Accomplishments from July 2019 to June 2020

Caroline Walth/Custodial Supervisor

Rachell Morehouse/Assistant Evening Supervisor

- Worked closely with staff to minimize our complaints and provide supervision and support.
- Successfully implementing team summer projects and an evening zone crew to better serve the upkeep of the buildings.
- Worked closely with Human Resources to fill vacant custodial positions.
- Provided support to Public Safety with locking up the buildings.
- Worked closely with the Custodial staff in order to identify the equipment needs of our department.
- Streamlined our budget in order to buy new equipment for the Custodial department.
- Held regular staff meetings to assure proper safety, security, fire and sanitary codes and regulations.
- Worked with BARC for our recycling needs of the Campus.
- Continue to support Public Safety with Fire Drills.
- Training for new Staff for training and safety procedures.
- Worked closely with Events and Scheduling for setups and breakdowns on campus daily.

- Removed old furniture for new furniture in the Humanities building and Fine Arts.

- Staffed BC Southwest and Veterans Resource Center with Contract company.

- Coordinated with Pest Control Services with the needs of Campus.

- Performed Performance Evaluations and Monthly Building Inspections.
Accomplishments from July 2019 to June 2020

- Set up Custodial Staff with online training modules from Get Safety trained, Hillyard University and Waxie

- Coordinated more safety training with PPE and sanitation procedures with the emphasis on social distancing

- Implemented staff communication through email and school dude work order system to be track and be more efficient and accomplish our daily plans also monitor our custodial supplies

- Due to Covid-19 Custodial Management team is responsible for ordering and delivering PPE as needed to Staff, faculty and Students.

- Coordinated Staff during Covid-19 undergoing working remotely and scheduling custodial staff to Campus to ensures cleaning and sanitizing of all areas being used on Campus

- Implemented inventory control in Preventative Maintenance due to Budget