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#### Maintenance Services Policies

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Environmental Safety & Emergency Management Policies..............................................Supplemental
First Shift Procedure:

1. DPS responds to all fire alarms by dispatching an officer to the building.

2. DPS calls Maintenance Services and the fire department if necessary.

3. The MS zone supervisor or the supervisor on duty will go immediately to the following buildings only:
   
   Chemistry
   COEAS (College of Engineering and Applied Sciences)
   Haenicke Hall
   Power Plant
   Rood Hall

   Maintenance Services personnel will NOT go immediately to any other building unless DPS requests assistance. At that time, the zone supervisor will arrive with one mechanic and one electrician to assist the fire department IF there is a need to shut down utilities in the building.

4. In the event there is no fire and there is a problem with the fire alarm system and the officer is unable to reset or a trouble exists, the DPS officer will then call Environmental Safety and Emergency Management (ESEM) to determine if our T&M contractor must be called in to make a repair. ESEM would at that point call Shannon Sauer-Becker (or Dale Sheppard in Shannon’s absence) to schedule the repairs.

5. If the building is without fire protection, ESEM will call the T&M contractor to come in and restore the building to a safe condition.

AT NO TIME WILL ANY MAINTENANCE PERSONNEL ADJUST, RESET, OR REPAIR FIRE ALARM SYSTEMS.

Second and Third Shift Procedure:

Same as above, except DPS will call the T&M contractor if the system will not come back to normal after resetting the panel.
First response to trouble situations will vary depending upon the time of day, day of week and type of trouble. During normal business hours, calls received by the Service Center should be referred to the Electronic Locksmith with the exception of "alarm sounding" calls. Public Safety (511 Monroe) should be contacted to send a police officer to investigate alarm calls.

During normal business hours, calls received by Public Safety will be investigated by card access software staff to the extent possible by computer to determine if the problem can be rectified via the computer. In the event that the computer cannot solve the problem, then Public Safety will contact the Service Center to request a work order be issued for the Electronic Locksmith.

After-hours calls will be received by Public Safety, and if the call is of an urgent nature (such as an alarm going off), they will dispatch an officer to the scene to investigate. If the officer determines that the area is clear, then the door can be secured. The officer will check the door to be sure that it is closed properly. Mag locks that are in alarm must be reset by key or by computer override.

Public Safety will notify the on-call supervisor or on-shift maintenance staff of any card access issues which cannot be resolved by computer. The responding person should go to Public Safety (511 Monroe) for the keys to reset mag locks that are in alarm. In the event that the mag lock cannot be reset, or other urgent card access issue cannot be resolved by the above, then the Electronic Locksmith should be called in. If the call can wait for the Electronic Locksmith’s next shift, then a service request should be placed into the work order system.

Response Limitations: Tamper-proof screws have been used on mag lock covers and other system devices that require specialized training to service. Any incident that requires removal of tamper-proof screws shall be performed by the Electronic Locksmith.
(This is the Facilities Management Department's Computing Devices Usage Policy.)

1. Download of Program Applications - World Wide Web (WWW) Usage Policy:
Respect for the health of the computer network is vital to all of Facilities Management users. A virus may invade a network station or a stand-alone station through the simple process of downloading a program, application, or document to a computer or opening a suspicious e-mail. The vast array of information and software programs external to our computing environment offers a great temptation that could create a habit of downloading programs and games to individual workstations. This provision of the operating policy prohibits any downloading of programs to the Facilities Management Network or to any individual employee work station.

It is a standing policy of the Facilities Management division that users of the Facilities Management Local Area Network, (LAN) and individual work station users, may not download or install any external programs without prior approval of Facilities Management IT staff. Violation of this provision of the Facilities Management policy is unacceptable.

2. Games on the Facilities Management network computing devices or employees’ University-owned stand-alone workstations:
Efficient use of computer time and computer resources is necessary while working toward the achievement of the overall goals of the Facilities Management division of Western Michigan University.

It is a standing policy of the Facilities Management division that its employees may not use University computers or resources to play games. This includes using University resources to access games on other computer systems. Violation of this policy is unacceptable and is considered grounds for disciplinary action.

As an employee or student, you also are subject to and must comply with the Western Michigan University's "WMU.net Acceptable Use Policy." This policy is subject to change, and it is the responsibility of the end user to maintain compliance whenever the policy is modified or enhanced.

