SNAPSHOT OF SERVICES (AS OF 4/6/2020)

Custodial:

- Staffing reduced approximately 50% (rotating weeks off).
- Working two shifts (7am-3:30pm and noon – 8pm).
- Cleaning: Touchpoints, hallways, open restrooms, vestibules.
- Keeping one restroom’s open per building (typically first floor).
- Building occupants to bring trash to main hubs of buildings (such as main hallways).
- Deep cleaning and sanitizing Steiner Hall and Thompson Hall for respite care use (week of 4/6).

Grounds / Recycling /Autoshop:

- Staff reduced approximately 70% (rotating weeks off).
- Working one shift (7am – 3:30pm).
- Daily safety check (broken limbs, sidewalk conditions etc.).
- Supporting mail and package delivery as needed.
- Minor / as needed grounds repairs.

Maintenance:

- Staff reduced approximately 25% (rotating weeks off).
- Working two shifts (7am – 3pm and 3pm -11pm).
- Building rounds and inspections 2 shifts (checking all building mechanical spaces, restrooms AHU’s, etc. for issues and creating work orders for repairs).
- Mechanics repairing any critical equipment.
- Electrical staff (diggers hotline locates, simplex fire panel, and need emergency repairs).
- HVAC monitoring buildings and programming accordingly, and any critical repairs.
- Making face shields for health care workers.
- Limited locksmith repairs 2 or 3 days a week.
- DTP project phase 1 and 2 (mission critical).
- Plumber for needed repairs.

Administration

Total staff on campus is 2-3 staff per day, depending on rotation of staff (does not include supervisor and staff working remotely).

Central Stores/Receiving/Purchasing

- Central Stores is open to campus from 7 am to 3:45 pm.
- Distributing parts to work orders and sales orders.
- Receiving UPS, FedEx, Spee-Dee deliveries.
- Afternoon distribution of received packages throughout Campus is supported by Surplus Sales staff.
- Purchasing stock, essential items, project PO’s, OTP’s.
Mail Services

- Morning mail run to Post Office is supported by Grounds staff.
- Mail sorting being completed by Central Stores/Purchasing staff.
- Afternoon mail delivery throughout Campus is supported by Surplus Sales staff.

Surplus Sales

- Receive campus surplus.
- Prep/List/Manage Online Weekly Auctions.
- Product pickups and mailings.
- Daily/Weekly Reports.

Office Staff

- Cover x4219 7 am - 10 pm.
- CBORD and building access.
- Invoice/utility management.
- Admin tasks for Director of Facility Services.

Engineering & Planning:

- 3 staff members (Engineer, Planner and Designer) and 3 students working from home.
- Continue to support UW System Capital Planning process.
- Continue to support all state projects except Heating Reliability project (on hold).
- Continue to advance projects where applicable.
- Continue to support internal projects (Welcome Center, DPT and Interior Design).

Heating Plant:

- Presently normal shifts with exception of one team member on leave (7 working 24/7)
- Two retired operators have been hired as LTE’s. Retrained in late March. Will be assigned work if need arises. Another alternate presently works in maintenance.
- Developed thorough SOP’s related to cleaning and building access for contractors.
- Operations and duties as normal.