Student Center
Operations
Standard Operating Procedures

Student Involvement and Leadership

August 24, 2017
Student Center
Operations Standard Operating Procedures

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## Event Planning Information Part I

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<td>A-001</td>
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**Description**
Event Planning Information Part I

**Responsibility**
Student Involvement and Leadership

**Affected Areas**
Mendenhall Student Center, Mendenhall Student Center Exterior, Wright Auditorium

**Procedure**

A. Art exhibit agreements: Email copies of signed and completed art exhibit agreements that includes a list of each individual piece and its appraised value (please do not group exhibits together) & the digital pictures of the artwork prior to the first day the exhibit is scheduled to be installed to the Director of Student Center Operations. Please keep copies of these exhibit agreements and digital pictures.

B. Security: Please make sure to secure exhibits that are displayed on the floor, wall or in the display cases to avoid damages to the exhibits (i.e. use stanchions around floor exhibits, use covered display cases on top of wood display stands to protect artwork, lock the display cases, etc.) while on display in the art gallery. Keep all display cases locked at all times. Please refer to the ECU Master Fine arts insurance policy for more details regarding safety and security of art exhibits while on display.

C. Digital Pictures: Take digital pictures of each of the artwork pieces before displayed or immediately after displayed and keep these pictures if needed for insurance claim purposes and email them to the Director of Student Center Operations at the time of the installation or before the installation. Take digital pictures of any artwork that is damaged so there will be a before and after image of the artwork.

D. Inspection/Damages: DAILY the person responsible for the artwork should inspect the art exhibits on display and report, in writing via email, immediately any damages or theft to the Director of Student Center Operations. An ECU Police report should also be filed. Please email in writing an incident report and include all of the details about the art exhibit and information regarding the damages include names, dates, times, etc. and a copy of the ECU Police report. Please take digital pictures of the damaged artwork and include the BEFORE & AFTER damages pictures with the written report that is emailed as well.

E. Exhibition schedule: Please email the exhibition schedule (dates, times, exhibition title) for each semester to the Director of Student Center Operations prior to the first exhibit installation each semester. Please indicate on the schedule the dates and times that the gallery will not have any exhibits on display and will be available to have painted, only if needed. Include the weeks the walls are to be painted.

F. Patching and painting art gallery walls: To schedule painting the walls in the art gallery contact the Director of Student Center Operations. If the walls need to be patched and painted please contact the Director of Student Center Operations office to schedule the paint project. We also have to look at the event schedule in the building and do the painting during a time that it would not interrupt the events and meetings in the building.

G. Please allow in the exhibition schedule at least one (1) week per semester to have the walls painted in the gallery. The typical weeks we can schedule the painting are the week before
graduation in May each year, a week in August after summer orientation ends and before Fall semester begins, a week in January before Spring semester begins. However, please always confirm these dates to paint the walls BEFORE finalizing the art exhibit schedule each year with the Director of Student Center Operations to confirm the dates to paint. Before we can confirm the dates to paint, we have to look at the event schedule in the building and do the painting during a time that it would not interrupt the events and meetings in the building.

H. Floor Exhibits: If using floor space to display exhibits, please keep the floor exhibits displayed ONLY on the north and south end floor spaces of the gallery and/or against the wall on the west side of the gallery. Please leave an area for people to be able to walk/pass through the exhibits displayed on the floor areas that is at least 36-42 inches wide.

I. Please do not move the lounge furniture.

J. Please do not hang art exhibits or anything else from the ceiling tiles, ceiling grids, light fixtures, columns.

K. Please do not attach anything to the handrails around the center stairs, columns, doors, glass. Only use the art exhibit walls to attach or hang artwork and other artwork related items.

L. Please do not block egress.

M. Please do not block any doors/doorways/exits/entrances

N. Please do not cover or block Exit signs

O. Please do not block or cover air conditioning vents or ducts

P. Please do not block or cover smoke detector or smoke sensors

Q. Please do not block or cover any type of signage in the facility

R. Please do not cover light fixtures, light switches or any other type switch on the walls

S. Please make sure that items attached to walls are secure so they do not fall off wall

T. Please do not attach art exhibits to the handrails around the center stairs

U. Please do not attach any item to the marble columns

V. Please do not use tape of any kind on the walls or anywhere else in the facility

W. Do not use hanging strips or similar product on the walls or anywhere else in the facility

X. Please do not attach to any other surface in the gallery other than the designated art exhibit walls on the north, south, and west sides and inside of the display cases.

Y. Please keep display cases in the art gallery locked at all times when in use for art exhibits

Z. Please do not paint of any kind or use any other chemical in the preparation of an exhibit inside the facility. Paint that is used on items displayed in the gallery must be water based, non-flammable.

1. Paint must be water based, non-flammable (all painting must be done OUTSIDE of the facilities at an approved location) and must not impede walkways/parking lots or done at another off campus location and brought to the building as a completed project. No painting is allowed inside of facilities. Painting must be done on top of a protective item such as a plastic tarp and not directly on the grounds, walkways or parking lots if painted on campus grounds.
2. Please contact the Director of Student Center Operations to schedule a time to meet and to find and approved place to paint outside.

3. If you need to paint an item, do not paint inside the facility. All painting must take place outside. Use something to protect the grounds (i.e. tarp or similar item) so that paint does not damage or get on the grass, dirt, sidewalks, vegetation, trees, signs, building exterior, etc.

AA. If using plastic inside of the facility, all plastic must be 4MIL and flame retardant. Written Proof of the flame retardant material from the vendor is required to be submitted with your art exhibit agreements.

BB. Strobe lights- Signs must be posted warning patrons of the strobe lights being used. Signs must be posted at main entrance to building and posted at the entrance to the room or space inside and outside of the facility where event is taking place. Please discuss the use of strobe lights in advance with Director of Mendenhall Student Center Operations.

CC. Lighting levels- There must be some degree of lighting from ceiling in all of the rooms and all halls for entrance and egress purposes and during emergency evacuation purposes. Please do not turn off all lights completely. If you need to make adjustments in lighting please see the Director of Student Center Operations to review for approval or not approved.

DD. Please do not block electrical equipment or emergency equipment (i.e. including fire alarm pull stations, alarm panels, fire extinguishers, etc.)

EE. Dry ice, fog machines or any other similar smoke or fog devices are NOT allowed to be used inside of the facility.

FF. Real Candles are NOT allowed to be used inside of the facility at all for any reason.

GG. Combustible decorative material shall not be used unless the materials are flame resistant or treated with flame retardant materials (i.e. plant materials, paper, foam plastics, cloth, vegetation, natural cut Christmas trees, etc.) Note: Not all combustible decorative materials are allowed to be used inside the facility. Please discuss with the Director of Student Center Operations.

HH. Drapery, curtains, and other similar loosely hanging furnishings and decorations must be flame resistant.

1. Written Proof of the flame retardant material from the vendor is required to be submitted with your art exhibit agreements.

II. Please do not use extension cords. Electrical cords are not allowed to be installed across walking areas of the art gallery. If electrical cords coming directly from a piece of equipment and are going to be necessary as part of the exhibit(s), please discuss in advance with the Director of Student Center Operations.

JJ. Please do not prop open fire and smoke doors.

KK. Please do not use a ladder unless you have had the approved and proper safety training in advance. Please see the Director of Student Center Operations regarding information on ladder safety. All training must be documented by the supervisor of person using the ladder.

LL. Please do not store paint or other chemicals anywhere inside of the facility unless it is stored inside of a flame retardant cabinet inside the closet provided for the art gallery supplies on the second floor near the art gallery.

MM. Please do not use hay, moss, or straw inside of the facility.
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| NN. Outside art exhibits (located between Mendenhall Student Center East side and Joyner Library must be displayed only on the existing concrete pads |

<table>
<thead>
<tr>
<th>OO. Compliance</th>
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<tbody>
<tr>
<td>1. All art exhibits on display in the Mendenhall Student Center art gallery or in the display cases must comply with the safety and security regulations including all ECU Environmental Health and Safety and the Department of Student Involvement and Leadership compliance regulations relating to safety and security. If they do not meet the requirements, the artist will need to make the necessary adjustments so that the exhibit meets the necessary safety and security regulations. A meeting with the artist and Director of Student Center Operations and as needed ECU Facilities and ECU Environmental Health and Safety representatives would be needed when exhibit adjustments are needed so that they can discuss the adjustments with the artist. It is suggested that all exhibits be reviewed and discussed first with the appropriate ECU representatives and the artist PRIOR to installation so that the necessary adjustments can be made prior to the installation. At any time the exhibit does not meet safety or other facility related requirements, the issue will be brought to the attention of the art gallery representative so they can contact the artist to make the necessary adjustments.</td>
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| 2. Please refer to ECU Environmental Health and Safety’s website for more information regarding safety requirements |

| Relation to Others | These guidelines are in addition to, not an exemption from, all other campus guidelines and policies. |
# Event Planning Information Part II

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**Description**
Event Planning Information Part II - Refer to ECU environmental Health and Safety website for details.

**Responsibility**
Student Involvement and Leadership

**Affected Areas**
Facility Occupants

**Procedure**

A. Decorations

1. Note decorations must be flame retardant - see below Fire Certificate and MSDS sheets
   a. For all events that request to use decorations of any kind in an interior space or outside space the organization must provide a list of all decorating supplies and submit the list for prior review and prior approval in advance by the Director of Student Center Operations before purchasing any supplies.

2. Hay is not allowed to be used inside Mendenhall Student Center and Wright Auditorium

3. Glitter is not allowed to be used inside Mendenhall Student Center and Wright Auditorium

4. Candles are not allowed to be used inside Mendenhall Student Center and Wright Auditorium

B. Paint

1. Painting is not allowed to be done inside and not immediately adjacent to, not at entrances, not on patios at or adjacent to Mendenhall Student Center and Wright Auditorium (EXCEPTION: Only ECU Facilities is allowed to paint inside). Paint used must be water based, non-flammable (all painting must be done OUTSIDE of the facility on the grounds using protective items at a PRIOR approved location by the Student Center Operations Director and must not impede walkways/parking lots or done at another off campus location. Items painted must be brought inside the building as a completed project. Painting must be done on top of a protective item such as a plastic tarp and not directly on the grounds, walkways, patios, sidewalks or parking lots if painted on campus grounds.