(Link to the WMU.net Acceptable Use Policy, the text of which follows on the next page: http://www.wmich.edu/oit/policies/wmunet-acceptableuse.html)
WMUnet Acceptable Use Policy

Scope
This policy applies to everyone using network services of Western Michigan University, whether on campus, at regional sites, or through dial-up services.

Policy Statement(s)
- Network services and wiring may not be modified or extended beyond the area of their intended use. This applies to all network wiring, hardware, and jacks.
- The network may not be used to provide Internet access to anyone outside of the University community for any purposes. WMU-specific or commercially obtained network resources may not be retransmitted outside of the University community.
- The network is a shared resource. Thus, network use or applications which inhibit or interfere with the use of the network by others are not permitted. (For example, using an IP address not registered to you, or applications which use an unusually high portion of the bandwidth for extended periods of time, thus inhibiting the use of the network by others, are not permitted). Use of the network must comply with all University's policies.
- Forgery or other misrepresentation of one's identity via electronic or any other form of communication is a violation. Prosecution under State and Federal laws may also apply.
- Only those computer accounts for which the resident has authorization may be used.

You are NOT allowed to use your connection to:
- Run a business or organization for profit or non-profit purposes.
- Monitor data on the network by means of any monitoring or "sniffing" software.
- Provide a pass-through site to other campus hosts, provide remote login (e.g. telnet access) on your computer for others than yourself.
- Set up a router to provide wireless connections.
- Provide information to others on the Network such as newsfeeds, Anonymous FTP site, BBS, UUCP site, web hosting, etc.
- Harass, libel, or slander anyone or fraudulent representations. Copy or transmit copyrighted material.
- Post or send obscene, pornographic, sexually explicit, or offensive material.
- Post or send material that is contrary to the mission or values of the University.
Justification
The Office of Information Technology at Western Michigan University provides wired and wireless connection services in support of the educational mission of the University. It is the responsibility of each person utilizing these services to use them appropriately and in compliance with all University, City, County, State, and Federal laws and regulations.

Enforcement
The Office of Information Technology reserves the right to terminate any network connection without notice should it be determined that network traffic generated from said connection drastically inhibits or interferes with the use of the network by others.

Failure to comply with the above policy may result in termination of network services and loss of computing resource privileges. In addition, any person found to be in violation of this policy will be subject to appropriate disciplinary action as defined by current University policy.

Reference
Rules of Use of Computing Resources at Western Michigan University,
http://www.wmich.edu/oit/policies/computing-rules.html
The following process will occur when the University announces the University will be closed due to inclement weather:

1. The director is contacted by the appropriate University office.
2. The director notifies the two managers.
3. One of the managers will contact the on-call supervisor.

The manager will be responsible to:

Commit one person from each of the following trades for first shift duties, based on the manager's determination of need. These employees shall be called on the basis of the manager's discretion, with consideration of various factors related to the emergency, including primarily their qualifications and, secondarily, their proximity to the University.

- carpenter
- electrician
- plumber
- pipe fitter (for heat calls)
- maintenance mechanic
- environmental controls person

The on-call supervisor will supervise the trades persons called in by the manager for essential services during first shift hours.

The decision will be made by the manager about the need for essential services trades persons for second and third shift as the day progresses.
Hand Tools

1. The University will provide hand and power tools to skilled trades employees to perform their assigned tasks.

2. Employees should not use their personal tools on campus.

3. Each employee will be responsible for the proper care and security of tools they receive.

4. Removal of assigned tools from campus or the loss of assigned tools could result in disciplinary actions.

5. The Apprenticeship Training Program will furnish all hand tools to the apprentice as needed during the apprenticeship. Upon graduation, apprentices shall transfer the tools to their assigned shop.

6. Replacement of all tools damaged or lost must be reviewed by your supervisor.

7. Replacement of all stolen tools must be accompanied by a police report.

8. All tools remain available to the employee as long as they are employed by Maintenance Services.

9. All tools furnished by the University are the property of the University.

10. An inventory of employee and shop tools is recorded and maintained by the shop supervisor.
General

1. **All keys are secured in the electronic key box in each shop at the end of each shift.**

2. The person to whom the keys are assigned to will be responsible for key loss and securing.

3. Any and all University keys and cards MUST immediately be surrendered to a Supervisor or other Maintenance Services Management upon request.

4. With the following specific exceptions, NO University keys are to leave the University grounds while off shift:
   a. Keys required by the designated administrative lead person
   b. Keys required to gain access to one's normal assigned maintenance shop may leave the University (commonly referred to as shop keys).

