

Pitt Community College

FACILITIES

MANAGEMENT

POLICIES &

PROCEDURES

MANUAL

Updated March 2007

Location:

Maintenance Building

Phone & Fax:

Phone: (252) 493-7330

Fax: (252) 321-4249

Office Hours:

Monday – Thursday

6:30 am – 5:00 pm

Fridays

6:30 am – 3:30 pm

After hours calls are forwarded to the person on call

Please call 493-7330 anytime you need assistance

Ashley Dail, Director of Facilities

adail@email.pittcc.edu

Kelly Moore, Secretary to Director of Facilities

kmoore@email.pittcc.edu

Ashleigh Arp, Information Receptionist

aarp@email.pittcc.edu

Philosophy

The Facilities Management Department is committed to enhancing the quality of Pitt Community College's physical resources by providing services in safe, timely and cost effective manner. The department strives to be effective and efficient.

Mission

The mission of the Facilities Management Department is to provide quality and professional support for all functions of the College in a safe and expedient manner. These services include building maintenance and repair, renovations to facilities, grounds keeping and house keeping. The services provided may carry a priority based on health, safety and budget issues and instructional needs.

Goals

1. **Service** – The Facilities Management Department seeks to provide services in safe, timely and cost effective manner. Also, the department seeks to operate free from bias or favoritism, providing services fairly and equitably. The services provided may carry a priority based on health, safety and budget issues and instructional needs.
2. **Communication** - The Facilities Management Department seeks to work closely with its customers, who include the faculty, staff and students, as well as outside vendors.

Work Orders

All work and repair requests are to be submitted to the Facilities Management Department. This includes maintenance, grounds, moving, event and meeting set up and housekeeping. You may submit request in writing or via e-mail to Kelly Moore at kmoore@email.pittcc.edu or Ashleigh Arp at aarp@email.pittcc.edu or Ashley Dail at adail@email.pittcc.edu . For emergency work orders, please call 493-7330.

Please do not contact a Facilities staff member directly to put in a work request. Once your request is sent to Facilities Management, a work order will be issued and assigned to the appropriate Facilities Management staff member for completion.

When submitting a work request, please remember to include all details of the request. Please also remember that work orders are processed on a first come, first serve basis. They will also be given a priority based on the nature of the request and availability of funds.

Any suggestions or comments about work orders are to be sent to in writing to Kelly Moore or via e-mail to kmoore@email.pittcc.edu . It is the policy of the Facilities Management Department to randomly contact work order requestors via e-mail after their work order has been completed for their comments and suggestions.

Moving / Rearranging Requests

All moving requests are to be submitted to Facilities Management or Equipment **at least one week in advance** of the move. You may submit a request in writing or via e-mail to Kelly Moore at kmoore@pcc.pitt.cc.nc.us or Rob Conway at rconway@email.pittcc.edu .

Facilities and Equipment must have time to schedule your move. Please contact us even if you are planning to rearrange on your own. If you rearrange your area and find out that your computer or telephone line is not long enough to reach the new location, you will be without a computer or phone until Facilities can schedule your work order. Your move may require a new computer line being installed. This request must first go to Help Desk. Once a new line is approved to be installed, a work order will be sent to Facilities. All moves **MUST** be in compliance with all fire and safety codes at all times.

Moving is done as the Maintenance and Equipment schedules permit. Any requests for moving computer lines need to be requested through the Help Desk. Any requests for surplus equipment need to go through the Equipment / Inventory Control Department. If you are planning on removing equipment or furniture from a room, please do not put these items in the hallways or outside the buildings. It is against fire code to place things in the hallways. Please call Facilities Management or Equipment so these can be moved.

Please **DO NOT** remove any items from classrooms. If you need additional tables or chairs for a class, please contact Facilities at 493-7330 or Equipment at 493-7532. Adding extra tables and chairs to a room may violate safety codes. Also removing tables or chairs from a classroom can create a problem for scheduled classes. Most classrooms are set up for the maximum capacity allowed for that room.

If you are using a room for meeting or event and have to rearrange the configuration of the room, please contact Facilities before making the changes to the room. Facilities must make sure all rooms stay in compliance with all safety regulations at all times. If the room is rearranged, it is your responsibility to make sure the room is set back to the original configuration before you leave.

Items Left in Hallways

Please **do not** leave items in the hallway. Tables and chairs **can not** be placed in the hallways. This is a violation of the NC Fire and Building Codes. Means of egress, aisles and exits must be unobstructed.

Tables and chairs for events are not permitted to be set up in hallways.

If you have items that need to be disposed of or items that need to go to campus storage, please contact Rob Conway in Inventory Control or Facilities Management. If you do not contact us by either a phone call or an e-mail we do not know that the items are there. We do not make daily trips to each building looking for items in the hallways.

Rob Conway 7532 or rconway@email.pittcc.edu

Scott Chauncey 7367 or schauncey@email.pittcc.edu
Kelly Moore 7330 or kmoore@email.pittcc.edu
Ashleigh Arp 7330 or aarp@email.pittcc.edu

Classrooms

Please do not remove tables or chairs from classrooms. Classrooms are set up for the classes scheduled for each room. When tables and chairs are removed, then there are not enough seats for the students. If you need additional tables or chairs please contact Rob Conway at 7532, Scott Chauncey at 7367 or Facilities Management at 7330.