2. Flame Retardant Black Plastic
   a. Black and clear plastic if used must be 4 MIL and flame retardant and proof of the flame retardant is required (i.e. fire certificate) to be submitted to the Student Center Director of Operations for prior review and prior approval

C. Dry Ice, Fog Machines or any similar Device
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1. Dry ice, fog machines or any other similar devices **are NOT ALLOWED** to be used inside of campus facilities.

2. **Wright Auditorium** Dry ice, fog machines or other similar devices are **NOT ALLOWED** as well, ****However, there are some specific events that they may be allowed BUT ONLY with PRIOR approval by the ECU Fire Life Safety office and if approved with specific arrangements made with ECU Fire Life safety to be on site to provide a fire watch during the entire event and a Student Involvement and Leadership department fire life safety representative is on site as well the entire event. Contact the Central Reservations Office for specific regulations rules and policies for using these items in Wright Auditorium if these items will be used and are approved to be used at Wright Auditorium.

D. Other

1. Please do not apply tape of any kind, nails, screws, push pins, eye bolts, Velcro, etc. for any decorations to the painted walls, wood doors, wood handrails on stairway, metal/wood door facings around doors etc. (*damages can occur to the painted walls and wood. Please use plastic ties instead to attach to wood handrails or tape items to glass or use window cling on type decorations as alternatives.*

E. Fire Certificate and MSDS Sheets

1. A fire certificate as Proof from the manufacturer that decorations are flame retardant must be included with the decorations list for prior review and approval (Fire Certificate).

2. ------All decorations used inside of a facility are required to be flame retardant and proof that they are flame retardant must be included with the list and must be in writing (fire certificate) and MSDS sheets (*Material safety data sheets*) must be included with the list and provided for each chemical used and must be from the manufacturer/vendor. A copy of the fire certificate and MSDS sheets must be kept on file.

F. Room and Other Space Set Ups-Mendenhall Student Center

1. Out of the ordinary setups for events (not one of the standard setup options as a normal routine setup for a specific space) -A preliminary setup/drawings of each room or space setups that will be inside and outside of the facility must be sent to Central Reservations office with the reservation request and is required in advance for PRIOR review and PRIOR approval. Some events may also require prior approval also by ECU Environmental Health and Safety office (EHSO). Please indicate if there are special lighting needs and explain. (See lighting information below)

G. Strobe Lights

1. Signs must be posted before entering any event at the entrance to the event location warning patrons of the strobe lights being used. Signs must be posted at main entrance to building for the event and posted at the entrance to the room or space inside and outside of the facility where event is taking place.
2. LIGHTING LEVELS INSIDE ROOMS/SPACES WHERE EVENTS ARE HELD
   a. There must be some degree of lighting from ceiling in all of the rooms and all halls for entrance and egress purposes and during emergency evacuation purposes. Lights cannot be completely turned off during events. Review room set ups in advance with the Student Center Operations Director to assess adjusted lighting levels to assure that proper lighting will be used prior to the event.
   b. Staff volunteers should be stationed/assigned for each event to be responsible for turning up lights to maximum and turn sound off at individual events in the event of an emergency.

H. Doors
   1. Interior doors leading to interior hallways of the facility must be kept unlocked for safety reasons so that all egress and emergency exits and halls are available.
   2. NEVER PROP OPEN INTERIOR DOORS AT ANY TIME per the NC Dept. of Insurance Inspector for safety purposes. If the NCDOI inspector comes on site and finds doors propped open they will tell the facility manager to immediately remove the devices used to prop doors open.
   3. EXIT SIGNS, LIGHT FIXTURES, AIR DUCTS/VENTS, SMOKE DETECTORS, SIGNS
   4. Do not cover any EXIT signs, light fixtures, air ducts/vents, smoke detectors, or any signs FOR ANY REASON inside of the facility.

I. Hanging Items from Ceiling and Ceiling Grid
   1. Never hang items from light fixtures, ceiling, ceiling grids, etc. OR anywhere inside Mendenhall Student Center and Wright Auditorium

J. Outside Contractors
   1. ECU staff who are responsible for an event inside of the facilities should be sure that all non-university individuals that have been contracted by the University to work at an event should be made aware of the standard operating procedures regarding decorations, egress, ingress, emergency exit routes, etc before the event begins.
   2. NOTE: Any damages that occur as a result of using items not approved the organization responsible and using the space will be charged for the parts and labor to repair of any damages.

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Relation to Others

These guidelines are in addition to, not an exemption from, all other campus guidelines and policies.
# Mendenhall Student Center Adverse Weather Checklist

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<th>September 16, 2016</th>
<th>Revision Date</th>
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<tbody>
<tr>
<td><strong>Description</strong></td>
<td>Mendenhall Student Center Adverse Weather Checklist</td>
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<tr>
<td><strong>Responsibility</strong></td>
<td>All Student Involvement and Leadership Staff</td>
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<tr>
<td><strong>Affected Areas</strong></td>
<td>All Student Involvement and Leadership Staff</td>
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<tr>
<td><strong>Procedure</strong></td>
<td>A. Phase 1: 3 days ahead</td>
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<tr>
<td></td>
<td>1. ALL-Check two way radios. Be sure they are all charged and working</td>
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<td></td>
<td>2. ALL-Check emergency supplies on hand and order as needed (black trash bags, flashlights, batteries, plastic bags, plastic containers, etc.)</td>
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<td>3. ALL-Make sure flashlights have fresh batteries (Welcome center, lab, production services, housekeeping, CTO, bowling, billiards, etc.)</td>
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<td>4. HK-Check Sandbag supply- order as needed. Go to pick up more sandbags if needed from ECU  Grounds. Call ahead to request</td>
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<td>5. HK-Gather large plastic containers to use to catch water leaks from ceilings above in all known areas to have leaks</td>
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<td></td>
<td>6. HK-Distribute black plastic trash bags to ALL staff to cover computer, printers and other electrical equipment</td>
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<td></td>
<td>7. PS-Secure bandshell (close and lock down) Move to safe and secure location</td>
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<td></td>
<td>8. HK-Secure outdoor patio tables, umbrellas, chairs and move to secure location</td>
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<td>9. AD/PS-Secure departmental vehicles and move away from low lying areas</td>
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<td></td>
<td>10. AD-Prepare bowling work room for leaks –sandbags and large containers</td>
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<td>11. ALL-Remove items from the floor to safe and secure location to prevent damage from water-ground floor areas</td>
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<td>12. ALL-Close windows and window blinds.</td>
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<td>13. ALL-Inform student employees</td>
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<td>14. AA- Update emergency phone tree as needed. Prepare/Post signs for entrance doors on main floor</td>
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<td></td>
<td>15. DO/AD-Email staff as needed about plastic bags, close windows &amp; blinds, remove items from floor other information, etc., as needed</td>
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</table>
B. Phase 2: 1 day ahead

1. HK-Secure outdoor patio tables, chairs, umbrellas and move to secure location
2. PS-Secure bandshell. Move to safe and secure location
3. HK-Distribute black plastic bags to staff to cover computer, printers and other electrical equipment
4. ALL-Close windows and window blinds.
5. ALL- Inform student employees
6. AA- Update emergency phone tree as needed
7. AD/PS-Secure departmental vehicles and move away from low lying areas
8. DO/AD- Email staff as needed about plastic bags, close windows & blinds being distributed to cover equipment and to remind them to remove items from floor, other information, etc., as needed
9. DO/AD – Contact/Email Buccaneer advisor and Director of Student Media to to prepare their offices in Mendenhall Student Center and WZMB – Cover books or move books and cover equipment away from back wall behind bookcases and desks in Buccaneer office and cover equipment, etc. in WZMB
10. DO/AD- Contact/Email Video East supervisor to prepare their office in Mendenhall Student Center – cover equipment or move equipment away from back wall

C. Phase 3: Follow these procedures before leaving work area and before leaving/closing facility:

1. HK-Before closing facility place sandbags: glass door entrance between social room/WZMB and at back door behind bowling
2. HK-Before closing facility place large plastic containers to catch water: Great Room 3 right corner coming in from hall door, NW lobby, AVC Rm 207, 244 stage etc.
3. ALL Staff-Cover computers, printers and other electrical equipment with plastic bags, close windows and window blinds, areas on ground floor remove all items away from the floor & know areas to leak to prevent damage from water, print emergency phone tree to take with you, unplug electrical equipment. Do not unplug computer or phone jack.
4. ALL-Monitor ECU emergency announcements- ECU Alert before leaving and while at home.

AD- Associate Director of Operations
DO- Director of Operations
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<tr>
<td>HK-Housekeeping</td>
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<tr>
<td>PS- Production services</td>
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<tr>
<td>AA-Administrative Assistant-Operations</td>
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<tr>
<td>ALL- All staff</td>
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D. When staff return to the facility after the adverse weather has ended:

1. Housekeeping staff, Associate Director of Operations, Director of Operations, Housekeeping supervisor - all who return to building - Inspect lobbies, offices, lounges, storage rooms, meeting rooms for leaks. Report findings on inspection report and send to Housekeeping supervisor and to the Director of Student Center Operations.

2. Housekeeping staff, Associate Director of Operations, Director of Operations, Housekeeping supervisor - all who return to building - check for leaks in Great Room 3, Social Room, Bowling workshop, NW lobby, Social Room lobby, 205, 207, 244 stage, billiards, 8D, 212, 255 carpet. Check all offices with window for leaks on floors and carpet. Dry out carpet with blowers. Do not leave blowers on after closing. Turn off blowers before facility closing time.

3. Housekeeping staff remove water saturated ceiling tiles

4. Housekeeping staff remove sandbags away from all doors. Take sandbags outside to dry out in the sun before returning to storage.

5. Administrative assistant for Student Center Operations, Housekeeping Supervisor or Associate Director of Operations will remove adjusted hours of operations signs at entrance doors.

E. The Student Center Operations office will submit facility work orders for any repairs and ceiling tile replacements needed.

