

Policy for maintenance department activities during the school term and summer break.

During the school term the hours of the maintenance department are from 6am-9pm. Dayshift is from 6:00am -3:00 pm. Second shift is from 12:00 pm – 9:00 pm M-F unless otherwise scheduled for an event and/or weather related incidents.

Dayshift maintenance personnel

- Begins by opening up the proper entrances and unarming the buildings throughout the MMI campus.
- Sweeps and mops the Coxe commons areas.
- Cleans and sanitizes restrooms located in the Coxe commons area.
- Cleans and sanitizes teacher restroom located on the 1st floor of Old Main Building.
- Cleans and sanitizes teacher restroom located on 2nd floor of Century II building.
- Cleans and sanitizes teacher restroom located on 2nd floor of Old Main building.
- Places the two (2) Crosswalk zone signs out onto Centre St. at approximately 7 am.
- Places the two (2) Crosswalk zone signs out onto Ridge St. at approximately 7 am.
- Cleans and sanitizes the bathroom areas in both the boys and girl locker rooms.
- Sweeps, sanitizes, and mops the appropriate areas of the locker room areas in both the boys and girls. Weight room is also included. Remove trash and recyclable materials daily.
- Clean, sanitize, and mops the boys and girl restrooms in front of the gym area.
- Clean and sanitize the kitchenette on an as needed basis during sporting events.
- Dust mop gym floor prior to gym class daily.
- Sweep bleachers on an as need basis.
- Rotate gym floor cleaning with auto scrubber machine as necessary.
- Prepare athletic fields according to scheduled events.
- Clean and sanitize the Athletic building at the sports complex on an as needed basis depending on sporting events.
- Rotate grass cutting/snow removal as needed in various locations of campus during the proper seasons.
- Clean and sanitize cafeteria during lunch period. This is also shared with the 2nd shift maintenance personnel.
- Continue with grass cutting/snow removal duties as necessary to end of shift.
- Prior to signing out upon completion of shift checks in with maintenance supervisor with a special requests or maintenance issues that need to be addressed, repaired, or scheduled.

During summer break maintenance hours are 6:30 am- 3:30 pm M-F.

- Begins by opening up the proper entrances and unarming the building throughout the MMI campus.
- Sweeps and mops the Coxe commons areas.
- Cleans and sanitizes restroom located in the Coxe commons area.
- Prepares equipment for the daily tasks that are assigned.

- Coordinates with supervisor, co-workers of department and assigned work study students.
- Team leader of assigned summer work study students to complete the assigned tasks examples: mowing, painting, etc.
- Upon request assists the floor crew and housekeeping personnel.
- Prior to signing out at completion of shift checks in with maintenance supervisor with a special requests or maintenance issues that need to be addressed, repaired, or scheduled.
- Other duties as assigned.