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| Ulogo**U FACILITIES FAQ’S**June 22, 2020 | **U Facilities Building Responsibilities**(Academic and Research Buildings)  | **Personal Responsibilities** (Students, Faculty & Staff) | **How to Report a Concern** |
| Supplies | Hand Sanitizer  | Inside main building entriesNear entries to Classrooms and Labs  | Sanitize your hands often | To report supply needs, call Facilities Dispatch at 801-581-7221 |
| Sanitizing Wipes | Outside every classroom or lab that is in use | Students and Faculty take a wipe and sanitize your desk area and chair arms before each class |
| Face Coverings & Gloves | Provided for our custodial crews | Always wear a face covering when inside buildings |
| Indoor Air Quality  | Ventilation (varies by building system and outdoor air temperature) | All classrooms were evaluated for compliance with ASHRAE 62.1, the recognized standard for proper ventilation in classrooms. Those classrooms that meet or exceed ASHRAE 62.1 have been identified for the Class Scheduling office and will be used for all classes. Those classrooms will have extended hours of ventilation at the beginning and end of each day.In cases where classrooms or labs have unique equipment or systems and may not be compliant to ASHRAE 62.1, EHS has defined a protocol to mitigate the risk of exposure to the COVID-19 virus. | The most effective way reduce the risk is to follow the guidelines issued by the University for masks, physical distancing, and washing your hands  | To report issues with ventilation call Facilities Dispatch at 801- 521-7221 |
| Filtration | Provide high efficiency air filtration.  |  |
| Routine Cleaning | Common Areas (Lobbies, halls, stairs, elevators) | Clean at the start of every week dayClean touchpoints (door handles, elevator buttons, handrails, & drinking fountains) throughout the day | Sanitize your hands as you enter every building | To report concerns about routine cleaning, call Facilities Dispatch at 801-581-7221 |
| Restrooms | Clean at the start of every week day Sanitize a second time, mid-day | Wash your hands thoroughly with soap and water |
| Trash Removal |                    Each building will have designated central locations for building occupants to dispose of their trash. Facilities will remove trash from central location, only | Take your trash to central designated location |
|  | Research Labs | Trash removal: 2 times per week, from central locationOther services vary by lab needs |  |  |
|  | Classrooms & Teaching Labs | Trash removal: 2 times per week, from central locationClean whiteboards and desktops: daily Vacuum: monthly, unless additional requested | Clean counter tops in your lab work area |  |
|  | Offices/ Suites | Trash removal: 2 times per week, from central locationVacuum: monthly, unless additional requested | Clean your desk space and key board |  |
|  | Student Lounges | Disinfect counters/sinks, trash removal, Vacuum: daily  | May be limited for all of Fall Semester  |  |
|  | Staff Break Rooms | Trash removal: daily Disinfect counters, wipe outside of appliances, sweep/vacuum, disinfect tables: daily |  |  |
| After a Positive Case occurs | Emergency Cleaning | Disinfect all building areas that the COVID-19 individual has come in to contact with. | Vacate the affected area until you are told it has been disinfected and is safe to return | Fill out COVID-19 Reporting Form at [www.coronavirus.utah.edu](http://www.coronavirus.utah.edu).Facilities will be notified  |