

Physical Plant Operations – Fall 2021

1. During the month of August, the Physical Plant is focused on completing summer projects, essential maintenance and cleaning, setting academic and residential spaces, and supporting all the MANY events surrounding student move-in and orientation. Requests outside of this scope are currently experiencing lead times of 3-6 weeks.
2. While we recommend you keep some stock on hand, if you have cleaning supplies or PPE for which you no longer have a need – please place a work order through <https://workrequest.campus.up.edu/> for Physical Plant to pick them up. We would love to return these items to inventory and redistribute as needed.
3. Physical Plant staff may continue wearing masks if they choose. Please respect their decision.
4. Physical Plant staff may ask occupants to vacate smaller spaces prior to performing work. If the timing is inconvenient, please work with our staff to schedule a more convenient time.
5. Beginning September 1st, Residence Hall maintenance will no longer be coordinated in advance, Physical Plant staff will knock and enter spaces for which they have a work order. Staff may ask occupants to vacate the space or schedule a time to return when the space is vacant. Staff will continue to leave a ‘we were here’ note if the occupant is not present.
6. Physical Plant will continue supplying hand sanitizer and disinfectant wipes to departments until inventory is depleted, at which point this will be a purchase made independently by each department. Please place requests through <http://workrequest.campus.up.edu/>
7. Physical Plant Custodial staff will continue with many of the enhanced cleaning protocols implemented during the pandemic: [Fall 2021 Cleaning Protocols](#)
8. Physical Plant will continue with many of the enhanced HVAC protocols implemented during the pandemic: [Fall 2021 HVAC Protocols](#)
9. Departments are responsible for procuring additional items they deem necessary for their operations, including masks, gloves, and plexiglass.

Fall 2021 Cleaning Protocols

1. Continue cleaning and disinfecting of frequently touched surfaces 1-2 times per day.
2. Continue daily disinfecting of classrooms and conference rooms Monday through Friday.
3. Continue daily disinfecting of public restrooms Monday through Friday.
4. Continue supplying hand sanitizer at entrances of high-traffic buildings.
5. Continue daily disinfecting of residence hall restrooms Monday through Sunday.
6. Providing cleaning solution and paper towels in classrooms for occupants to use as they wish.
7. Weekly service to private offices resumed May 1st and will continue moving forward.

Please note, due to reduced staff and to support additional disinfecting and supply refills - the Custodial team will be reducing vacuuming to two times per week in most non-residential

OFFICE OF THE PHYSICAL PLANT

buildings, except for entryways. The custodial team requests your support in being mindful of where and how you eat, food messes are a significant contributor to carpet stains and debris.

Fall 2021 HVAC Protocols

The University has mandated that all staff, faculty, and students be vaccinated against COVID-19 prior to fall semester. This is the University's primary preventive measure against spreading COVID-19 on campus.

To supplement these efforts, and out of an abundance of caution, the University has taken and will continue the following actions with our HVAC systems:

1. Inspect each building's HVAC system to ensure it is operating as intended.
2. Increase and optimize the outside air and exhaust systems for each building as systems allow.
3. Ensure spaces without mechanical ventilation have operable windows to allow for increased ventilation.
4. Expand building HVAC schedules to run two-hours prior and post occupancy; to flush the buildings while they are unoccupied.
5. Replacing filters more frequently and upgrading to MERV-13 filter media where systems allow.
6. Consult with Environmental Health & Safety to review and address any spaces which may not have a functional HVAC system, or operable windows.

While we will do our best, not all the measures will be applicable or feasible in all spaces. We again stress that vaccination is University's primary and most effective measure against COVID-19.

Physical Plant will review these practices in October to determine if any modifications may be made based upon industry best practices and recommendations.