Relation to Others

These guidelines are in addition to, not an exemption from, all other campus guidelines and policies.
# Fire Watch Requirements

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<table>
<thead>
<tr>
<th>Description</th>
<th>Fire Watch Requirements - Document Source: ECU Facilities</th>
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<tbody>
<tr>
<td>Responsibility</td>
<td>ECU Facilities and Staff assigned to fire watch</td>
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<tr>
<td>Affected Areas</td>
<td>Building Occupants</td>
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<tr>
<th>Procedure</th>
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<td>A. Where a required fire protection system (Fire Alarm or Automatic Sprinkler System) is out of service, Greenville Fire/Rescue (GFR) shall be notified, and the building shall be evacuated or an approved fire watch shall be provided for all parties left unprotected by the shutdown until the fire protection system has been returned to service.</td>
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<tr>
<td>B. Personnel serving as a fire watch have the following duties:</td>
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<tr>
<td>1. Conduct periodic patrols of the entire facility as specified.</td>
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<tr>
<td>2. Identify any fire, life or property hazards.</td>
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<tr>
<td>3. Notify the Fire Department if a fire is discovered by calling 9-1-1 with the exact address and type of emergency.</td>
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<tr>
<td>4. Notify occupants of the facility of the need to evacuate. If the sirens or public address function of the alarm system are still functional, use them to assist with evacuation of the building.</td>
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<tr>
<td>5. Determine at least one means of direct communication with the Fire Department. A telephone or radio is acceptable.</td>
<td></td>
</tr>
<tr>
<td>6. Maintain a log of fire watch activities.</td>
<td></td>
</tr>
<tr>
<td>7. Have knowledge of the location and use of fire protection equipment, such as fire extinguishers.</td>
<td></td>
</tr>
<tr>
<td>8. Fire watch personnel cannot have other duties besides their assigned fire watch.</td>
<td></td>
</tr>
<tr>
<td>C. Frequency of Inspections</td>
<td></td>
</tr>
<tr>
<td>D. Fire watch personnel should patrol the entire facility every 15 minutes in the following situations:</td>
<td></td>
</tr>
<tr>
<td>1. The facility has people sleeping.</td>
<td></td>
</tr>
<tr>
<td>2. The facility is an institutional occupancy.</td>
<td></td>
</tr>
<tr>
<td>3. The facility is an occupied assembly occupancy</td>
<td></td>
</tr>
<tr>
<td>E. Facilities that do not meet the requirements for a 15-minute patrol frequency should have a fire watch patrol every 30 minutes.</td>
<td></td>
</tr>
<tr>
<td>F. Record Keeping</td>
<td></td>
</tr>
<tr>
<td>Reference Number</td>
<td>Approved Date</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>A-004</td>
<td>July 20, 2016</td>
</tr>
</tbody>
</table>

G. A fire watch log should be maintained at the facility. The log must be available at all times during the fire watch.

H. The log should show the following:

1. Address of the facility.
2. Times that the patrol has completed each tour of the facility.
3. Name of the person conducting the fire watch.
4. Record of communication(s) to the Fire Department and monitoring company.
5. Record of other information as directed by Fire Department personnel.

Relation to Others

These guidelines are in addition to, not an exemption from, all other campus guidelines and policies.
# Key Request/Return and Lost Key

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Approved Date</th>
<th>Revision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-005</td>
<td>July 20, 2016</td>
<td>July 20, 2016</td>
</tr>
</tbody>
</table>

**Description**

Key Request/Return and Lost Key

**Responsibility**

Operations, ECU Facilities

**Affected Areas**

All SIL Staff

**Procedure**

A. Steps for Requesting a Key/Keys:

1. Department supervisor of current or new employee requesting a key/keys:
   a. Go to the General Access Share
   b. Print the Key Request Form

2. Supervisor/Employee will fill out the necessary information on the form and submit to the Operations office when completed.
   a. Check: staff, student or GA
   b. Your full name
   c. ECU Banner ID
   d. Job Title
   e. Keys requesting
   f. Employee Signature
   g. Supervisor's Signature & Phone Number

   (form located on the General Access Share file under Information for Keys & Driver Verification & MSC Building Information share file)

3. Operations Office will type the Key Request/Key Agreement Forms

4. Operations Office will return forms to the department supervisor for them to obtain the following:
   a. Employee’s signature
   b. Their (the supervisor’s) signature
   c. Return to Operations Office
   d. You will be notified when key is ready to be picked up via email

B. Steps for Returning a Key/Keys:

1. Supervisor of original requestor returning a key will email:
   a. Employee’s full name (original requestor)
   b. Key numbers of the Key/Keys that will be returned.

C. Last day of employment or last day using that office for original requestor.
<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Approved Date</th>
<th>Revision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-005</td>
<td>July 20, 2016</td>
<td>July 20, 2016</td>
</tr>
</tbody>
</table>

1. Original requestor will return Key/keys to the Assistant to Director of Student Center Operations before graduating or leaving the University.
2. Operations Office will have employee sign Key Return Form upon the return of his key/keys.
3. Operations Office will have the Key Return Form signed by the following:
   a. Supervisor
   b. Director of Student Center Operations

D. Department supervisors: If you have a student employee/employees that will be graduating this semester or will no longer be working with your department after this semester, begin to start making arrangements with your student employee/employees to meet with the Operations office to turn in their key/keys and sign a Key Return Form. Before their last day of employment/graduation date/leaving the University.

E. Keys should be returned on or before last day of employment or when relocating to a new office or building location. Please return keys to Student Center Operations.

F. Please do not pass your keys to another student or employee when you no longer need them. All keys must be issued by and returned to Student Center Operations office.

For Student Employees:

1. Student Employees SPRING: Operations office will send out emails to the Director of each department.
2. Student Employees FALL: Operations office will send out email reminders to the Director of each department.

G. A change in ownership of any keys should be approved by department supervisors.

H. Supervisor will be responsible for getting keys turned into the Operations office before student leaves the University.

I. When a student or employee leave the University, please do not pass the key/keys to the next new employee without going through the key request procedures first.

J. Steps for Lost Key/Keys

1. Report lost key/keys to your supervisor immediately.
2. Requestor and their supervisor will need to report lost key/keys to the Operations Office immediately (by phone and email).
3. Original requestor will need to fill out a Lost Key Form from the General Access Share or you may pick up form from the Operations office.
   a. Employee’s signature
   b. Supervisor’s signature
   c. Return to Operations office
4. Follow Key Re-Issue Procedures if you need to replace the key.
<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Approved Date</th>
<th>Revision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-005</td>
<td>July 20, 2016</td>
<td>July 20, 2016</td>
</tr>
</tbody>
</table>

Relation to Others

These guidelines are in addition to, not an exemption from, all other campus guidelines and policies.
## State Inspection Guideline-Storage Rooms

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Approved Date</th>
<th>Revision Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>State Inspection Guideline-Storage Rooms</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Student Involvement and Leadership Staff</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Affected Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Student Involvement and Leadership Staff</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Some sanitation Inspection Guidelines regarding storage area/rooms</td>
</tr>
<tr>
<td>1. Do not store supplies on the floor</td>
</tr>
<tr>
<td>2. Shelving used to store supplies must have 12 inches clearance under the bottom shelf to allow for cleaning and pest control treatment</td>
</tr>
<tr>
<td>3. Shelving that does not allow for clearance must be sealed to floor by cove molding</td>
</tr>
<tr>
<td>4. Flammable chemicals must be stored in a flammable liquids cabinet</td>
</tr>
<tr>
<td>5. All other chemical must be stored according to compatibility</td>
</tr>
<tr>
<td>6. All supplies must be stored in a neat and orderly fashion to reduce fire loading</td>
</tr>
<tr>
<td>7. There must be 24 inches clearance between stored materials and ceiling</td>
</tr>
<tr>
<td>8. Dispose of unwanted materials to reduce storage space needs and to reduce fire loading</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Some locations that should be checked (but not limited to...every area may not be listed) –</td>
</tr>
<tr>
<td>1. All Restrooms in Mendenhall Student Center (includes backstage Hendrix theatre, 008, 009, 245A, 245B and check to be sure no storage are in these restrooms and in Wright Auditorium.)</td>
</tr>
<tr>
<td>2. All Housekeeping storage rooms and closets</td>
</tr>
<tr>
<td>3. Storage rooms in/near all meeting rooms that stores furniture and equipment</td>
</tr>
<tr>
<td>4. Student Activities Office storage room on main floor and second floor near elevator and near meeting room 247 (please be sure not paint or other flammable chemicals are stored in proper cabinet)</td>
</tr>
<tr>
<td>5. Mendenhall Student Center Bowling work room behind lanes</td>
</tr>
<tr>
<td>6. Mendenhall Student Center Area behind bowling lanes</td>
</tr>
<tr>
<td>7. Storage rooms behind Mendenhall Student Center birthday party room</td>
</tr>
<tr>
<td>8. Areas behind stage curtains in Wright Auditorium, Hendrix Theatre and Room 244</td>
</tr>
<tr>
<td>9. Storage and work rooms backstage Hendrix, in Mendenhall Student Center and Wright Auditorium</td>
</tr>
</tbody>
</table>
| Reference Number | Approved Date | Revision Date | 10. Storage room, Mendenhall Student Center 244 backstage  
11. Room 16T  
12. Financial Affairs storage room across from 205 and in Great Room 1  
13. Welcome Center – two storage rooms, behind Welcome Center  
14. Wright Auditorium- behind stage curtains, work room/areas on both side stages, projection booth balcony level, storage / work room beside main office, all stairwells clear of storage and clear storage in the areas outside of elevator on each floor level if any  
15. Storage room inside Mendenhall Student Center 109  
Relation to Others | These guidelines are in addition to, not an exemption from, all other campus guidelines and policies. | July 20, 2016 | July 20, 2016 |
Scheduled Inspections and Staff Training

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Approved Date</th>
<th>Revision Date</th>
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</thead>
<tbody>
<tr>
<td>A-007</td>
<td>July 20, 2016</td>
<td>July 20, 2016</td>
</tr>
</tbody>
</table>

**Description**
Scheduled Inspections and Staff Training

**Responsibility**
Student Center Operations

**Affected Areas**
All Student Involvement and Leadership Staff

**Procedure**

A. Inspections

1. ECU Facilities meets quarterly with the Student Center Operations Director to inspect Mendenhall Student Center and Wright Auditorium. Any concerns found, if any, during the inspection are addressed as needed.

