

# PROCEDURE

**Number:** 74-01  
**Title:** Housekeeping  
**Responsibility:** Vice President of Finance and Administration  
**Original Approval Date:** 06/15/2004  
**Last Cabinet Review:** 07/08/2025  
**Last Revision:** 04/29/2025

## Reference (Policy and/or Procedure)

**SBTCE:**

**FDTC:**

**Other:**

## Procedure Description

### I. PROCEDURE

1. Classrooms: All desks and chairs should be properly aligned for the next class. Should any soiling of the room which cannot easily be cleaned occur, the instructor should report this to Physical Facilities. It is the responsibility of all persons (students, faculty, and staff) to ensure that all trash, paper, etc., are placed in proper containers prior to dismissing the class. All reports of property damage should be reported through the work order system.
2. Shops and Labs: Shops and laboratories should receive the same attention as classrooms. In addition, all tools and tables should be properly stored or positioned. All tools, laboratory equipment, and tables should be properly cleaned by the class members.
3. Offices: Offices should be kept neat and orderly. The floors will be cleaned at night; however, the custodian will not disturb papers, etc., on desks and tables.
4. Specifically Designated Areas: Smoking, eating, or drinking is not permitted in a classroom, shop, laboratory, or library. Areas have been established for these purposes.
5. Trash: It is the responsibility of all persons (students and faculty to ensure that all trash, paper, cups, cigarettes, etc., are placed in proper containers.

6. Cooperation: Cooperation by all employees will provide a more beautiful college for all to enjoy.

7. Housekeeping concerns/requests should be sent via the work order system, except for emergencies.