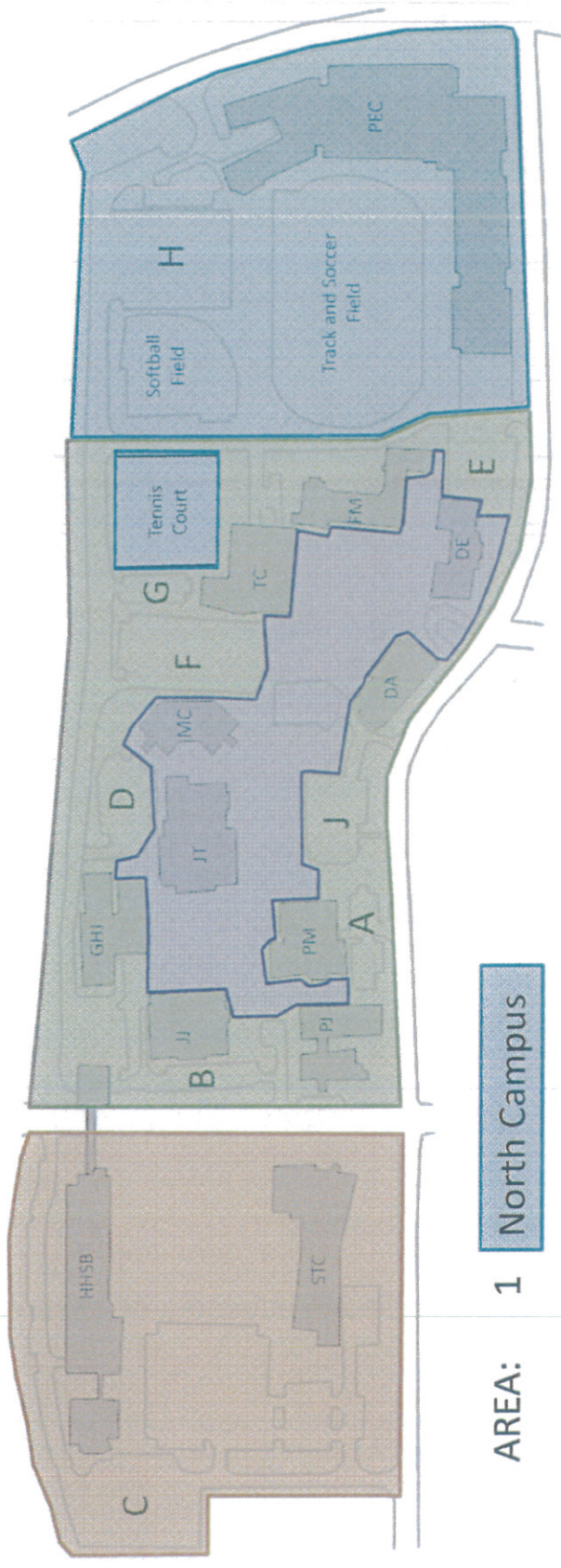


John C. Barratt
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Office of Facilities Management

5/20/2014

Date

Coppin State University Grounds Areas Map



- AREA:**
- 1 North Campus
 - 2 Central Perimeter Campus
 - 3 Central Interior Campus
 - 4 South Campus

John C. Barratt
Interim Associate Director
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