

U Facilities Building Responsibilities
 (Academic and Research Buildings)

Personal Responsibilities
 (Students, Faculty & Staff)

How to Report a Concern

Supplies	Hand Sanitizer	Inside main building entries Near 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 day Clean 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 location Other services vary by lab needs		
	Classrooms & Teaching Labs	Trash removal: 2 times per week, from central location Clean 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 location Vacuum: 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 . Facilities will be notified