Event / Meeting Set Up

If you are having an event on campus, please contact Facilities as soon as your event is planned. There are many items that need to be checked before an event can take place. Some events will require fire or insurance permits. Facilities will be glad to help you obtain these permits. Please forward all details of the event to Facilities as soon as you have them. If you are planning a large event, please contact Ashley Dail and he will assign a Facilities staff member to your planning committee to help with planning and to ensure that your event will be in compliance with all safety regulations.

To schedule a room for a meeting or event, please contact Laura Corbett at 7400. Please do not use rooms that have not been assigned to you.

When setting up for an event, please try to have a committee of people to help with set up, clean up down. If you need refreshments, including ice, set up for a meeting or event, please make every effort to make arrangements other than contacting Facilities to have this set up. If you cannot make these arrangements on your own, Facilities will do our best to accommodate your needs. We have tried to accommodate these requests in the past. With the number of work orders and amount of grounds and building maintenance that has to be completed daily, we will no longer be able to accommodate these requests. It is very difficult for our staff to make ice and other deliveries at specific times, especially in the mornings. If you need to borrow a handcart to transport items for a meeting, please call Facilities. We will be glad to let you borrow one for your meeting or event.

If you are having a meeting or event that includes food, please contact Facilities for additional trashcans. Please also remember that food is not allowed to be cooked in the classrooms and that open flames are NOT permitted by fire code. If the room must be rearranged for your meeting or event, please make sure that it is set back to the original configuration at the end of your meeting or event. This ensures that the room is ready for classes.

If you are planning on an event that is to be held in the Coburn Center (gym), please contact Facilities, Laura Corbett and Jeff Ramey.

Air Conditioning & Heating

If you are having cooling or heating problems in your office or classroom, please call Facilities Management at 7330. Please **DO NOT** open the windows or outside doors. This throws the balance of

the hvac systems off, which creates problems for the entire building. Outside air on a thermostat will make the heat or air stay on. When the outside temperature and humidity are greater than that inside the building, it actually makes the building hotter when windows or outside doors are opened.

If you will call our office, we will do our best to fix your problem. If you do not call, then we do not know there is a problem in your area. If you have a problem or concern, please call 7330.

Heaters

All heaters **MUST** meet **all** of the following rules to be acceptable for campus use

- **MUST** have tip over protection **AND**
- **MUST** have 36" clearance on all sides **AND**
- **MUST** have a ground plug (three prong plug)

Facilities does not stock heaters. Heaters can be used on campus **IF they meet the above criteria AND they do not trip any breakers.** If you trip a breaker while running a heater, you will be required to remove the heater from that area.

Telephone Problems & Repairs

If you are having ANALOG (old phones) telephone problems (i.e.; noise on line, no dial tone, phone is not working properly, etc.), please call Facilities Management at 7330.

ALL VOIP (new phones) phone problems are handled through Help Desk. Please contact Help Desk if you are having a problem with or need any changes made to the new phone system. Facilities do not handle these phones.

ANALOG PHONES ONLY - If you need the programming changed on your phone (i.e.; roll over, pick group, etc.), please send a detailed written request to Susan Everett in VW-3 or e-mail to severett@email.pittcc.edu.

Please report any problems with the pay telephones to Facilities Management.

Electrical

When using equipment, always check to make sure that the grounding plug is intact. That cord should have two blade-like plugs and one round grounding plug.

If the grounding plug is missing, please unplug the equipment & immediately cut the end off the cord. Please be safety conscious and don't just leave it for the next person to find.

If the equipment is audiovisual equipment like TV's, VCR's, projectors, etc., please call Teresa Thompson in the LRC at 7352.

For all other equipment, please Facilities Management at 7330.

Fire Codes

Electrical Panels

Please do not place anything in front of electrical panels.

As per North Carolina State Fire Prevention Code - Access:

A minimum of 30 inches of clearance shall be provided in front of electrical panels for access.

Extension Cords

As per North Carolina State Fire Prevention Code - Extension Cords:

Temporary Use

Extension cords shall not be used as a substitute for permanent wiring.

Conditions of Use

Extension cords are permitted only with portable appliances or fixtures.

While in immediate use:

1. Each extension cord shall be plugged directly into an approved receptacle and shall, except for approved multiplying extension cords, serve only one appliance or fixture.
2. The current capacity of the cord shall not be less than the rated capacity of the appliance or fixture.
3. The extension cord shall be maintained in good condition without splices, deterioration or damage.
4. The extension cord shall be of the grounded type when servicing grounded appliances or fixtures.

Limitations

Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings, floors, under doors or floor coverings, nor be subject to environmental damaging physical impact.

As per North Carolina State Fire Prevention Code - Multiplug Adapters:

The use of multiplug adapters such as multiplug extension cords, cube adapters, strip plugs or any other device that does not comply with code or the electrical code, is prohibited.

