



Physical Plant Policy & Procedure #7

TITLE: **OPEN SPACE MAINTENANCE**

OBJECTIVE AND PURPOSE: This policy will identify the litter control procedures for the campus.

RESPONSIBILITY: **ACTION**

PHYSICAL PLANT DIRECTOR

Litter control is contracted to the custodial service operation who will provide a dedicated staff of four persons, daily M-F on an 8 hour shift, 2 persons on weekends. The area covered is the central campus. The Breezeway area is to be policed twice daily, once in the early morning and again between 2:00 and 3:00 PM. All foreign material is to be picked up and disposed of in dumpster. Vegetative debris cleanup (palm frond pickup) is also contracted to the custodial service operation who will provide a dedicated staff of one person daily Monday-Friday, on an 8 hour shift.

PHYSICAL PLANT ASSISTANT DIRECTOR

All other open areas of the campus will be examined and cleared by grounds personnel upon their normal mowing & maintenance cycle of approximately 7 days. Areas covered include lawns, retention areas, banks, swales and drainage structures. Roadway drainage structures will be examined on a weekly basis and will be kept clear of debris. Drains will be cleaned out by an outside contractor when required.

Issued By: Singer	Date Issued: 5/2005	Date Revised:	Effective Date: 5/2005
APPROVED:	Vice President	Associate V.P.	Director