

MEMORANDUM

Date: March 24, 2010

RE: WU Clean-UP/Facilities Projects

The following projects should be considered for volunteer groups who wish to assist us this Spring and Summer.

March 26: Kraft Foods

1. Trash removal around the Wolfe Building and other buildings as time permits.
2. Cleaning and polishing of Wolfe Building stairwell and atrium
3. Planting of selected flowers or shrubs in front of Wolfe, Henderson and Allen Commons.

May 3-31: Alumni/Volunteer Groups

1. Trash removal from dormitories
2. Thorough cleaning of dormitories (clean –up after move-out by students)
3. Grounds Maintenance such as mowing, trimming or trash removal
4. Maintenance of flower beds in front of Wolfe, Henderson and Allen Commons
5. Waxing and buffing floors in the academic buildings, dormitories, Alumni Multiplex, Health and Wellness and Wolfe buildings.
6. Painting of Allen Commons

June 14-June 30: Alumni/Volunteer Groups

1. Thorough cleaning of Timken Court and other Dormitory space prior to the Tawawa visit.
2. Grounds maintenance such as mowing, trimming or trash removal.
3. Upkeep/maintenance of flower beds (i.e. pulling weeds, planting flowers)
4. Painting of dormitory walls, stairs, doorways

July 16-31: Alumni/Volunteer Groups

1. Thorough re-cleaning of Dormitory, academic classrooms, Alumni Multiplex space used by Tawawa.
2. Additional grounds maintenance (i.e. mowing, trimming or trash removal)
3. Upkeep/Maintenance of flower beds (i.e. pulling weeds, planting flowers)

Cleaning note:

1. All chemicals used should be compatible with those used by Physical Plant. Further, orders for chemicals can be placed with the University's supplier and paid upon arrival.
2. Thorough cleaning will include the following.

- A. Disinfecting of restrooms to include showers, walls, sinks, commodes, urinals and floors.
 - B. Cleaning of mirrors and doors.
 - C. Cleaning of corridor walls, doors and carpets.
 - D. Cleaning of light fixtures as needed.
 - E. In-room cleaning of bed frames, mattresses, walls, drawers, cabinets, doors and floors.
 - F. Stairwell, lounge and entrances to include walls, rails, steps, doors, glass, frames, floors and carpet.
3. Mop buckets, wringers, brooms and dust pans may be provided by the University.