Key Requests

All Maintenance Services employees will be issued keys as follows:

1. When a key is issued to an individual, the key will be signed for by the employee and the record will be kept on file. Supervisors should maintain and update regularly a shop key inventory.

2. When an employee is assigned to a specific shop, appropriate keys for the classification will be issued to the employee. This would include specialty keys, along with shop, vehicle, and other keys as required.

3. If an employee has a need for any key other than those typically issued to that classification, they must request it from their immediate supervisor. The supervisor will then determine if the need is warranted.
Key Security

All employees issued University keys are expected to maintain reasonable possession of them.

1. **All University keys, with the exception of the items noted above in 4.b., must be secured appropriately at the end of each day in the shop key box.**

2. **Under no circumstances shall an employee loan any assigned keys or any additional keys that have been checked out to a non-Maintenance Services employee.**

Loss of Keys

The loss of any University key shall be documented as follows:

1. **Immediately notify your immediate supervisor. If he/she is unavailable, contact a manager.**

2. **Report the loss of keys to WMU Department of Public Safety at 387-5555.**

3. **Make a diligent search of your work area in an effort to locate the keys.**

4. **Failure to return keys by the end of the shift or lost keys may result in disciplinary action.**

Maintenance Stores Procedures

1. **University building keys are available for checkout by WMU employees and contractors (on an approved list) from Maintenance Stores in the Campus Services Building.**

2. **The requestor must follow Maintenance Stores sign-out procedures.**

3. **The Maintenance Stores Stockroom hours are Monday through Thursday, 7:00 a.m. to 3:25 p.m. and Friday 7:00 a.m. to 4:55 p.m.**

4. **When the Maintenance Stores service window and office are closed, keys can be dropped off at Public Safety (511 Monroe), Monday through Friday, until 5:00 p.m. or after hours.**
5. Keys issued by Maintenance Stores for employees are available for the current day only and must be returned to Stores by regular closing time each day unless prior arrangements have been made. (WMU keys for contractors are available for the week and must be returned by 4:55 p.m. Friday unless other arrangements are made and approved by the appropriate WMU contact.)

6. The WMU employee who signs for the keys takes responsibility of all keys to the buildings/locations that are signed out to them.

7. In case the keys are not returned as required, Maintenance Stores will notify the WMU employee’s supervisor of the overdue keys and will expect the WMU employee and their supervisor to make arrangements for the immediate return of the keys or an acceptable alternative.

8. If the keys are not returned (i.e., lost), the employee must immediately report the loss to their supervisor and Maintenance Stores, and file a police report.

**GRAND MASTER KEYS ARE NO LONGER AVAILABLE FOR CHECK-OUT FROM THE DPS**

**2nd & 3rd Shift Keys**

1. All building sets will be available in the Shop 7 (Elmwood) key box for use by Shop 7 and Shop 8 personnel.
2. Shop 8 personnel will have access to Shop 7.
3. CORE KEYS – SEE BELOW #3

**WEEKENDS/SCHEDULED OVERTIME/CALL-IN OVERTIME**

1. Regularly scheduled weekend personnel, scheduled overtime personnel, and any personnel responding to call-in issues, will need to use the Shop 5 (SRC) key box to acquire needed building keys.
2. All Maintenance Services staff will have card access to Shop 5.
3. CORE KEYS – will be available for checkout from the DPS

**NOTE**

As a result of grand masters no longer being available from the DPS, all questions, concerns, requests for changes, problems with keys in key boxes should be referred to the Maintenance Services Managers, or the Director of Engineering & Maintenance Services.
1. When leaving the main campus for work, you must report your intended destination to the Service Center (Base 2) via the radio. Likewise, you must radio again when you return to campus. This includes trips to the Parkview Campus.

2. These events and times are recorded to assist with insurance questions, should the need arise.

3. **WMU vehicles may not be taken off campus for personal use such as picking up lunch, banking, etc.**
Padlocks on lockers, bicycles, cabinets, etc. will be removed ONLY by an officer from the WMU Department of Public Safety or other DPS representative, AFTER the officer has verified the identity of the individual making the request.