2. ECU Facilities, NC Department of Insurance and NC Sanitation inspectors meet with the Student Center Operations Director annually to inspect Mendenhall Student Center and Wright Auditorium. Any concerns found, if any, during the inspection are addressed as needed.

3. The Handicap lifts in bowling and Wright Auditorium are inspected annually by the NC inspector.

4. The scissorlift at Wright Auditorium is inspected annually. The vendor has to be contacted to schedule the appointment. There is a charge for this service.

5. Starting late 2016, ECU Facilities will schedule the curtain hanging systems and all electricals located above the stages in the Wright Auditorium and Hendrix Theatre to be inspected annually.

6. The clothes dryer in bowling is inspected and vents and pipes cleaned annually. Contact Ductz of Greenville 355-7779 or 910-470-7884 / Robert Quigley

7. ECU Life safety inspects the fire alarm system regularly

B. Training

1. Training library for on line training for various safety related training subjects

http://lni.wa.gov/safety/trainingprevention/online/default.asp

C. Annual Training
<table>
<thead>
<tr>
<th>Reference Number</th>
<th>A-007</th>
<th>Approved Date</th>
<th>July 20, 2016</th>
<th>Revision Date</th>
<th>July 20, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Blood Borne Pathogen (BBP) – All Housekeeping staff including the supervisor of Housekeeping are all required to take the BBP training annually conducted by ECU Prospective Health Department.</td>
<td></td>
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<tr>
<td>2. All student staff are trained by the full time production staff on how to use the scissorslift. As new students are hired they are trained at the time they start to work.</td>
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<tr>
<td>3. Every 3 years the full time professional production services staff are required to be certified to operate the scissorslift and they are given a certificate by the trainer that they can keep to prove they have the certification. Gregory Poole comes on site to train and certify the staff.</td>
<td></td>
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<tr>
<td>4. All full time professional and student staff are required to be trained on how to use the safety harnesses. ECU Environmental Health and Safety trains the staff.</td>
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<tr>
<td>5. The administrative assistant in Student Center Operations attends the annual ECU Financial Services workshop.</td>
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</tr>
<tr>
<td>6. All housekeeping and all production staff (full time professionals and student staff) who work in Production services and housekeeping are required to review the ladder safety training at <a href="http://lni.wa.gov/safety/trainingprevention/online/default.asp">http://lni.wa.gov/safety/trainingprevention/online/default.asp</a></td>
<td></td>
<td></td>
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<tr>
<td>7. The Associate Director of Operations conducts annual student staff training for all students employees who work in the Student Involvement and Leadership department.</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Monthly</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. ECU Environmental Health and Safety provides monthly training on various topics that the housekeeping and production services staff may attend. The housekeeping supervisor attends this meeting and shares the information with the housekeeping staff at their regular staff meetings.</td>
<td></td>
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</tr>
<tr>
<td>Relation to Others</td>
<td>These guidelines are in addition to, not an exemption from, all other campus guidelines and policies.</td>
<td></td>
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</tr>
</tbody>
</table>
# Emergency Evacuation Plan Routes

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Approved Date</th>
<th>Revision Date</th>
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</thead>
<tbody>
<tr>
<td>A-008</td>
<td>August 8, 2016</td>
<td>August 8, 2016</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>Emergency Evacuation Plan Routes</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Involvement and Leadership</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Affected Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Involvement and Leadership</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>See the pages to follow</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Relation to Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>These guidelines are in addition to, not an exemption from, all other campus guidelines and policies.</td>
</tr>
</tbody>
</table>
Mendenhall Student Center

Emergency Evacuation
August 8, 2017

East Carolina University
Outside Meeting Locations

- **Southeast exit door**: Located near elevator A and the loading dock. During the construction of the new student center after you exit this door turn left behind the construction gate and left again onto the sidewalk between Mendenhall and Joyner Library and keep straight through the next gate you see and continue to walk until you reach the sidewalk and shaded tree area located beside Erwin Building. You will see a sign directing PEDESTRIAN TRAFFIC staked near the construction gate towards your left when you leave through the southeast exit door.

- **Southwest exit door**: Located on the raised patio side of Mendenhall and going towards the SRC outdoor pool. Continue to walk and meet on the sidewalk beside the SRC outdoor pool.

- **Meet at sidewalk beside SRC outdoor pool**: Continue to walk and meet beside Greene Residence Hall.

- **Northwest exit door**: Located on the ATM side of the building. Continue to walk and meet beside Greene Residence Hall (during construction).

- **Meet beside Greene Residence Hall**: Located near D360 on main floor and on ground floor near social room. Continue to walk until you reach the outside area beside the Ledonia Wright Cultural Center/Bloxton House.

> EVERYONE inside the facility will meet at their assigned outside meeting location after exiting the building.
> CONTACTS: Keep your two way radio charged and take it with you when you leave the building during an evacuation if you have access to it.
> STAY at least 100 feet away from the building at your outside meeting location until the emergency personnel (i.e., Greenville Fire & Rescue, Police, ECU Health and Safety) has given the ALL CLEAR to return to the building.
> CONTACTS will have a two way radio they will use to communicate with the Director of Operations & other staff when they are at their outside meeting location.

When the contacts arrive at meeting location they will call using the two way radio and confirm with the Director of Operations.

> CONTACTS will keep people at the meeting location until given the ALL CLEAR to return to the building after approval from emergency personnel.
<table>
<thead>
<tr>
<th>Exit Door location</th>
<th>Where is my outside meeting location?</th>
<th>Contacts</th>
</tr>
</thead>
</table>
| Southeast exit door | The sidewalk and shaded tree area located beside Erwin Building | Hank Bowen  
Swindell Taft |

Student Government Association students and staff  
D360 staff  
Kitchen staff  
Vending area on ground floor  
Catering office staff  
Operations offices 236,237,238  
Operations Storage room 240  
Meeting rooms 233,234,241,242,243,244  
Restrooms 240,241  
Meeting room 221  
Housekeeping  
Offices 123,124,125  
Housekeeping
<table>
<thead>
<tr>
<th>Exit Door location</th>
<th>Where is my outside meeting location?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southwest exit door -</td>
<td>Sidewalk beside the SRC outdoor pool</td>
</tr>
</tbody>
</table>

Student Activities and organizations staff
2nd floor art Gallery Lounge
Meeting rooms 247,248
Restrooms 245A,245B (near 244)
Hendrix balcony level on Southwest side exit
Main lobby
Hendrix Theatre balcony
Production services staff
Restrooms 12/13
Meeting rooms 14,15
Central Reservations staff offices 16/18
Housekeeping

Contacts
Chris Cooper
Liz Corey
<table>
<thead>
<tr>
<th>Exit Door location</th>
<th>Where is my outside meeting location?</th>
<th>Contacts</th>
</tr>
</thead>
</table>
| Northeast exit door| Beside the Erwin building in the sidewalk and shade tree area | Shonda Clemons-Gray  
Natoya Worrell |

- Housekeeping supervisor (8C)  
- Housekeeping staff  
- Housekeeping breakroom (8F)  
- Restrooms 22,23  
- Campus TV 31 staff (8E)  
- Social Room  
- WZMB  
- Restrooms 002,003,008,009  
- Greek Life staff 239,222A,222,224,224A  
- Greek Life storage room 220  
- Contract specialist 218/219  
- Student Affairs Marketing 255-264  
- AVC Student Affairs 255-264  
- Restrooms 319,331 beside Great Rooms  
- Trustee suite 254  
- Great rooms 1,2,3  
- Java City staff  
- Billiards staff
Mendenhall Student Center
Emergency Exit Evacuation Routes

Exit Door location                        Where is my outside meeting location?                        Contacts

Northwest exit door                      Meet outside beside Greene Residence Hall (during construction)
Restrooms 216/217
Office of Student Transitions Suite 210 and 214
Assessment Office (214 A)
Meeting Room 212
Volunteer and Service Learning Suite 109
SAO office 114 near welcome center
SAO offices 154A and 154B
Cynthia's Lounge
Restrooms 102/103
Bowling Center and bowling party room/storage area
Central Reservations offices-suite
Computer lab
Assessment offices 23/23A
Recreations coordinator 7
Hendrix Balcony
Central Ticket office
Hendrix Theatre
Projection Booth - Hendrix Theatre balcony level
Associate Vice Chancellor of Student Involvement & Leadership offices 207 and 207A
Finance and Administration offices 203, 204, 205, 206
Welcome Center staff
Housekeeping

Beth Bengala
Chris Chappell
Dena Olo
Jennifer Britt Harrell
Fire Safety and Evacuation Plan
EAST CAROLINA UNIVERSITY

Building Specific Information – General

**It is ECU Policy to immediately evacuate the building during a fire alarm.**

<table>
<thead>
<tr>
<th>Building</th>
<th>Mendenhall Student Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name</td>
<td>Student Involvement and Leadership</td>
</tr>
<tr>
<td>Safety Representative</td>
<td>Melanie A. Bunch</td>
</tr>
<tr>
<td>(name/phone #)</td>
<td>328-2636 or 328-4755</td>
</tr>
<tr>
<td>Alternate Safety Representative</td>
<td>Audra Thomas 744-1058, Shonda Clemons-Gray</td>
</tr>
<tr>
<td>(name/phone #)</td>
<td>328-4737</td>
</tr>
</tbody>
</table>

Does building have a fire alarm system? Yes X No

If no, please describe notification method:

Alternate notification method (all buildings must have an alternate notification method, including those with fire alarm systems): Verbal warnings - calling out, two way radio announcements, Welcome Center PA system announcements

Evacuation Assembly Points:
When the alarm sounds, all occupants within the building must evacuate and report to an assigned evacuation assembly point. Assembly points should be away from traffic and parking lots and at least 100 feet from the building.

| Primary Assembly Point:                      | North of Mendenhall (front of LWCC/Erwin) |
| Secondary Assembly Point:                    | Northwest corner / front of Joyner Library (facing Old Cafeteria) |

How will faculty, staff, and students be accounted for at the assembly point? Each assembly point location has a designated safety representative. Each person has a designated assembly point location and should report to that representative for that particular area.