- *** NOTE ***
- Extension cords and multiplug strips **MUST** be plugged directly into an outlet.
- They can **NOT** be plugged into another extension cord or multiplug strip. (NO “daisy chaining”)
- All multiplug strips **MUST** be surge protected types.

Egress Ways and Exits

As per North Carolina State Fire Prevention Code - General Provisions:

In every building, means of egress shall be maintained in accordance with this chapter.

Means of egress shall consist of continuous and unobstructed paths of travel to the exterior of a building at all times. Means of egress shall not be permitted through kitchens, closets, restrooms and similar areas nor through adjacent tenant spaces.

As per North Carolina State Building Code - Exit Obstructions:

Where floor space is occupied by tables, chairs or other movable furniture, aisle **not less than 36 inches** clear width shall be maintained to provide ready access to egress doors.

As per North Carolina State Fire Prevention Code - Exit Obstruction:

In every building or structure, means of egress shall be so maintained as to provide free and unobstructed egress from all parts of the building or structure at all times, and so as to be available for full instant use in case of fire or other emergency.

Interior decorations such as draperies, tapestries, or mirrors shall not be permitted to obscure, conceal or confuse exit doors or signs or exit pathways.

Exit access and exit discharge areas shall be so maintained as to provide a permanent, reasonably straight path of travel unimpeded by railings, barriers or gates dividing such areas into sections ancillary to adjoining individual rooms or spaces. Where the fire officials finds this required path to be obstructed by movable objects, he may require the removal of such objects, the fastening of such objects in out-of-the-way locations, or the erection of railings or other barriers to prevent such encroachment.

Aisles

In every portion of a building or area where seats, tables, merchandise, equipment or similar impediments to egress are present, required aisles shall be maintained free of all obstructions. Aisles, corridors or passageways leading directly to every exit shall be created and maintained in open floor areas where exits are not immediately accessible. Except where single exits or limited dead ends are permitted by the building code or other regulations, such as aisles shall be so arranged as to provide access to at least two exits by separate paths of travel.

Other Exits

No person shall at any time place an encumbrance of any kind before or upon any fire escape, balcony or ladder intended as a means of escape from fire.

As per North Carolina State Fire Prevention Code - Doors:

Doors for egress shall be maintained in accordance with the building code.

Open Flames

As per North Carolina State Fire Prevention Code - Open Flame:

No person shall use or allow to be used, any open flame, burning candle or candles in connection with any public meeting or gathering for purposes of deliberation, worship, entertainment, amusement, instruction, education, recreation, awaiting transportation, or similar purpose or in places of public assemblage such as churches, schools, restaurants, eating establishments, cocktail lounges or bars without first obtaining a permit from the fire official.

Christmas Trees

As per North Carolina State Fire Prevention Code - Christmas Trees:

Natural cut Christmas trees shall be treated and maintained flame resistance in accordance with the test protocol listed in appendix A.

Living Christmas trees in a balled condition with their roots protected by an earth ball may be permitted provided they are maintained in a fresh condition and are not allowed to become dry.

Combustible artificial Christmas trees shall be labeled or otherwise identified or certified by the manufacturer as being "flame retardant" or "flame resistive."

Electrical lights are prohibited on metal artificial Christmas trees.

Only listed electrical lights and wiring shall be used on Christmas trees and similar decorations.

Open flame shall not be located on or within the height of the Christmas tree or other similar combustible materials.

Natural cut Christmas trees shall not be located near heating vents or other fixed or portable heating devices that could cause the tree to dry out or be ignited.

When installing them indoors, natural cut Christmas trees shall have the bottom end of the trunk cut off at least one inch above the end to help the tree absorb water. The tree shall be placed in a suitable stand with adequate water. The water level shall be checked and maintained on a daily basis. The tree shall be removed from the building immediately upon evidence of dryness.

Activity Vans / College Vehicles / Motor Fleet Vehicles

ONLY APPROVED DRIVERS ARE ALLOWED TO DRIVE VEHICLES. Human Resources must approve you prior to driving any vehicles. In order to drive an activity van, you MUST first complete a van safety class. If you will need to pull a trailer, you MUST also complete a trailer safety class. Activity vans and trailers will not be issued to anyone that has completed the safety classes. All drivers must have a valid and approved driver's license. Drivers shall obey all traffic laws, including NOT exceeding the posted speed limit and maintaining a safe speed for weather and road conditions. No pets

are allowed in the any vehicles. No tobacco products are allowed in any vehicles. Facilities reserve the right to cancel scheduled trips with school vehicles due to weather and road conditions.

The emergency contact number for all vehicles is 252-493-7330 (Facilities Management). This number is answered 24 hours a day.

Insurance information will not be provided when vehicles are issued.

If you have an accident or break down, please follow these procedures.

- First make sure that everyone is away from the vehicle and safe.
- Make sure that everyone receives any medical attention that they might need.
- Cooperate fully with any law enforcement officials or emergency medical personnel that might be on the scene.
- As soon as reasonably possible call 252-493-7330 and tell the individual who answers about what has happened. They will assist you in getting any help that is needed.
- Do not admit liability for any accident. Do not volunteer information or argue with anyone. The less said the better.
- Do not even tell anyone that you are sorry for what has happened. It can be construed as an admission of liability.
- Refer all questions about insurance and damages to college officials.