Maintenance Services employees may assist if requested by DPS only if an officer is present during the padlock removal.
In an effort to minimize time and material costs, the following steps will be followed when there is a need to obtain parts and/or materials:

1. Check with Maintenance Stores, a.k.a. the stockroom, for needed parts/materials, via radio or by calling 387-8808.
   - If parts/materials are available, obtain needed items, then proceed with current job.
   - If parts/materials are not available:
     - Document this in work order technician comments, noting circumstances, i.e. "out of stock", "stockroom does not carry", etc.
     - See number 2

2. Is the need for parts/materials urgent and/or an emergency?
   - **YES:**
     - Contact stockroom runner via radio or telephone (387-8801) to go to pick up needed parts/materials.
     - If stockroom runner is unavailable **THEN**
       - Report to Supervisor or Manager to get approval.
       - Identify location for obtaining needed items by making use of contract vendor list.
       - Contact Base2 via radio, then make trip off-campus to secure needed items.
   - **NO:**
     - Ask stockroom personnel if items can be ordered **OR**
     - Make arrangements for stockroom runner to pick-up needed items **OR**
     - Arrange for appropriate vendor to deliver items to receiving dock **THEN**
       - Establish timeline for when current job may be completed and communicate details to customer and Supervisor or Manager.
       - Proceed with next job assignment.

**NOTES:**

- **When making an off-campus trip, obtain only part(s)/item(s) NOT available from stockroom.**
- **Failure to follow the process as outlined above may result in a loss of purchasing card privileges and disciplinary action.**
Non-work related use of personal cell phones should be confined to non-work times, specifically: before or after your shift and during breaks and lunch periods.
Personal calls, local and long distance, on University time should be rare. Permission to use a University cell or land line should be given by your direct supervisor before placing a call.

If it is necessary to make a long distance call using a University land line, it is recommended that you use a pre-paid long distance calling card that you have purchased (typically a 1-800 number). If you do not have access to a calling card and absolutely must make a call which will be charged to the department:

1) record the date, time, and number called on a piece of paper, and give to your supervisor

2) make arrangements with your supervisor to process a reimbursement to the department’s fund and cost center, object code 8953.
1. When it is necessary for a family member or friend to reach you during your regular work shift, please direct them to call your supervisor's office phone to leave a message. The supervisor will relay the message directly to the person.

   Shop 1    387-2522  
   Shop 2    387-2526  
   Shop 3    387-8518  
   Shop 4    387-8525  
   Shop 5    387-2523  
   Shop 6    387-2287  
   Shop 7    387-0007  

2. When a true emergency arises, family and friends can call the Service Center at 387-8514. The message will be relayed to the appropriate supervisor who will in turn notify the person. After 5 p.m. Monday through Friday, emergency calls should go to WMU's Department of Public Safety at 387-5555.
1. If you have been assigned a University purchasing (procurement) card, you are responsible for knowing and observing the University policies and procedures, which can be accessed at http://www.obf.wmich.edu/logistical-services/purchasing/procurement.html. (Please note prohibited purchases.)

2. To maintain controls and protect against inappropriate usage of purchases with the procurement card please observe the following procedures for documenting all purchases:

3. **Enter the purchase on a Purchasing Log and sign any supporting documentation at the time of purchase.**

4. In the Comment section of the Purchasing Log, please provide the available identifying information:
   i. work order number
   ii. project number
   iii. fund and cost center to be billed
   iv. AD number

5. **Give your supervisor the Purchasing Log with any supporting documentation, (either daily or weekly as designated by supervisor) on day of purchase.**

6. Your shop supervisor must approve and sign (or initial) all supporting documentation and the Purchasing Log, and forwards to the Facilities Management Business Office.

**Failure to follow the guidelines above may result in cancellation of pro-card**

**STOCKROOM PURCHASES**

When purchasing items from Maintenance Stores (the stockroom), only a work order number or AD number can be used to make the purchases. As of March 1, 2011, Maintenance Stores will no longer accept Fund/Cost Center numbers.
Federal law requires that the University keep accurate, verified records of the hours worked by all employees.

1. Using your WMU ID, every employee must swipe in at the assigned Kronos time clock at the start of their shift and swipe out at the end of their work period.

2. Employees are not permitted to swipe in more than twelve (12) minutes before the start of the shift and must swipe out within twelve (12) minutes after their shift ends.

3. All employees will be required to swipe out at anytime they leave their assigned/approved work area, including for non-emergency personal visits to Sindecuse Health Center.

4. Lining up at the time clock before five (5) minutes prior to the end of the work period is prohibited.

5. Swiping out prior to the end of the scheduled work period is not permitted.

6. No employee may swipe another employee's Western ID card; no employee may knowingly allow another person to swipe their card.