Areas of Rescue Assistance
Upon activation of the fire alarm, individuals who may require assistance during a building evacuation will immediately go to the building's designated Area of Rescue Assistance. Greenville Fire & Rescue personnel will remove these individuals from the building as necessary.
Fire Safety and Evacuation Plan

to ensure their safety when there is a confirmed fire. The following areas are identified as “Areas of Rescue Assistance.”

<table>
<thead>
<tr>
<th>Floor #</th>
<th>Area of Rescue Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 2, 3</td>
<td>South and North stairwells</td>
</tr>
</tbody>
</table>

Building Specific Hazards (stoves, chemical storage, etc.)

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Location (room #)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaning chemicals</td>
<td>Bowling storage room</td>
</tr>
<tr>
<td>Cleaning chemicals</td>
<td>Housekeeping Storage 5</td>
</tr>
</tbody>
</table>

Employee Responsibilities & Procedures

All ECU employees and students are expected to assist with and encourage complete building evacuation each time the fire alarm is activated. At no time however, is any member of the University community required or expected to place themselves in a position that will compromise his or her safety. If fire or smoke conditions are encountered, you MUST leave the building immediately.

Employee Responsibilities & Procedures (Describe):

(Examples include secure any experiments or any hazards under your control, closing doors to contain smoke & fire, evacuation of patients/visitors, etc.)

**Hendrix Ushers**
- Station themselves along their designated means of egress and direct patrons in the proper direction
- Direct/assist disabled patrons to areas of refuge
- Make sure that once out of the building that patrons head to the proper evacuation point away from the building and Fire Rescue Personnel
- Once they are sure that all Patrons and Performers have cleared the Auditorium they will inform the Manager by meeting him at the designated location and get away from the building

**Student Technician/Projectionist**
The technician on duty in Hendrix Theatre will terminate the film or event immediately and turn the lights on. People nearest the exit by the stage should exit that door, and people near the rear of the theatre should exit by the lobby doors.

**Night Manager & Housekeeping Team Leader**
The Night Manager & Housekeeping Team Leader will vacate the main floor. This staff person will be in communication with Emergency Personnel. The Night Manager & Housekeeping Team Leader will do a radio check with the MSC Facility Assistant and the Recreation’s Facility Assistant as well as report when the building is safe for entrance by the command: **All Clear, you may re-enter the facility.**

**Weekend Student Manager/MSC Facility Assistant/Recreation Facility Assistant**
The MSC Facility Assistant or Weekend Student Manager (whomever is on duty) will vacate the top floor, checking each restroom, office area, and meeting room, and direct people to the nearest exit. The Recreation Facility Assistant will vacate the ground floor, checking each restroom, office area, and meeting room and direct people to the nearest exit.
If there is a handicapped person in any of these areas, please direct the person(s) to the nearest designated area of refuge. Inform the person that you will send trained personnel to assist him/her down the stairs. Please notify fire personnel of the location that assistance is needed to remove the handicapped person.

**Area Responsibilities**

When an alarm is activated, please go to your assigned area immediately (if it is safe to do so) and assure that it is evacuated. All area cash registers should be locked, and the attendant should take the cash register key. If there are doors in your area, please be sure to close them. If there is a fire, the closed doors will help to prevent or slow down the spread of fire. Once you have completed these tasks, leave the building immediately. Please use the nearest exit UNLESS you have been assigned a particular exit. Proceed to the designated meeting location outside the building and report to the Department Safety Representative. The Department Safety Representative will serve as the contact for Emergency Response personnel.

Plan Completed By (Name & Date):    Melanie A. Bunch    (August 3, 2017)
Fire Safety and Evacuation Plan

Additional Evacuation Information

RACE Method of Evacuation:

R Remove all persons in danger.
A Always dial 911 and pull the alarm.
C Contain the fire by closing windows and doors.
E Evacuate.

If fire alarm system is activated or you detect fire or smoke:

- Immediately evacuate the building using the nearest available exit. Do not attempt to fight a fire unless you have received the appropriate training.
- Know an alternate exit route in case the primary exit is blocked. Do not use elevators. Feel doors before opening them. If they are hot, do not open them. Close doors as you exit. If possible, secure any experiments or any hazards under your control. If you get caught in smoke, get down and crawl, as cleaner, cooler air will be near the floor.
- Sound the alarm as you leave the building by activating a pull station.
- Call 911 from a safe location outside the building. Provide emergency personnel with specific information including your name, location of the incident, and nature of the emergency.
- Assemble at designated location and account for all personnel. No one should leave area unless they are accounted for and the department safety representative or other response personnel know that they are leaving.
- Provide information to safety representative regarding missing and/or disabled persons. They will in turn provide information to the emergency personnel.

Evacuation Procedure for Disabled Occupants:

- An area of refuge is an area adequately separated from the rest of the building by fire resisting construction, i.e. stairwell.
- Persons with mobility impairments should go to the nearest approved stairwell or area of refuge and wait for emergency personnel; this area will receive attention first. Fire doors must remain closed to protect from smoke and fire. Be sure to wait in an area that will not impede the egress of other occupants.

If unable to go to the stairwell due to smoke, fire, or otherwise, occupants should stay in their room/office and follow the steps below.

If unable to exit:

- Keep doors closed.
- Seal cracks and vents with towels or sheets (wet if possible) to prevent smoke from entering the room.
- Signal for help by hanging an object out of the window, such as a towel or jacket, to attract attention.

If possible, call 911 to report the emergency, being sure to give your name, building, and specific location inside the building.
Fire Safety and Evacuation Plan
EAST CAROLINA UNIVERSITY

Building Specific Information – General

**It is ECU Policy to immediately evacuate the building during a fire alarm.**

<table>
<thead>
<tr>
<th>Building &amp; Room #</th>
<th>Wright Auditorium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name</td>
<td>Student Involvement and Leadership</td>
</tr>
<tr>
<td>Safety Representative (name/phone #)</td>
<td>Melanie A. Bunch 328-4755</td>
</tr>
<tr>
<td>Alternate Safety Representative (name/phone #)</td>
<td>Audra Thomas (744-1058), James Palmer 328-4749 or 328-6269, Donny McCray 328-4749 or 328-6269, Adam Neal, 328-6269</td>
</tr>
</tbody>
</table>

Does building have a fire alarm system? | Yes X | No |

If no, please describe notification method:

Alternate notification method (all buildings must have an alternate notification method, including those with fire alarm systems): Verbal warnings-calling out, two way radio announcements

Evacuation Assembly Points:
When the alarm sounds, all occupants within the building must evacuate and report to an assigned evacuation assembly point. Assembly points should be away from traffic and parking lots and at least 100 feet from the building.

<table>
<thead>
<tr>
<th>Primary Assembly Point:</th>
<th>On the Trustees Fountain Plaza area on the side that borders Founder's Drive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary Assembly Point:</td>
<td>Parking lot in front of McGinnis Theatre</td>
</tr>
</tbody>
</table>

How will faculty, staff, and students be accounted for at the assembly point? Each assembly point location has a designated safety representative. Each person has a designated assembly point location and should report to that representative for that particular area.

Areas of Rescue Assistance
Upon activation of the fire alarm, individuals who may require assistance during a building evacuation will immediately go to the building’s designated Area of Rescue Assistance. An Area of Rescue assistance is a “safe” location where individuals can wait until rescue personnel
Fire Safety and Evacuation Plan

EAST CAROLINA UNIVERSITY

arrive. Greenville Fire & Rescue personnel will remove these individuals from the building as necessary to ensure their safety when there is a confirmed fire. The following areas are identified as “Areas of Rescue Assistance.” (Typical Areas of Rescue Assistance are enclosed fire rated stairwells.)

<table>
<thead>
<tr>
<th>Floor #</th>
<th>Area of Rescue Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditorium</td>
<td>Northeast Stairwell</td>
</tr>
<tr>
<td>Auditorium</td>
<td>Southeast Exterior Stairs</td>
</tr>
</tbody>
</table>

Building Specific Hazards (stoves, chemical storage, etc.)

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Location (room #)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Employee Responsibilities & Procedures

All ECU employees and students are expected to assist with and encourage complete building evacuation each time the fire alarm is activated. At no time however, is any member of the University community required or expected to place themselves in a position that will compromise his or her safety. If fire or smoke conditions are encountered, you MUST leave the building immediately.

Employee Responsibilities & Procedures (Describe):

Faculty/Staff Responsibilities:
- Faculty/Staff are responsible for informing students of proper evacuation routes and a designated assembly area at start of the semester and at time of evacuation.
- Faculty/Staff should be the last to leave the classroom/laboratory during an evacuation, making sure all students exit properly and to the designated assembly area.
- It is the responsibility of faculty/staff to account for his/her students at the designated meeting area and inform department safety representative (or emergency personnel if you are in a different building) of anyone that is unaccounted for.
Patron Evacuation

USHERS

Orchestra Level House Right: Usher will assist/instruct patrons out and down the outside stair case leading to the plaza level and onto the Trustees Fountain Plaza located in front of the Auditorium outside.

Orchestra Level Center: Usher will escort Patrons in the direction of the lobby utilizing the farthest stairs located to the left and right nearest the restrooms to the outside doors to meet at the Trustees Fountain Plaza located in front of the Auditorium outside.

Orchestra Level Right: Usher will guide Patrons to lower house left emergency exit, down stairs, outside, across Beckwith and meet at the parking lot in front of McGinnis Theatre.

Balcony Level House Right: Usher will instruct Patrons to evacuate through the exit that leads to the Counseling Center Hallway and Emergency Exit which leads to Plaza Level. Then onto the Trustees Fountain Plaza.

Balcony Level Center: Patrons will be instructed by Usher to evacuate utilizing the stairs which lead to the lobby and out the front door then to the Trustees Fountain Plaza.

Balcony Level Left: Will follow the same path as the Balcony Center, but from the stairs located on that side of the house.

House Manager and or Production Services Coordinator: will confirm Patrons and Ushers have been removed from the building and inform proper authorities of any handicapped individuals that may be secluded in the approved fire stairwell located on house left.

