

Messiah College  
**South Side Café Cleaning  
Procedure**

*Policy:* Campus Event Personnel and SGA's South Side Café (SSC) employees will share cleaning duties for the SSC.

*Objectives:* This is designed to provide consistent cleaning for the SSC for usage by SGA, SIFE and the building residents.

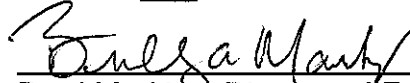
*Procedure:*

- | <u>Step</u> | <u>Action</u>  |
|-------------|--|
| 1           | Campus Events will provide daily cleaning five days each week (M-F) in the SSC that will rotate between vacuuming the carpet and vacuuming the wood floor.   |
| 2           | Each week Campus Events will vacuum carpets on Monday, Wednesday and Thursday and will vacuum the wood floor on Tuesday and Friday.  |
| 3           | The SSC staff will place chairs on tables on Sunday and Thursday nights when the SSC closes  |
| 4           | The SSC staff will provide table wiping, dusting, high dusting, mopping, window and door cleaning.   |
| 5           | The SSC staff will provide immediate clean up for spills during business hours. Campus Events will provide clean up for emergency spills during off business hours. Emergency calls should go to Dispatch who will call Campus Events staff on duty. |
| 6           | The SSC staff will complete all cleaning duties in the serving area and the back room of the SSC.  |
| 7           | Campus Events will supply cleaning equipment, paper towels and chemicals to the SSC.   |
| 8           | The SSC will supply plastic bags for trash and recycling in the confines of the SSC.   |

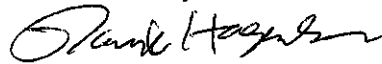
- 9 Campus Events staff will empty the trash and recycling on Tuesdays. The SSC staff will remove trash and recycling at closing time during the nights they conduct business.

**"Note - The signed copy of this procedure is filed in the Facility Service Department. By signing this policy you have agreed to enforce the contents, share with your staff and adhere to standards".**

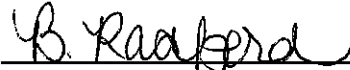
X Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



Brad Markley, Director of Facility Services



David Hagenbuch, Advisor to the South Side Café



Brittney Radford, South Side Café Manager

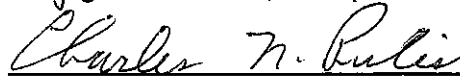
~~No Signature - Contacted 10/7/14, 10/21/14~~  
Joy Endicott, South Side Café Assistant Manager



Tim Sensenig, SGA President



George Blackburn, Campus Events Day Light Administrator



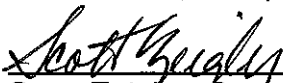
Chuck Pulis, Campus Events Night Time Administrator



Theodore Gingrich, Campus Events Team Leader



Heidi Shultz, Campus Events Team Leader



Scott Zeigler, Campus Events Manager