7. Make every effort to swipe in and out carefully and completely for each work period, including overtime.

8. If an innocent mistake is made, advise your supervisor of the matter AS SOON AS THE MISTAKE IS DISCOVERED. The supervisor will take the proper action to correct the matter.

9. Failure to swipe is addressed in the Western Michigan University Rules of Conduct for AFSCME Bargaining-unit Employees.

10. Make every effort to keep your WMU ID card in working condition. If you have any problems connected with your WMU ID card, report it to your supervisor immediately.
All recyclable materials must be disposed of on campus.

Employees who obtain recyclable materials by direct result of a task associated with their trade and/or in conjunction with an assigned task are reminded that there is a central recycling dumpster located at the Campus Services Building. If there are questions as to whether or not surplus materials should go in this dumpster, the employees will consult with their immediate supervisor before proceeding, as defined above.

In no case are employees allowed to leave campus with recyclable materials.

Employees who regularly have small items to be recycled from their jobs (for example, valves from plumbing jobs) may carry a five gallon bucket in their work vehicle to hold these small items throughout the day. When the buckets are full, employees should put them in the recycling dumpster at the Campus Services building.

Violation of this policy may result in disciplinary action.

SEE ALSO PAGE 28 - SURPLUS
1. All employees are required to report absences from work, using the following procedures.

2. Employees must call the Michigan Message Center (MMC) at 384-1014 before the start of your regular shift to report any absence from work. This MMC phone is answered every day, twenty-four hours per day. When using this number, you will provide your name, a phone number where you can be reached while absent, your supervisor’s name, and the reason you are not reporting for work.

3. This answering service records the day and time of your call and assigns you a reference number for record keeping.

4. Each employee, after returning to work, should check with their supervisor to verify the absence was properly recorded for pay purposes. Your phone call reporting the absence does not automatically excuse the absence.

5. If the absence is due to sickness, you are required to report your absence daily,
   a. unless other arrangements have been made with your supervisor.

6. Employees should request personal annual leave through their supervisor as far as possible in advance of the desired time off.

7. Call-ins for annual leave are, by contract, for a minimum of four hours.
The following procedure is provided to minimize the likelihood of an embarrassing or frightening situation for University residents or guests as well as maintenance staff when entering a residence to complete a work order or resolve an emergency.

All residence hall rooms and apartments should be considered “occupied”.

1. **Knock loudly several times.** Residents may have varying class, study, work and sleep schedules. They may not hear your knock if in a bedroom or bathroom. Wait at least 30 seconds for a response.

2. Use the key to open the door SLIGHTLY and call out loudly “maintenance.” Again, wait 30 seconds for a response.

3. **Call again loudly “maintenance”** and wait for a response.

4. Enter the living space and call “maintenance” loudly again, **leaving the entry door OPEN**.

5. If interior bath or bedroom doors are closed, knock on each and call out “maintenance.”

6. If you proceed to work in this space, post a “maintenance in process” sign or door tag on the outside of the door so that the resident has advanced warning when returning.

7. **Always leave a door tag on the inside of the door, a copy of the work order, or other written notification to the resident that you have been working in his/her home and what the work consisted of (this would include a hand written note if nothing else is available).**

8. Second shift follows the above procedures and radios supervisor before keying in.

9. Third shift follows the above procedures and always goes with at least two persons.

Many of our residents are from other countries and may not completely understand our language. Nearly all of our residents will be unfamiliar with our maintenance methods; many assume you will call first, and are shocked to discover you have a key to their “home.” **Be considerate of this when interacting with them.** Let the resident know the reason you need or needed to enter. Always communicate immediately with your supervisor if the resident is concerned about entry procedures. Provide your supervisor’s name and telephone number (business card), and encourage the resident to make contact with your supervisor with any questions they may have.

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May 2013
A work order is considered an invitation to enter a room or apartment in all cases other than emergencies. Do not enter a room or apartment without a work order unless the occupant has been notified.
GENERAL SAFETY

If you have questions about any specific policy or procedure, see your Supervisor. When in doubt, see your Supervisor. If questions remain, see the Director or one of the Managers personally. If questions still remain, the Director will direct the Managers to consult with Environmental Safety and Emergency Management.

Those who fail to comply with safety policies and procedures will be subject to disciplinary action to the fullest extent of the rules.