If you get a ticket for an offense chargeable to you while driving a school vehicle, it is your responsibility to pay the ticket. This will result in losing your driving privileges to drive any school vehicle.

Activity Vans

Activity vans may be scheduled for Pitt Community College activities through the Facilities Management Department. Vans are \$0.33 per mile and will be billed to your budget after each use. Vans are booked on first come, first serve basis with priority given to PCC Athletics. No more than **15** people, including the driver, are allowed in an activity van at any one time. When using the activity vans, there will be no use of any type of tobacco products, no cleats and no food or drinks.

Please schedule the activity van at least three (3) days prior to you trip. A safety check must be performed on the van before your trip.

Activity vans must be checked out from Facilities. All vans must be picked up; no vans will be delivered to your location. A pick up time must be arranged prior to picking up the van. If the Facilities office is closed, someone from Facilities will meet you in the Maintenance Compound (fenced in area where the vehicles are kept, located beside the Maintenance Building) at your designated pick up time. Please schedule this time at least 15 minutes prior to your departure time. This gives Facilities time to do a last minute safety check of the vehicle. You will receive the keys to the van and a clipboard with a van usage form and information sheets. A gas card and PIN number will be issued to you, if you are traveling far enough that you will need to refill. The vans do not need to be refilled prior to returning them to campus.

Upon return to the College, the driver will return the vehicle and keys to the Maintenance Building or specified location. All trash must be removed from the floors and seats and excess dirt must be swept out of the van by the designated return time. The activity van usage form must be completed in full and returned to Facilities. Activity vans must be returned to Maintenance Building parking lot on your

scheduled day of return. Please do not leave the van in another parking lot or return the van the following day. Please lock the clipboard, van usage forms, keys and gas card in the van, if you return the van after the Facilities office is closed. The van may be scheduled to someone else. Please be considerate of others and return the van at the designated time and place.

College Vehicles

Pick up trucks and cargo vans are available for school use to pick up or transport college materials. These vehicles are available when they are not in use by Facilities. Please call Facilities at 7330 to request a school vehicle at least one day prior to the requested usage.

Motor Fleet Vehicles

Motor Fleet vehicles are not scheduled through the Facilities Management Department. The following departments can be contacted to schedule a Motor Fleet vehicle:

Administrative Services at 7259 (minivan)

Economic & Community Development 7260 (minivan & station wagon)

Health Sciences 7309 (4 door car)

Preventative Maintenance

Eye Wash Stations - All campus eye wash stations are checked on a weekly basis.

Fire Extinguishers - All campus fire extinguishers are checked on a monthly basis.

Air filters - All campus air filters are changed every three months or as needed.

HVAC Equipment – All HVAC equipment is checked on a daily basis.

Equipment Motors & Pumps – All motors & pumps are checked on a weekly basis.

Vehicle Maintenance – Vehicle records are kept in the Facilities Management Department. Oil changes are done every 5,000 miles. North Carolina Inspections are done once a year. A general inspection of each vehicle is done before it is put in service each day. Other service is performed on as needed basis.

Grounds Equipment – A general inspection is performed each day before the equipment is put in service.

Forklifts - A general inspection is performed each day before the forklift is put in service. All forklift operators are required to have a forklift certification before they can operate any forklifts.

Safety & Emergency Information

Bloodborne Pathogens and HAZCOM safety training are done on an annual basis. Other safety training is done as needed or as required. Safety manuals are kept in the Facilities Management Office.

Material Safety Data Sheets (MSDS) for all hazardous materials on campus are kept in the Facilities Management Department. Please contact Facilities Management if you need a copy for your files.

The following information is as per the Pitt Community College General Policies from the Pitt Community College Bylaws and Policies Manual.

Health and Safety Policy

Pitt Community College is committed to providing a safe and healthful campus for all students, staff, faculty, and visitors. To that end, the College intends to provide a campus that is free from recognized hazards and unsafe conditions. It is the commitment of the College to abide by all applicable safety and health regulations.

In addition to the responsibility of the College to provide a safe campus, each individual utilizing campus facilities shall assume responsibility for conducting themselves in such a way that they do not put themselves or others at risk. Individuals assume the responsibility for reporting hazards to appropriate college personnel.

All Pitt Community College employees have the responsibility to be aware of safety and health regulations that affect their work and to utilize all applicable safety procedures and equipment in carrying out their assigned job responsibilities. The College and its employees recognize that a safe and healthful environment is beneficial to all who utilize the campus.

This commitment to providing a safe and healthful campus is endorsed by the administration and trustees of the College who encourage everyone utilizing the campus to do so in accordance with this Health and Safety Policy.