Plan Completed By (Name & Date): Melanie A. Bunch (August 3, 2017) 2016)
Additional Evacuation Information

RACE Method of Evacuation:
- **R** Remove all persons in danger.
- **A** Always dial 911 and pull the alarm.
- **C** Contain the fire by closing windows and doors.
- **E** Evacuate.

If fire alarm system is activated or you detect fire or smoke:
- Immediately evacuate the building using the nearest available exit. Do not attempt to fight a fire unless you have received the appropriate training.
- Know an alternate exit route in case the primary exit is blocked. Do not use elevators. Feel doors before opening them. If they are hot, do not open them. Close doors as you exit. If possible, secure any experiments or any hazards under your control. If you get caught in smoke, get down and crawl, as cleaner, cooler air will be near the floor.
- Sound the alarm as you leave the building by activating a pull station.
- Call 911 from a safe location outside the building. Provide emergency personnel with specific information including your name, location of the incident, and nature of the emergency.
- Assemble at designated location and account for all personnel. No one should leave area unless they are accounted for and the department safety representative or other response personnel know that they are leaving.
- Provide information to safety representative regarding missing and/or disabled persons. They will in turn provide information to the emergency personnel.

Evacuation Procedure for Disabled Occupants:
- An area of refuge is an area adequately separated from the rest of the building by fire resisting construction, i.e. stairwell.
- Persons with mobility impairments should go to the nearest approved stairwell or area of refuge and wait for emergency personnel; this area will receive attention first. Fire doors must remain closed to protect from smoke and fire. Be sure to wait in an area that will not impede the egress of other occupants.

If unable to go to the stairwell due to smoke, fire, or otherwise, occupants should stay in their room/office and follow the steps below.

If unable to exit:
- Keep doors closed.
- Seal cracks and vents with towels or sheets (wet if possible) to prevent smoke from entering the room.
- Signal for help by hanging an object out of the window, such as a towel or jacket, to attract attention.

If possible, call 911 to report the emergency, being sure to give your name, building, and specific location inside the building.
Building Specific Information –

This plan serves to provide individual departments with information on what to do when there is a life-threatening, hostile or hazardous situation or threat on campus. Situations that may require shelter-in-place protective actions may include natural disasters, chemical release, train derailment, large building fire, hostage situation, shooter on campus, bomb threat etc.

<table>
<thead>
<tr>
<th>Building &amp; Room #s</th>
<th>Mendenhall Student Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name</td>
<td>Student Involvement and Leadership</td>
</tr>
<tr>
<td>Department Head (name/phone #)</td>
<td>Erik Kneubuehl 328-4702</td>
</tr>
<tr>
<td>Safety Representative (name/phone #)</td>
<td>Melanie A. Bunch 328-2636</td>
</tr>
</tbody>
</table>
| Safe Building Captain (name/phone #) | Melanie A. Bunch 328-2636  
Audra Thomas 328-5663 
Shonda Clemons 328-4737 |
| Plan Revision Date | May 24, 2016 |

<table>
<thead>
<tr>
<th>Can the building exterior be locked remotely by OneCard?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>(SE, SW main fl., East back door 2nd fl. By rm #259, east door ground fl. by Social Room/WZMB)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If not, who can lock exterior doors when safe to do so?

All other doors will be secured by the MSC Housekeeping staff

<table>
<thead>
<tr>
<th>How many exterior doors in the building?</th>
<th>24</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Can the interior doors be locked?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>
If so, how (latch or keys)? If key is required, who has keys?
Keys
Housekeeping staff

Which rooms can be locked from inside?
Majority of meeting room and office doors have key entry locks on outside and push button lock on sides of doors (side lock mechanism/flip locks).

If the situation allows, individuals should gather in one of the following “safer” rooms ("Safer" rooms are interior rooms without windows or hazardous chemicals/equipment and can be locked from inside.):

Hendrix Theater

Emergency Notification Methods
- Outdoor Speakers
- ECU Alerts (pop-up, email, ECU homepage - www.ecu.edu/alert)
- Speaker phones
- Video boards

Immediately notify ECU Police of any potential, imminent, or present threat.
- 911 from any campus phone
- 328-6787 Main Campus
- 744-2246 Health Sciences Campus
Immediately follow any directions provided through emergency notification methods.
Wright Auditorium

**Building Specific Information –**

This plan serves to provide individual departments with information on what to do when there is a life-threatening, hostile or hazardous situation or threat on campus. Situations that may require shelter-in-place protective actions may include natural disasters, chemical release, train derailment, large building fire, hostage situation, shooter on campus, bomb threat etc.

<table>
<thead>
<tr>
<th>Building &amp; Room #s</th>
<th>Wright Auditorium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name</td>
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<tr>
<td>Department Head (name/phone #)</td>
<td>Erik Kneubuehl 328-4702</td>
</tr>
<tr>
<td>Safety Representative (name/phone #)</td>
<td>Melanie A. Bunch (328-2636 or 328-4755) and Audra Thomas 328-5663 or 328-4700</td>
</tr>
<tr>
<td>Safe Building Captain (name/phone #)</td>
<td>James Palmer (328-6269/328-4749), Donny McCray 328-6269/328-4749, Adam Neal, 328-6269</td>
</tr>
<tr>
<td>Plan Revision Date</td>
<td>May 24, 2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Can the building exterior be locked remotely by OneCard?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If not, who can lock exterior doors when safe to do so?

James Palmer and University housekeeping staff

<table>
<thead>
<tr>
<th>How many exterior doors in the building?</th>
<th>16 (Auditorium has front door and 2 side door exits)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Can the interior doors be locked?</th>
<th>Yes (a few)</th>
<th>No</th>
</tr>
</thead>
</table>
If so, how (latch or keys)? If key is required, who has keys?

James Palmer, Audra Thomas, Donny McCray, Adam Neal, and University Housekeeping staff

Which rooms can be locked from inside?
Sound Closet
Electrical Closet
Green Room
Dressing Room #1
Dressing Room #2
Men’s Chorus Dressing Room
212A

If the situation allows, individuals should gather in one of the following “safer” rooms (“Safer” rooms are interior rooms without windows or hazardous chemicals/equipment and can be locked from inside.):

Auditorium

Emergency Notification Methods
- Outdoor Speakers
- ECU Alerts (pop-up, email, ECU homepage - www.ecu.edu/alert)
- Speaker phones
- Video boards

Immediately notify ECU Police of any potential, imminent, or present threat.
- 911 from any campus phone
Immediately follow any directions provided through emergency notification methods.

The procedures on the following page are general guidelines as all situations will be unique and may require different procedures.

<table>
<thead>
<tr>
<th>Same Room as Threat</th>
<th>Threat is in Your Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>- There is no set procedure for this situation use common sense.</td>
<td>- Remain Calm</td>
</tr>
<tr>
<td>- Remain Calm</td>
<td>- Notify others in your department as safe to do so.</td>
</tr>
<tr>
<td>- If you have a clear path to an exit – run in a zigzag pattern and get out of the</td>
<td>- Get out of the corridor.</td>
</tr>
<tr>
<td>line of sight of the threat as quickly as possible.</td>
<td>- Secure yourself in nearest room with a door. Lock and/or block door with furniture.</td>
</tr>
<tr>
<td>- Hide behind/under large sturdy objects. (i.e. heavy desks, filing cabinets,</td>
<td>- Turn off lights.</td>
</tr>
<tr>
<td>concrete walls, etc.)</td>
<td>- Close windows, pull shades, or close blinds.</td>
</tr>
<tr>
<td>- Do not confront the threat.</td>
<td>- Cover window pane in door if applicable.</td>
</tr>
<tr>
<td>- Attempting to overcome the threat is a last resort and should only be considered</td>
<td>- Hide under a desk.</td>
</tr>
<tr>
<td>in extreme circumstances.</td>
<td>- Spread out in the room.</td>
</tr>
<tr>
<td>- Do not approach police officers when they arrive – let them see your hands.</td>
<td>- Turn cell phones and any other electronic device to silent mode.</td>
</tr>
<tr>
<td>- If the threat leaves your location, secure your area or try to go to a “safer”</td>
<td>- Stay quiet.</td>
</tr>
<tr>
<td>room.</td>
<td>- Remain in place until “All Clear” has been given by ECU Police.</td>
</tr>
<tr>
<td>- While escaping, keep your hands over your head so that you are not mistaken for</td>
<td></td>
</tr>
<tr>
<td>the shooter.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Threat is in Another Building</th>
<th>Threat is Outside</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Remain Calm</td>
<td>- Remain Calm</td>
</tr>
</tbody>
</table>
Please contact the ECU Police Department to schedule training in critical incident response. For example, hostile intruders, active shooters, bomb threats, etc.
# Facility and ITCS Work Orders

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Approved Date</th>
<th>Revision Date</th>
</tr>
</thead>
</table>

**Description**
Facility and ITCS Work Orders

**Responsibility**
Student Center Operations

**Affected Areas**
All Student Involvement and Leadership (Mendenhall Student Center, Wright Auditorium, and Student Involvement and Leadership offices located in Brewster and Old Cafeteria buildings)

**Procedure**
A. Submit in writing via email all work order requests related to facilities and ITCS to the Student Center Operations Director.

1. Facility work orders include: Facility projects, plumbing, electrical, carpentry, life safety, heating and air conditioning, elevator, automotive, locksmith, grounds, recycling, roofing, steam, pest control, moving services, masonry

2. ITCS work orders are related to computer, telephone and data ports

B. Include in the written (email) work order request:

1. Requestor name

2. Requestor Department name

3. Description of the request (include detail work request description, room and floor level numbers, building name, computer model and inventory tag number (white tag with SIL #) and port number – if relates to a computer request. For facility work orders please include a detail description of the location and identify what the issue is near (a nearby room number is helpful). As much detailed information you can provide is always helpful.