AFSCME members should also be reminded of the option provided you under section 18.2 of the collective bargaining agreement.

Our obligation as diligent facility stewards is to set a good example when it comes to safe work practices.
WORKING SAFETY WHEN WORKING ALONE

First and foremost, we rely on individual experience and work knowledge to inform and guide each employee. Each of you should know when you are faced with a potential safety situation, and you are encouraged to consult with your supervisor and/or have a team member assist you whenever needed.

1. If you are working 2nd shift, 3rd shift, or a weekend shift with no other team member available, you may contact the WMU Department of Public Safety (DPS):
   a. Check with the DPS to see if an Officer is available to accompany you or, if an Officer is not readily available, ask the DPS if a member of the Student Watch is available.
   b. If neither an Officer nor Student Watch member is available, you can wait 10-15 minutes to see if they become available, OR
   c. Provide the dispatcher with your name, your location, the nature of your task, and the expected duration for this task, and then contact the dispatcher upon the completion of the task. If the dispatcher does not receive a call back from you at the anticipated time, an attempt will be made to contact you by radio. If this attempt is unsuccessful, the DPS will send an officer to your last reported location

2. If you are working a call-in overtime opportunity, an alternative to contacting the DPS is to contact the on-call supervisor at the time you begin to address the task, and again when the task is completed and you are preparing to leave campus.

You are encouraged to use both good judgment and the available options to ensure your personal safety, and that of others, in all situations.

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May 2013
Western Michigan University’s Smoke Free Policy

A. Policy

In recognition of environmental tobacco smoke health risks, the University will provide as close to a smoke free environment as is practicable for its faculty, staff, students and visitors. The right of a non-smoker to protect his or her health and comfort will take precedence over another’s desire to smoke. In addition to traditional tobacco products, the scope of this policy includes any and all “smokeless”, “electronic”/“e-cigarettes”, or the equivalent.

B. Regulations

1. Smoking is prohibited in all University facilities, including University vehicles, except as indicated below.
2. In order not to interfere with access or the rights of others, smoking is not permitted within 25 feet of all building entrances, air intakes, and operable windows. There may be some buildings where smoking will not be permitted at certain building entrances and/or the distance from buildings may be further than 25 feet; such information will be posted accordingly.
3. Individuals who smoke on University premises will be responsible for the proper disposal of smoking products.
4. The sale of tobacco products is prohibited on University premises.
5. Smoking is prohibited in all housing facilities with the exception of resident apartments that have not been designated as non-smoking.
6. Smoking will be permitted for controlled research, theatrical, educational or religious ceremonial purposes, with prior approval of the dean or director for the facility.
7. Departments are encouraged to assist employees with smoking cessation. Assistance is available through the Sincus Health Center “Stop Using Tobacco Program”. This program provides for reimbursement of costs if the employee and/or his/her dependents remain smoke free.

C. Procedures

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All faculty, staff, students and visitors share the responsibility for adhering to and enforcing the policy. Any concern should be brought to the attention of the individuals responsible for the operation of the University facility in question such as the building coordinator, facility manager or department supervisor responsible for the work area.

(Required by state law; approved by president January 1987; amended December 1991, January 2000, March 2008)
1. Without a work order, maintenance personnel may not unlock or provide access to anyone other than other maintenance staff.

2. During first shift, all requests for unlocks must be directed to the locksmith shop at WMU’s Department of Public Safety (DPS), phone 387-5555.

3. On second and third shifts, all requests for unlocks will be channeled through the shift supervisor and referred to the appropriate tradesperson who can unlock the door, unless the severity of the unlock problem causes the shift supervisor to call in a locksmith. If unlocking the door can wait until the next morning when the first shift locksmith personnel are in, then the shift supervisor will make that determination with respect to the degree of urgency of the reported unlock problem.

PROCEDURE:

1. The building keys must be tried first!

2. In the event that the building keys do not work:
   
   A. The tradesperson must check to see if the core is marked 2XX, X, VIP, or 2X.

   B. For these core markings, the department or work order requestor must be contacted for access.

   C. Doors with cores listed in 2.A. will not be unlocked for routine maintenance.

   D. For cores other than those listed in item 2.A., contact a maintenance supervisor. Record the building and room number, along with the core markings. Give this information to your supervisor who can make arrangements to have the building keys updated.

   E. When necessary, a locksmith will provide the unlock as soon as possible.
3. Access will be given ONLY to Maintenance tradespersons, supervisors or managers.