Smoking Policy

This policy is designed to recognize and protect the rights of smokers and nonsmokers. In order to provide a more healthy environment for the students, faculty, and staff of Pitt Community College, smoking areas will be designated. It is the intent of this policy that there will be no smoking in any classrooms or hallways of the campus buildings and mobile units. The ventilation system in our buildings is not designed to accommodate smoke in these areas. Designated smoking areas will be clearly labeled and receptacles provided. All smokers are requested to use only cigarette receptacles to dispose of cigarettes both inside and outside of all buildings and temporary units. Designated smoking areas are to be determined by the President and/or administrative staff.

Facility Usage Policy

Pitt Community College (PCC) provides a service to the community by allowing the occasional use of campus buildings and facilities for civic, cultural, educational, recreational, and other activities if the users preserve and properly care for the facilities, and the activities do not conflict with the use of facilities or grounds for college purposes and activities or local ordinances or laws of the state or federal government. In renting or making available for use any college property, neither the college President, the Board of Trustees, nor any college personnel assume any responsibility for loss or damage to any property placed on the premises by the user or participants, nor personal injury which may occur during the use of the facility. Any activity shall not interfere or take precedence over the educational and business functions of the College.

Requests to use college facilities or grounds should be made by contacting the Facilities Scheduling Officer for PROCEDURES FOR REQUESTING USE OF PCC FACILITIES.

RULES FOR UTILIZATION OF FACILITIES

The policy for use of Pitt Community College facilities by any group, agency, or organization shall be governed by the conditions stated herein. It shall be understood that approval for facility use shall be contingent upon the availability of space.

Rules

1. Groups, agencies, or organizations shall request use of the facilities of the College a minimum of ten (10) business days and a maximum of thirty (30) business days in advance of the proposed use.
2. Groups, agencies, or organizations shall designate a person to be held responsible for the activity.
3. College buildings shall be opened only by college employees.
4. Smoking is not allowed in any Pitt Community College buildings.
5. Groups, agencies, or organizations shall NOT permit any vendor to sell products, goods, or services on the College's campus without the written approval of the President or the President's designee.
6. Pitt Community College does not make space available to groups, agencies, or organizations teaching classes that are in competition with Pitt Community College's course offerings.
7. Arrangements for the use and set up of college owned audiovisual equipment will be the responsibility of the user and may be borrowed and used according to the rules of the Learning Resources Center.
8. Users are expected to furnish their own supplies (copies, markers, pens, pencils, paper, flip charts, post-it notes, tape, etc.) Copier services are not provided.
9. Users are expected to place all food and trash in a container that will be provided or will be required to place all food and trash in designated dumpsters outside the buildings at the conclusion of the function.
10. Applications for the use of college facilities will be submitted to the Facilities Scheduling Officer for approval. The College will deny usage when activities may disrupt or is reasonably likely to disrupt normal operations or college activities.
11. **THE POSSESSION AND/OR CONSUMPTION OF ALCOHOLIC BEVERAGES OR ILLEGAL SUBSTANCES ON PITT COMMUNITY COLLEGE PROPERTY IS PROHIBITED.** (Property is defined as any facility, land, or equipment owned, leased, rented, or controlled by the College.)
12. **THE POSSESSION OF FIREARMS AND WEAPONS ON PITT COMMUNITY COLLEGE PROPERTY IS PROHIBITED.** (Property is defined as any facility, land, or equipment owned, leased, rented, or controlled by the College.)

13. No vehicle shall emit music or other sounds generated from speakers at a level that can be heard at a distance of twenty five (25) feet or greater from the vehicle (Traffic Regulations) nor shall any non-college function generate or emit music, sounds or other noise that will disrupt the operations of the College.

14. No person shall intentionally throw or place litter upon the grounds, streets, or parking lots of the College.

15. Any associated fees that will be charged if applicable will be paid no later than seventy two hours in advance of the function or event.

Responsibility for Supervision

The user shall be responsible for the supervision of the activity it sponsors, including the maintenance of order and the safety of the people present.

The College may require an employee to be on duty when a facility is used; however, the employee is not responsible for the supervision of the activity. When it is necessary or appropriate to have law enforcement personnel present due to the nature of the intended use of the campus or the number of people involved, the College may require that the user pay the extra personnel costs.

Responsibility for Care, Custody, and Control of College Facilities

The user shall be responsible for any damage to college property, other than normal wear and tear, while the facility is under the user's care, custody, and control. The following rules shall be observed:

1. The user shall not drive nails, tacks, or screws into the floors, walls, ceilings, desks, **or** any other college property.
2. The user shall not paint, wallpaper, mark, or deface any college property.
3. The user shall not wire or connect electrical equipment, such as stage lighting or sound equipment.
4. The user shall remove its property, such as decorations, theater props, and equipment from the college premises immediately after the event.
5. The user shall leave the college premises arranged as found and in a clean, neat, and orderly manner.
6. The user shall comply with all local fire codes.
7. No tape shall be placed on painted surfaces.

Prohibited Activities

The following activities are **prohibited** on the college campus:

1. The possession, use, or sale of alcohol or illegal drugs.
2. Gambling.
3. The possession of weapons (i.e., knives, guns, etc.)

4. Smoking, except outdoors.
6. Any activity that is in violation of the laws of this state, or of the federal government, or is in violation of any local ordinances, or any policies adopted by the Board of Trustees of Pitt Community College.
7. Any activity that will disrupt or is likely to disrupt normal operations or college activities or damage college property.