**Relation to Others**
These guidelines are in addition to, not an exemption from, all other campus guidelines and policies.
### No Smoking Policy

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Approved Date</th>
<th>Revision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-010</td>
<td>November 1, 2016</td>
<td>November 1, 2016</td>
</tr>
</tbody>
</table>

#### Description
Per the East Carolina University No smoking policy, smoking is prohibited inside all campus buildings including Mendenhall Student Center, Wright Auditorium, and New Student Center-West campus. In addition, smoking is prohibited within 25 linear feet of all university buildings. See the East Carolina University’s No smoking policy located at: [http://www.ecu.edu/cs-admin/humanresources/customcf/Policies/General/Smoking.pdf](http://www.ecu.edu/cs-admin/humanresources/customcf/Policies/General/Smoking.pdf)

#### Responsibility
Student Involvement and Leadership staff (SIL no smoking policy)
East Carolina University (No smoking policy [http://www.ecu.edu/cs-admin/humanresources/customcf/Policies/General/Smoking.pdf](http://www.ecu.edu/cs-admin/humanresources/customcf/Policies/General/Smoking.pdf))

#### Affected Areas
All campus buildings at East Carolina University

#### Procedure
A. Per the East Carolina University No smoking policy, smoking is prohibited inside all campus buildings including Mendenhall Student Center, Wright Auditorium, and New Student Center-West campus. In addition, smoking is prohibited within 25 linear feet of all university buildings. See the East Carolina University’s No smoking policy located at: [http://www.ecu.edu/cs-admin/humanresources/customcf/Policies/General/Smoking.pdf](http://www.ecu.edu/cs-admin/humanresources/customcf/Policies/General/Smoking.pdf)

B. In addition to the East Carolina University No smoking policy the Student Involvement and Leadership’s no smoking policy also includes that the use of electronic cigarettes (E-cigarettes) is prohibited.

#### Relation to Others
These guidelines are in addition to, not an exemption from, all other campus guidelines and policies.
OPERATIONS

B001 – ECU Central Motor Pool Vehicle Reservation Process
B002 - Student Involvement and Leadership Vehicle Checkout Process
B003 - Approved Driver Verification
B004 - Student Use of Vehicles Part
B005 - Vehicle Maintenance
B006 - Fine Arts Insurance Policy Claims
## ECU Central Motor Pool Vehicle Reservation Process

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Approved Date</th>
<th>Revision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-001</td>
<td>July 20, 2016</td>
<td>July 20, 2016</td>
</tr>
</tbody>
</table>

### Description
ECU Central Motor Pool vehicle reservation process

### Responsibility
Staff and the immediate supervisor of the staff member

### Affected Areas
Student Involvement and Leadership

### Procedure

A. ECU Central Motor Pool (Up to 6 passenger vans available)
   1. Call 252-916-7080
   2. [www.ecu.edu/cs-sadmin/parkingandtransportation/motorpool.cfm](http://www.ecu.edu/cs-sadmin/parkingandtransportation/motorpool.cfm)

B. Enterprise Car Rental on Greenville Boulevard (12-15 passenger vans)
   1. Call Central Motor Pool at 252-916-7080, to request a van reservation. Enterprise will bill Central Motor Pool and will charge the department that made the request.

C. Driver must be a University Approved Drive to reserve a vehicle through ECU Central Motor Pool. This is process by the Student Leadership and Involvement Student Center Operations Office.

### Relation to Others
These guidelines are in addition to, not an exemption from, all other campus guidelines and policies.
# Student Involvement and Leadership Vehicle Checkout Process

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Approved Date</th>
<th>Revision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B-002</strong></td>
<td>November 1, 2016</td>
<td>November 1, 2016</td>
</tr>
</tbody>
</table>

**Description**
Student Involvement and Leadership (SIL) Vehicle Check out Process

**Responsibility**
Staff and the immediate supervisor of the staff member

**Affected Areas**
Student Involvement and Leadership

**Procedure**

A. Staff/Student must be an employee being paid through Student Involvement and Leadership

B. Staff/Student must be an Approved Driver, this information is taken by the Operations office and then submitted to ECU Central Motor Pool

C. Vehicle Logs, Vehicle Keys, Gas Keys and Gas Credit Cards are kept at the Welcome Center. The following information is logged:

1. Time/Date of Checkout
2. Type of vehicle Checked out
3. Destination

4. If this is an overnight or out of town trip it is required to have a travel approval from Supervisor and Associate Vice Chancellor. Discuss request for out of town use with Associate Director of Operations as you may need gas, credit cards and other information.

5. Always check fuel level before or upon return to Mendenhall Student Center. Upon return to Greenville, check fuel level and refill if below ¼ tank of gas at ECU Steam Plan on 14th Street. You will need the gas key and key code for gas machine.

6. Return keys and credit card to Welcome Center

D. The current policy as it relates to reserving Student Involvement and Leadership vehicles is that you can do so the day before you need it. Effective immediately, there are the following exceptions to this policy. (per email from Director of Student Centers 8-4-16)

1. You may reserve in advance one vehicle for a candidate that is being brought to campus.
2. You may reserve in advance one vehicle for a large annually recurring event being put on by Student Involvement and Leadership. Use sound judgement with what this means for your area.
3. You may reserve in advance one vehicle for an instate trip. All out of state trips must use a state or rental car.
<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Approved Date</th>
<th>Revision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-002</td>
<td>November 1, 2016</td>
<td>November 1, 2016</td>
</tr>
</tbody>
</table>

**E. Check out vehicles and return of vehicles**

1. Check out All SIL vehicle keys at welcome center on a first come first serve basis

2. FORD Rangers
   a. Can only be used in Greenville, NC city limits unless otherwise preapproved to take elsewhere. These vehicles are meant to be used for going to other locations on ECU Campus, stores, warehouse, etc in Greenville, NC.

3. The staff at the welcome center will be checking to see if the driver’s name is on the approved driver list. If not they will not be able to check out the vehicle. If driver is not approved to drive, they should contact Student Involvement and Leadership Student Center Operations Office. Approval to drive a state vehicle takes as little as several days but could take up to a week or more to be approved so plan ahead.

4. Only SIL employees allowed to check out SIL vehicle if they are approved to drive a state vehicle. Check with SIL Operations if you find out you are not approved when you go to check out a vehicle at the Welcome Center at Mendenhall Student Center

5. Drivers who check out vehicles….Always Park vehicles in service vehicle lots that are located north or south of SRC. Note on the key log where the vehicle is parked so the next driver knows where to pick up the vehicle.

6. Please remove all of your items and trash from the vehicle upon your return. Please take any items found left in the SIL vehicles to the Welcome Center at Mendenhall Student Center and let them know what you found, which vehicle you found the items, when you found them and the date and time. The Welcome Center staff will report the findings to the Associate Director of Student Center Operations immediately.

7. Return the key, all gas receipts, gas credit card, lost and found items in vehicle, etc. to the welcome center. Associate Director of Student Center Office Operations will turn into Operations office.

**Relation to Others**

These guidelines are in addition to, not an exemption from, all other campus guidelines and policies.
# Approved Driver Verification

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Approved Date</th>
<th>November 1, 2016</th>
<th>Revision Date</th>
<th>November 1, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td>Approved Driver Verification – All drivers of SIL vehicles must be approved to drive by ECU Central Motor Pool and must be verified on an annual basis – Student Center Operations Office verifies for SIL Staff and will post approved driver names at Welcome Center. Contact is then made with Central Motor Pool to request license be checked. Student Center Operations Office will post names of all SIL only approved drivers at the Welcome Center. The staff at the Welcome Center will be checking to see if the driver’s name is on the approved drive list. If not, they will not be able to check out the vehicle. If the driver is not approved to drive, they should contact Student Center Operations. Approval to drive a state vehicle takes as little as several days but could take up to a week or more to be approved. So check your driver status early and prior to your departure for at least two-four weeks in advance.</td>
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<tr>
<td><strong>Responsibility</strong></td>
<td>Student Center Operations, ECU Central Motor Pool Document Source: ECU Central Motor Pool</td>
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<tr>
<td><strong>Affected Areas</strong></td>
<td>Student Center Operations</td>
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</tbody>
</table>
| **Procedure**    | A. Driver’s Verification Process  
1. Bring valid driver’s license to Student Center Operations.  
a. Employees who have not had a NCDL for the last 3 consecutive years are required to submit a driving history for any state they were previously licensed in order to meet the 3 year requirement.  
2. Information will be submitted to Central Motor Pool for driving record verification.  
3. Central Motor Pool will notify Student Center Operations when the approval is complete.  
4. Student Center Operations will add approved driver name to list at the Welcome Center.  
5. Student Center Operations will email driver and supervisor when they are approved to drive.  
6. Driver Verification are conducted on staff annually and on students by the semester. |
| **Relation to Others**| These guidelines are in addition to, not an exemption from, all other campus guidelines and policies. |
# Student Use of Student Involvement and Leadership Vehicles

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<tr>
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<tbody>
<tr>
<td>B-004</td>
<td>July 20, 2016</td>
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</tbody>
</table>

**Description**

Student use of Vehicles

**Responsibility**

Student Involvement and Leadership

**Affected Areas**

Student Involvement and Leadership

**Procedure**

A. Student employees who drive Student Involvement and Leadership Department owned vehicles - Driver requirements

B. All of these requirements must be met and completed prior to the departure date or they cannot drive a NC state or department owned vehicle.

1. They are a SIL current and paid (paid by the SIL department) student employee and they are currently being paid as a student employee by the SIL department

2. They have been preapproved by their supervisor to drive

3. They must have had their driving record reviewed and approved Central Motor Pool (CMP) – see the note below regarding out of state driving record

   a. The department supervisor submits an email to Student Involvement and Leadership Operations requesting their driving record be reviewed and approved before the student comes to Student Involvement and Leadership operations with their driver’s license - include the student employee’s full name, department name and supervisor’s name

   b. Next the student employee comes to Student Involvement and Leadership Operations and brings with them their driver’s license so that they can submit their information to CMP to be reviewed and approved

   c. Note the request to have a driver’s license checked by CMP must be submitted at least 4 weeks prior to departure date to allow time for the review process. We cannot guarantee how long it will take to receive the approval to drive a state or department owned vehicle from CMP so please submit your request early.

4. The employee who is approved to drive (driving a state/department owned vehicle) must be a job duty for the state employee – to drive state and department owned vehicles
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<tr>
<td>B-004</td>
<td>July 20, 2016</td>
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</table>

5. Upon approval from supervisor and CMP the department will be notified by Student Involvement and Leadership Operations and their name will be added to the list of approved drivers at the Welcome Center in Mendenhall Student Center

B. Out of state Driving Record

1. Full time and student employees who have not had a NCDL (North Carolina Driver’s license) for the last 3 consecutive years are required to submit a 3 year driving record history to Student Involvement and Leadership Operations at the time of their request for any state they were previously licensed in order to meet the 3 year requirement. The student employee is responsible for requesting and obtaining the driving history record from the state they have a driver’s license and submit a copy of it to Student Involvement and Leadership Operations so that it can be then submitted to CMP as part of the review and approval process.