4. This policy does **NOT** apply in emergency situations.

5. Any lock that is mechanically or electronically malfunctioning should be reported to DPS during first shift. Problems with locks on second and third shifts should be referred to DPS personnel, who will initiate the service requests necessary to solve the lock or unlock problem.
Any surplus or salvageable goods* and any equipment no longer in use must be disposed of per the university guidelines as defined by the W.M.U. Surplus Policy Statement (see appendix of Policy Handbook).

Any surplus commodity identified and/or collected by any employee must be reported to the employee’s immediate Supervisor. Employee(s) will then work with the Supervisor, using the Surplus Equipment Disposal Form (SEDF) when applicable, to determine the appropriate method for disposal.

In no case are employees allowed to leave campus with surplus/salvageable goods.

**NOTE:** An employee who purchases an item via a formal, university surplus sale must have the appropriate paperwork from the sale with them before taking the item(s) off campus.

Violation of this policy and may result in disciplinary action.

**Process for disposing of scrap metal:**

- Contact Surplus **BEFORE** delivery at 7-8829 (or radio 350 on the Freight/Postal Delivery frequency)
- Follow guidelines for surplus items as defined in the Surplus Policy Statement, using the SEDF:
  - For the description box, please fill in as “SCRAP METAL”
  - Items will not be accepted without this form
- Items must be separated/broken down prior to delivery
- After making arrangements for delivery, please deliver to the AT Building, where the scrap metal bins are located.
- Scrap metal will **NOT** be accepted during the scheduled Wednesday public Surplus Sales.
We must maintain minimal, but essential, services to our customers within the Campus community during closure periods not related to inclement weather (i.e. tornado, flood, etc.). Attention will be focused in residence halls, campus apartments, dining services and buildings open for essential services.

The following process will occur when the University announces it is closing for reasons other than inclement weather.

1. The director is contacted by the appropriate University office.

2. The director notifies the two labor managers.

3. One of the labor managers will contact the on-call supervisor.

The manager will be responsible to:

Determine the trades and number of staff needed to cover maintenance issues as described above. These employees shall be called on the basis of the manager’s discretion, with consideration of various factors related to the emergency, including primarily their qualifications and, secondarily, their proximity to the University.
1. Maintenance vehicles may **NOT** drive on grass or sidewalks **at any time unless authorized.**

2. Employees are responsible for parking violations issued by DPS.

3. Maintenance vehicles **CAN** park in the following locations:
   - Maintenance spots designated with signs
   - Meters
   - Lots designated as R, W, A, B, C, D, E, F, G, K, L

4. Maintenance vehicles **CANNOT** park in the following locations:
   - Archer Drive (in front of the Bernhard Center)
   - Lawn or grass anywhere on campus
   - Sidewalks
   - Handicap parking
   - Trustees parking
   - Spots designated for University administrators (vice presidents, deans, directors, etc.)
   - Any location designated Tow-Away Zone
   - Designated Goldsworth Apartment parking spaces
   - Lot 30 (parking lot adjacent to the Seibert Administration Building)
   - Lot 66 (parking lot between Siedschlag and Siebert Administration Building)

5. Maintenance vehicles must observe all posted speed limits and traffic laws.

6. Do not leave the maintenance vehicle running for extended periods of time when not driving (for example, do not leave the vehicle running during breaks and lunch. Do not leave running on cold mornings to warm the interior, etc.)

7. Smoking is prohibited in all University vehicles.

8. At the end of each shift, all Maintenance vehicles must be parked in the designated area for each shop.
1. The following schedule has been established for Maintenance Services employees:

   1st shift
   9:00 a.m.  to  9:30 a.m.
   12:00 p.m. to  12:30 p.m.

   2nd shift
   6:00 p.m.  to  6:30 p.m.
   9:00 p.m.  to  9:30 p.m.

   3rd shift
   1:00 a.m.  to  1:15 a.m.
   3:00 a.m.  to  3:30 a.m.
   5:00 a.m.  to  5:15 a.m.

2. These break times will be monitored by your supervisor. If you absolutely must extend work into a scheduled break time, you must contact your supervisor for authorization. If you cannot contact your supervisor, contact the MS Service Center is not available, contact the DPS dispatcher.

3. University vehicles may not be driven off campus for breaks or other non-University business.
1. Surplus Equipment Disposal Form

2. WMU Surplus Policy Statement