Contractual Obligations

1. The user shall agree to be responsible to Pitt Community College for any damage to College property, and shall further agree to hold the College harmless and indemnified from any claims, suits, or causes of action arising from its use of the College facility.
2. A user shall not assign or transfer its authorization to use college facilities to any other agency without the express permission of the College.
3. An agreement to use college facilities may be canceled or amended by either the user or the College for good cause provided five (5) days notice is given to the other party. The College will not be responsible for any financial losses incurred by the user in the event of a cancellation or amendment of the use agreement or by changing the facility that has been assigned to the user.
4. Violations of these rules and regulations shall be grounds for the suspension of a user's privileges to use college facilities for such period of time as deemed appropriate by the College.

CLASSIFICATION OF USERS

Facility users shall be entitled to a priority on the usage of college facilities in the following order, and such facility users shall be defined as follows:

Class A shall be defined as any organization or association officially recognized by or affiliated with the College. This class includes use by:

- College-sponsored student groups (e.g., SGA)
- College advisory committees
- College alumni groups
- College foundation
- Professional PCC staff or faculty organizations
- Professional community college organizations

There will be no charges for Class A users unless additional security and custodial services are deemed necessary by the College due to large number of participants. Class A facility users shall have a priority over Class B, C, D, and E facility users for the use of college facilities.

Class B shall be defined as local school systems and units of federal, state, and local government. This class includes use by:

- Area economic development organizations
- Federal, state, and local government agencies, including the military
- Pitt County Schools
- North Carolina State-supported colleges and universities except for situations that are subject to the agreement that has been negotiated between the North Carolina Community College System and the University of North Carolina General Administration.

During normal operating hours*, there will be no charges for Class B users unless additional security and custodial services are deemed necessary by the College due to large number of participants or type of activity. Outside normal operating hours, charges are based on Facilities Utilization Fee Schedule. Class B facility users shall have a priority over Class C, D, and E facility users for the use of college facilities.

Class C shall be defined as any non-profit organization or association that is not officially affiliated with the College or any other government agency. This class includes use by:

- Non-profit civic and service clubs
- Fraternities and sororities
- Professional and occupational organizations
- Boys and Girls Club, scouts, little leagues, etc.

During normal operating hours*, there will be no charges for Class C users unless additional security and custodial services are deemed necessary by the College due to large number of participants. Outside normal operating hours, charges are based on Facilities Utilization Fee Schedule. Class C facility users shall have a priority over Class D, and E facility users for the use of college facilities.

Class D shall be defined as any person, organization, or association using the PCC facilities for profit or for personal use. This does not include fund-raising activities of Class A, B, or C users, which are non-profit organizations, and when this purpose of the fund-raising is not disruptive or reasonably likely to disrupt normal operations or college activities or be in competition with education programs of the college. This class includes use by:

- Retail merchants or vendors
- Area business and industry
- Dance, music, or artistic performances
- Entertainers

Applicable fees and charges are based on the Facilities Utilization Fee Schedule. During normal operating hours*, there will be no charges for custodial services for Class D users unless additional custodial services are deemed necessary by the College due to large number of participants or activity. Class D facility users shall have a priority over Class E facility users for the use of college facilities.

Class E shall be defined as any religious or political person or organization using PCC facilities to advance an ideology or theology. Guidelines for visits to the campus by political persons, which do not require the use of assignable space, are included in other sections of the Pitt Community College Board of Trustees Policy Manual and are not covered by this policy. The use of a Pitt Community College facility by a Class E user must be approved by the President.

Charges for Class E users will be set by the President on a case-by-case basis.

* **Normal operating hours are as follows:**

- **Monday - Thursday** 8:00 a.m. - 10:00 p.m.
- **Friday** 8:00 a.m. - 5:00 p.m.
- **Saturday (on a limited basis)** 8:00 a.m. - 12:00 Noon

Facilities are not available when the College is officially closed.

GRANT OR DENIAL OF ACCESS.

The College will grant access by an eligible individual or group on a neutral basis, in accordance with this policy. A grant of access to any particular individual or group does not mean that the College endorses the beliefs, practices, or views expressed by that individual or group. Outside individuals and groups are **expressly prohibited** from stating, implying, or suggesting in any manner, that they are endorsed by or associated with the College, or that any publication, announcement, or other form of expression provided by the individual or group has been approved by or is associated with the College.

Any individual or group who believes that access to the College has been denied improperly may present their position to the President for consideration. The President shall respond within five (5) business days and the President's decision shall be final.

Non-Eligible Users An individual or group is NOT eligible to apply for use of the college facilities if it has a record of:

1. Having previously damaged or otherwise abused the facilities; or
2. Having previously substantially disrupted or materially interfered with the work, discipline, and/or educational activities of the College (e.g., by violating reasonable College rules and regulations, interrupting classes or other College programs or activities, or inciting or producing imminent violence or other lawless action on College premises).

The following information is as per the Pitt Community College Emergency Procedures Manual. For additional information, please refer to this manual.

