



EAST TENNESSEE STATE UNIVERSITY

Facilities Management

Policy Number: 100.3

Title: Community Service Policy

Implementation Date: October 10th, 2013

Last Audited: May 20th, 2024

Last Revised: May 20th, 2024

Introduction

Facilities Management offers those people who have been assigned community service an opportunity to complete their required hours on the ETSU campus through cleaning various areas of the campus, providing a clean environment for student, faculty, staff, and visitors.

Scope

This policy applies to use of individuals assigned to Facilities Management for community service.

Procedures

An individual assigned to perform community service hours under Facilities Management will adhere to the following:

1. Report location is Facilities Management (Wilbur Bond Building).
2. Hours available for service: 7:15 AM to 3:30 PM. and 3:30 to 12:00 AM
Monday through Friday
3. Duties will include:
 - a. Trash removal and/or sweeping of areas on campus prone to debris (e.g., cigarette butts), or
 - b. General cleaning duties inside of campus buildings if there is inclement weather.
 - c. Sorting recycling materials at the recycling center

Responsibilities

The Assistant/Associate Director of Facilities, Director of Facilities, Sustainability Coordinator, or the Custodial Services Manager will be responsible for:

1. Supervision.

2. Providing equipment; e.g., latex free gloves, broom, bags, litter grapppler.
3. Ensuring that the individual reviews the Safety Information Sheet (Appendix A) and signs the form.
4. Inspection and verification that assigned work was completed satisfactorily.

Sign-off on hours will be by the Assistant/Associate Director of Facilities, Director of Facilities, Sustainability Coordinator, Custodial Services Manager, or an authorized designee.

Contact Persons

Associate Vice President
Director of Facilities
Custodial Services Manager

Approved by: _____
Laura Bailey, Associate Vice President, Capital Planning and
Facilities Services

Date approved: _____

Audited: January 3rd, 2017
December 14th, 2018
May 20th, 2024

Revised: January 23rd, 2017
May 20th, 2024

Appendix A

Safety Information for Individual Performing Community Service

1. Emergency Information- In case of emergency (fire, injuries, major chemical spill, etc.), you must call Public Safety (423-439-4480) from an outside phone or 911 from a campus phone.
 - Immediately report any personal injuries to your supervisor
 - Emergency evacuation and information are posted in all buildings
 - If the siren sounds on campus, please listen to the voice message and follow all instructions
2. Tobacco - ETSU is a tobacco free campus. Smoking is only allowed in personal vehicles.
3. Parking - Make sure you have a parking pass. Ask your lead worker where to obtain.
4. Chemicals - If you use chemicals, be sure to know where your Safety Data Sheets are available or who to contact for this information. Chemicals must be labeled properly. If there is a chemical spill that you cannot mitigate, please contact EH&S at 439-6029 or 439-7900. Do not pour hazardous chemicals down the drain or outside storm drains.
5. Fire Extinguishers are located throughout all ETSU facilities.
6. Personal Protection Equipment (PPE) - All required PPE is provided by the assigned department. All PPE must be ANSI or OSHA approved and in good condition. PPE can also be provided by EH&S.
7. Please Do Not compress overfilled trash down into receptacles with your hands.
8. Always wash hands after removing gloves.
9. All biohazard material must go into a red biohazard bag and given to your lead worker or EH&S. NO biohazard bags are allowed in the regular trash.
10. Automated External Defibrillators are located in most buildings and signage on outside of doors identifies the location of these devices.
11. Do not go into radioactive material rooms without proper training. (Call EH&S@439-7784 or 439-7900 if you need to enter radioactive material labs)
12. Any safety issues may be referred to EH&S.

Important ETSU Contact Phone Numbers

Environmental Health & Safety Office- 439-7773 or 439-7784
Facilities Management- 439-7900
ETSU Police Department – 439-4480

I understand and will abide by the above stated requirements for a healthy and safe work environment. I understand that it is my responsibility to contact the EH&S office (439-6028) if I have any questions.

Print Name

Sign Name

Date