



Campus Works

Maintenance & Operations

M & O E-Newsletter

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Custodial Services

Grounds

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Maintenance and Operations

E-News Letter

Welcome to Campus Works! The new M&O (Maintenance and Operations) Department e-newsletter. This quarterly communication will provide the SMC community with campus updates and information on Facilities Maintenance projects, on-ground custodial and ground operations, staff recognitions and rewards, and upcoming M & O initiatives, events, and activities.

In this edition, we highlight the services provided by **Facilities Operations**. Facilities Operations is comprised of Custodial Services and Grounds Maintenance. Dennis Biddle, Assistant Director for Facilities Maintenance and Custodial Supervisors - Felicia Hudson, Robert Villanueva, Darryl Gray, and Justin Carter, manages this division. The Grounds Supervisor position is currently vacant. This leadership team oversees a workforce of professional classified custodians and grounds maintenance staff.



FACILITIES OPERATIONS

Custodial Services

Custodial Services' objective is to provide a clean and safe environment and an academic atmosphere conducive to learning and education. Custodial services continuously improve the District's assets through sustainable operational best practices and up-to-date custodial technologies from standards set by APPA, the industry-leading educational facility management consortium dedicated to supporting the professions that maintain educational facilities.

Cleaning operations are performed during four working shifts, Monday – Friday. Saturday and Sunday custodial services are performed on variable hours shifts as necessary. The Day Shift, supervised by Felicia Hudson works from 4:00 am – 12:30 pm, the NSI shift, supervised by Robert Villanueva works 1:30 pm – 10:00 pm, the NSII shifts, supervised by Darryl Gray and Justin Carter work from 10:00 pm – 6:00 am.



Custodial Services Cleaning Standards

Custodial services provide trash removal, floor care (vacuuming, sweeping, wet mopping) dusting, wipe down of counters, surfaces, and all high touchpoints. Assignments include the stocking and restocking of supplies as well as the replenishment of portable cleaning caddies and hand sanitizer stations. Below outlines, the frequency and task for each instructional, faculty, and staff shared use space for all District buildings.

****High touchpoints are currently being sanitized twice daily between shifts until further notice****

Classrooms/Labs/Offices/Work Areas/Lobbies/Corridors

Frequency	Tasks
Daily	<ul style="list-style-type: none"> - Empty wastebaskets - Clean chalk/whiteboards - Realign & Wipe down table/chairs/desks - Vacuum main traffic lanes - Clean interior stairwells/landings
Weekly	<ul style="list-style-type: none"> - Vacuum/Mop floor(s) - Dust surfaces & ledges
Monthly	<ul style="list-style-type: none"> - Dust window blinds Dust ceiling vents

Restrooms/Locker Rooms

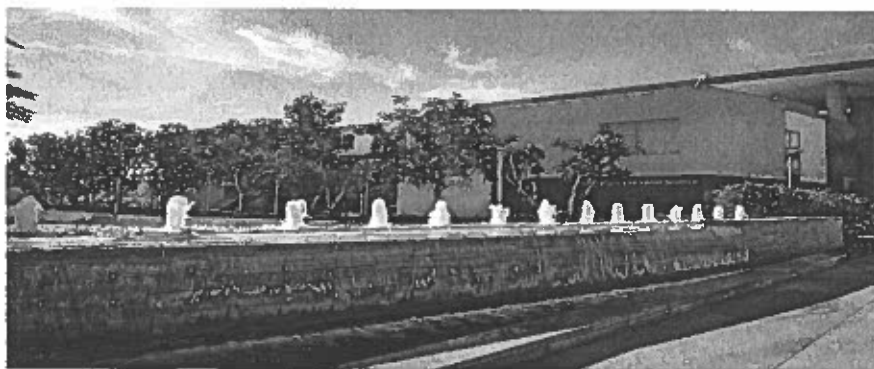
Frequency	Tasks
Daily	<ul style="list-style-type: none"> - Empty wastebaskets - Restock supplies - Disinfect/Clean Fixtures - Clean Mirrors - Mop Floor(s)
Weekly	<ul style="list-style-type: none"> - Deep Clean toilets and urinals - Dust surfaces, ledges, partitions
Monthly	<ul style="list-style-type: none"> - Dust ceiling vents - Disinfect floor drains

Grounds/Landscaping Services

Ground Operations provides landscaping maintenance (litter/hedges/flower beds/lawns), irrigation oversight, grounds upkeep and cleaning, power washing, tree maintenance/trimming/pruning, and pest controls services. Their assignments also include event setups, exterior trash removal, field maintenance, and the parking lot and parking structure sweeping and cleanup.

Ground Operations currently operates on a six-day-a-week work schedule. They work 5:00 am – 1:30 pm, Monday – Saturday. The staff and assignments are categorized by quadrants. The chart below shows the detail.

Locations	Quadrant
Main Campus	I
Bundy ECE	II
Broad Stage/PAC	III
CMD	IV
2714 Emeritus 919 Santa Monica Blvd 1510 Pico 1516 Pico	V



Please click on the link below for an important announcement!

<https://youtu.be/XQaeIXQgPqs>

Upcoming Updates

Facilities Maintenance - Edition

Summer Cleaning and Maintenance Projects

Paper Shredding Event

Work Requests Training, Tips and Technical Assistance (Mainsaver)