Chemical, Biological, And Radioactive Accidents

Chemical, biological, and/or radioactive accidents can result from a variety of causes. These include accidents in the laboratories and shops; hazardous materials brought on campus either legally or illegally; fires and/or explosions in campus buildings; vehicular accidents on campus or on the adjacent surface roads; natural disasters including hurricanes, tornadoes, and other severe weather; vandalism; or aircraft either crashing or dumping chemicals on the campus. Materials may be in the solid, liquid, or gaseous form and may be released into the air, soil or water or may be found in campus buildings. The nature of the spill will determine the procedure to be used in dealing with the particular spill.

The goal in dealing with any spill of chemical, biological, or radioactive material is to minimize the damage to people, property, and the local environment. If you don't know how to handle any

chemical, biological, or radioactive accident, get help. Do not attempt to deal with the material if you are not sure you know what to do.

Anyone using any hazardous materials on campus must be familiar with their properties before using the materials. Hazardous materials, as defined by the North Carolina Occupational Safety and Health Hazard Communication Standard Administrative Code 7C.0101 (a)(99) include all materials that are physical or health hazards. All such hazardous materials must have an MSDS [Material Safety Data Sheet] supplied by the manufacturer on file in the work area and in the Facilities Management Department. Before attempting to clean up any chemical, biological, or radioactive spill, locate and carefully read the MSDS for the spilled material.

Do not enter an area of contamination if you see individuals unconscious in the area. Potentially deadly fumes may be present. Immediately leave the area and summon qualified help. If you are unsure of who to contact, dial ext. 7243 and have Administrative Services contact all available help. If no one can be reached at that number, dial 9-911 from a PCC office phone or 911 from a pay phone to summon Pitt County Emergency Services personnel.

Resources For Chemical/Biological/Radioactive Accidents

PCC HazMat Team	Office	Home
Ashley Dail.....	ext. 7330.....	916-4580
Judith Kasperek	ext. 7270	756-7469
On-line Safety Information		
http://www-health.pitt.cc.nc.us/sci/science/safetlnk.htm		
Administrative Services		
Joe Hunnicutt.....	ext. 7243	756-2031
ECU Environmental Health and Safety.....		328-1501
http://www.ecu.edu/oehs/		
ECU Radiation Safety		816-2236
Poison Control Center		1-800-672-1697

Major / Catastrophic Spills

Major spills are those that are likely to cause personal injuries or result in damage to property. No one individual should attempt to deal with a major spill alone.

1. Summon help immediately when it is determined that the spill is classified as a major or catastrophic spill. See the previous page of this manual for the individuals to contact. Notify the HazMat Team and Administrative Services first.

2. Immediately begin evacuation of the building. Generally the fire alarm is the quickest way to evacuate a building. However, the fire alarm sounds only in that particular building and many individuals may not respond to it. Contact the building coordinators as well to insure evacuation of the building.

Minor Spills

Minor spills are those that are not anticipated to cause injury to individuals or property and that can be dealt with by a knowledgeable individual without causing further damage. If there is any doubt as to the hazardous nature of the spilled materials, before beginning cleanup contact your immediate supervisor or the PCC HazMat team. Every attempt should be made initially to contain the material and prevent further damage and/or contamination.

1. If materials are spilled on the clothing or skin, have the contaminated individual stand under the deluge shower for a minimum of 15 minutes. If the materials are in the eyes, rinse the eyes for a minimum of 15 minutes in the eye wash. Have the individual contact a physician as soon as possible after the exposure to the material even if no injuries are apparent. Send a copy of the MSDS of the suspected contaminating material with the individual to the physician.
2. If materials are spilled in the buildings, contain the spill in the smallest possible area using the Spill Control packages found in the Chemistry Laboratory or use other material to contain the spill. If there is a possibility that students may be affected by the spilled material, have them evacuate the area until the spill can be contained. Do **NOT** allow students to help you clean up the spill. Isolate all materials used to clean up the spill. Contact the Facilities Management Department to determine how they want you to dispose of the contaminated material. Do not put any chemicals or waste water down the drains into the water supply or into the regular trash.
3. If materials are spilled outside the buildings, contact the PCC Facilities Management Department immediately for help in the cleanup. It is very important that any contamination of the local soil or water be avoided if at all possible. Substantial fines can result from such contamination.

Fire

Fires Should Be Reported To 911 or 9-911

1. All personnel should know the location of fire extinguishers, fire exits, and fire alarms in their work area and how to use them. Training and information are available through the Facilities Management Department.
2. If a small fire appears controllable, immediately direct the charge of the fire extinguisher toward the base of the fire. Also direct someone to call ext. 7243 or 911/9-911 to report the fire.
3. For fires that do not appear controllable, immediately call 9-911 from a PCC office phone or 911 from a pay phone and report the emergency. Also activate the building fire alarm and evacuate the building. Remove all personal belongs, books, and other materials when you evacuate the building since you

may not be able to return for some time. If circumstances permit, close all doors and windows and turn off all electrical appliances and gas burning equipment.

TURN OFF THE LIGHT SWITCHES BUT DO NOT LOCK THE DOORS.

4. Follow the Emergency Evacuation Plan for your building.
5. If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue personnel. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency personnel of your location. Stay low to avoid smoke and toxic fumes. Always check doors to determine if they are hot before you open them. Do not open a door that feels hot to your hand.
6. Fire extinguisher training is required annually for all employees who are expected to attempt initial control of small fires.

Additional Resource People For Fires And Fire Safety

Ashley Dail
Pitt County Fire Marshall

ext. 7330

916-4580
830-6345

Medical Emergency

Minor Injuries

Unless you are trained to deal with medical emergencies, call for help immediately. If the victim is conscious and does not appear to be seriously injured, ask them if they want the rescue squad called or if they would like an individual on campus to assess their condition. Call **9-911 from a PCC office phone** or **911 from a pay phone** to summon the Winterville Rescue Squad. Call **ext. 7777** to get assistance from Public Safety. There are NO on campus EMT's.

Major Injuries

1. Do not move the victim unless leaving them where they are will result in more injuries. If you must move the victim, try to stabilize the head and neck. Avoid doing any further harm to the victim.
2. Activate the Emergency Medical Services System. If possible, one person should stay with the victim while someone else reports the emergency.
 - Dial 9-911 from a PCC office phone
 - Dial 911 from any pay phone
3. Take measures to protect yourself against direct contact with the victim's body fluids including blood, urine, saliva, and other body secretions. Hepatitis, AIDS, meningitis, tuberculosis, colds, and flu can be spread by contact with body fluids.
4. Evaluate the victim's condition and level of consciousness. Look for medical identification bracelets, tags, or cards indicating that the victim may have a health problem. If the victim is conscious, ask the victim what is wrong.
5. Perform the ABC's of emergency care if you are trained to do this.

6. Reassure the victim that help is on the way. Keep the victim warm and dry until help arrives.
7. Ask the victim if there is anyone he or she wants notified about the emergency. Obtain the name and phone number of the individuals to be notified and ask someone to make the calls.
8. Unless you are specifically trained to do so, do not give medical advice or recommend treatment or specific physicians. You could be liable for any subsequent damages resulting from this information.

Additional Resource People For Medical Emergencies

PCC Police Department..... ext. 7777
Nursing Department ext. 7309
Medical Assisting Department ext. 7284
Respiratory Care Department ext. 7378
Radiologic Sciences Department..... ext. 7254
Science Department..... ext. 7270

Utility Failure

Campus utilities include electricity, water, sewerage, natural gas, heating oil, telephones, heating and air-conditioning. During the day all problems with utilities should be reported to the Facilities Management Department extension 7330 or the Vice-President for Administrative Services extension 7243. Report problems after 5:00 p.m. to the Coordinator of Evening Programs extension 7267. On weekends, report problems to the Weekend College Administrator at 7267. When the College is closed on weekends and holidays, report the utility failure to any of the individuals listed on page two of this manual.

Additional Resource People For Utility Failure

PCC Personnel On-call	Ashely Dail	493-7330
	Timmy Moore	493-7330
	Larry Smart	493-7330
	William Nobles	493-7330
	Buddy Lewis	493-7330
Electricity/Natural Gas	Greenville Utilities	551-1567 or 752-5627
Telephone	Sprint	1-800-880-2822
Water	Winterville	756-2221
Sewage	Contentnea Metropolitan Sewage District	252-524-5584
Propane	Ferrellgas	756-0222
Heating Oil	Blount Petroleum	758-7500

Severe Weather

Severe weather may include snow, sleet, freezing rain, severe thunderstorms, flooding, tornadoes, and hurricanes. In the event that severe weather requires closing Pitt Community College, the procedure for declaring a campus emergency, found on page 2, will be followed. The individual declaring the emergency will notify the External Affairs office which will notify the media that the campus is closing or is closed.

In the event that severe weather presents an immediate threat to individuals on the campus, the following plan will be activated.

1. All trailers and modular units will be evacuated to main campus buildings. Public safety officers and maintenance personnel will notify the occupants of the trailers and modular units.
2. All individuals in campus buildings should immediately move to the center hallways of the buildings. Close the windows in all rooms and close the doors as you leave the room. If the windows have blinds or curtains, close those also.

3. If time permits, disconnect all computer equipment before leaving the work area.
4. Do not leave the center hallway areas until told to do so by emergency personnel. You will be notified as soon as it is safe to return to your work area or classroom.
5. It is very likely that phone service and electricity will be cut-off during the storm. Do not rely on the phones for receipt of information. Follow the verbal directions of designated Pitt Community College personnel.

Additional Resource People For Severe Weather

PCC Public Safety ext. 7777
PCC Administrative Services ext. 7243
Linda Leighty-LRC ext. 7353
Pitt County Emergency Services Coordinator.....830-6345
(Noel Lee)
Pitt County Sheriff's Office830-4142
WNCT Weather Line355-8570
FAA New Bern..... 1-800-682-2649
Pitt Greenville Airport.....758-4707
National Weather Service Emergency Weather Radio
Evening Coordinator's Office..... ext. 7267