C. Other information and requirements regarding approval to drive state and department owned vehicles:

1. Volunteers are not allowed to drive state and department owned vehicles

2. Temporary employees who are paid by an outside agency (such as Manpower, etc.) are not allowed to drive state and department owned vehicles since they are paid by the outside agency

3. The employee who is approved to drive (driving a state/department owned vehicle) must be required to drive a job duty for the state employee — to drive state and department owned vehicles

D. Student Government Association Officers

1. SGA Officers may drive a ECU Motor Pool or Student Involvement and Leadership Vehicle although not employed, as long as it is for their Student Government Association department related business.

2. SGA Officers are considered an official representative of East Carolina University.

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<tr>
<th>Relation to Others</th>
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These guidelines are in addition to, not an exemption from, all other campus guidelines and policies.
# Vehicle Maintenance

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<tr>
<th>Reference Number</th>
<th>Approved Date</th>
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<tr>
<td>B-005</td>
<td>November 1, 2016</td>
<td>November 1, 2016</td>
<td>Vehicle Maintenance</td>
</tr>
<tr>
<td>Responsibility</td>
<td></td>
<td></td>
<td>Student Involvement and Leadership, ECU Garage (source of some information from various ECU manuals)</td>
</tr>
<tr>
<td>Affected Areas</td>
<td></td>
<td></td>
<td>Student Involvement and Leadership</td>
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<tr>
<td>Procedure</td>
<td></td>
<td></td>
<td>A. For all normal routine vehicle maintenance, the Student Involvement and Leadership vehicle is taken to the ECU Garage for all normal routine maintenance and inspections.</td>
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<td>B. When using a state owned motor fleet vehicle, there are different procedures and policies that staff should follow when they encounter vehicle problems while traveling out of town or out of state. The ECU Motor Pool office gives staff that information they will need when they reserve state motor fleet vehicles.</td>
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<td>C. Student Center Operations washes Student Involvement and Leadership vehicles regularly at the approved car wash designated by ECU Materials Management, use ProcCard to pay for purchases.</td>
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<td>D. Student Center Operations takes all Student Involvement and Leadership vehicles to the ECU Garage regularly for routine trip and North Carolina Inspections.</td>
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<td>E. Gas – Take Vehicles to the Steam Plant where gas tank are located. (Need PINN, Gas Key and Access Code). Information is inside each vehicle’s glove compartment and gas key.</td>
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<td>F. All drivers upon key checkout need to check gas levels before leaving and before returning. Check out gas key at the Welcome Center and take vehicle to the steam plant (14th Street) gas tanks.</td>
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<td>G. Accidents - All accidents must be recorded in compliance with all local and state ordinances. In addition, all accidents must be reported to the Mendenhall Student Center Operations office the next business day following one’s return to campus.</td>
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<td>H. A University gasoline card is furnished for the sole purpose of providing fuel to state-owned vehicles only as needed when using vehicles outside of Greenville and out of state. Purchases for private vehicles cannot be made with these credit cards. If needed, please be sure to request to take the Wright Express Gas Credit Card and Pin # when checking out the vehicle key.</td>
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<td>1. You can only use the Wright Express Credit card outside of Greenville, NC. Do not use the card in Greenville NC.</td>
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<td>I. Vehicle must be stored on university property. Vehicles cannot be stored overnight at an individual’s residence in anticipation of an early departure or late evening return.</td>
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<td>B-005</td>
<td>November 1, 2016</td>
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J. Towing charges as a result of a violation are the responsibility of the driver.

K. To operate a state-owned vehicle, a person must be an employee of the university, either full-time or part-time.

L. Report vehicle damages and/or repairs needed to MSC Operations upon return of the vehicle so they can be taken care of promptly. If the report needs to be reported on a weekend or evening past business hours, please notify the welcome center staff so they can forward the information to Audra Thomas. Depending upon the nature of the repair we may have to take the vehicle out of service immediately until the repair is made.

1. If the driver is involved in a vehicle accident, call the police immediately and wait for the police to arrive. Contact your supervisor to notify them as soon as possible. Complete and sign (driver and supervisor) the Vehicle accident report form that is located in the glove compartment as soon as possible and submit the form to the MSC operations office the same day or no later than the next business day after the accident. If you are unable to retrieve the form because of the accident then you can get the form from the MSC Operations office at Mendenhall Student Center.

Relation to Others

These guidelines are in addition to, not an exemption from, all other campus guidelines and policies.
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<td>B-006</td>
<td>July 20, 2016</td>
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**Description**
Fine Arts insurance Claims Request

**Responsibility**
Student Involvement and Leadership, ECU School of Art

**Affected Areas**
Mendenhall Student Center Art Gallery

**Procedure**

A. All loss, damages and theft of artwork must be reported immediately to ECU Police and a written email report sent to the Student Involvement and Leadership department (advisor and Student Center Operations) on same day and no later than the next business day after the incident.

B. Please email your answers to the following questions to Student Center Operations Director as soon as the damages or loss has occurred or reported. Please do not delay reporting loss or damages to the ECU Police and to the Student Center Operations department.

1. Detailed explanation of how, when, where and by whom the incident occurred and describe the damages or loss in detail.
2. Who reported the loss or damages and to whom?
3. Where was the artwork located at time of loss or damage?
4. Was the artwork secured by anything for protection?
5. File an ECU Police report and attach a copy.
6. When was the police report filed and by whom?
7. Submit a copy of the ECU Police report along with your email to the Student Center Operations Director.
8. Is the damage a total loss? Explain.
9. Attach a copy of the appraisal to the email to the Student Center Operations Director.
10. Attach a copy of the completed, signed and dated artist agreement between Student Activities and Organizations and the artist.
11. Attach pictures of the artwork and the damages (before and after incident) to the email to the Student Center Operations Director.
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<tr>
<th>Reference Number</th>
<th>B-006</th>
<th>Approved Date</th>
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HOUSEKEEPING

C001 - Protective Footwear Policy
C002 - Campus Service Hours
C003 - Campus Service Hours Timesheet
C004 - Campus Service Hours Letter of Completion
## Housekeeping Protective Foot Wear

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>C-001</th>
<th>Approved Date</th>
<th>July 20, 2016</th>
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<th>July 20, 2016</th>
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<tbody>
<tr>
<td><strong>Description</strong></td>
<td>Protective Footwear  Document Source: ECU Environmental Health and Safety</td>
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<tr>
<td><strong>Responsibility</strong></td>
<td>ECU Environmental and Health Safety: Source</td>
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<tr>
<td><strong>Affected Areas</strong></td>
<td>Student Involvement and Leadership, for Housekeeping, Event Assistants and Production Services Staff</td>
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<tr>
<td><strong>Procedure</strong></td>
<td>A. Purpose:</td>
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<td></td>
<td>1. To ensure the safety of employees, appropriate protective footwear must be worn by all persons when working in areas where there is a danger of foot injuries due to falling or rolling objects that could crush the foot, objects that could pierce the sole, and where the employee’s feet are exposed to electrical hazards.</td>
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<td></td>
<td>B. Requirements for Foot Protection</td>
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<tr>
<td></td>
<td>1. Appropriate foot protection is required when employees are in areas where there is danger of foot injuries due to falling and rolling objects, slip hazards or objects piercing the sole, and where employees are exposed to electrical hazards.</td>
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<td>2. Examples of job classifications likely to require safety shoes or boots include, but are not limited to, carpenters, housekeepers, welders, electricians, plumbers, maintenance mechanics, laborers, grounds workers operating power machinery or tools, and power plant maintenance workers.</td>
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<td>3. Six to eight-inch safety shoes are recommended for employees involved in activities which include, but are not limited to, climbing, crawling, construction and demolition. This shoe height is necessary for proper ankle protection.</td>
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<td>4. Over-the-shoe footwear should be worn over safety footwear or boots when in wet locations.</td>
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<td>5. Rubber boots with toe protection are recommended for employees working in flooded trenches or other locations where ordinary over-the-shoe protection would be inadequate to insure that the employee's shoes would remain dry.</td>
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<td>B. Responsibility Department/Supervisor:</td>
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<td>1. Each department is responsible for maintaining and updating their specific hazard assessment that outlines required personal protective equipment.</td>
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<td>2. The department must provide and enforce the use of protective footwear and all other required personal protective equipment.</td>
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<td>C. Employees:</td>
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<td>Reference Number</td>
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1. Employees whose job duties require protective footwear will be required to obtain safety shoes before beginning work in any hazardous situation where foot injury is possible.

2. Once a job has been designated as requiring safety shoes, employees will not be allowed to work without the required foot protection.

3. If required, protective footwear should be worn at all times to complete the employment duties assigned.

4. Protective footwear is the responsibility of the employee. Damaged, lost or stolen footwear unrelated to the employee's job will be replaced at the employee's expense.

5. Sandals or other open-toe shoes are not permitted to be worn by employees working in laboratories, shops, or other job locations where glass, caustic or corrosive chemicals, or hot materials are used or handled.

D. Students:

1. Students are expected to wear appropriate footwear while participating in laboratory exercises, or other instructional activities involving the use of glass, caustic or corrosive chemicals, or hot materials.

2. Sandals and other open-toe style shoes are prohibited in laboratories.

E. Office of Environmental Health & Safety (EH&S):

1. EH&S is available to assist departments with their hazard assessments and selection of appropriate personal protective equipment.

2. EH&S serves as the protective footwear facilitator and will be responsible for coordinating on-site vendors, issuing vouchers to eligible employees, maintaining the protective footwear database and coordinating reimbursement for merchandise not purchased from the on-site vendors.

F. Prospective Health:

1. If there is a medical request to use alternative protective footwear, Employee Health (division of Prospective Health) will review the request from the employee's personal physician.

G. Procedure/Standards


2. A hazard assessment is required of the employee's workplace to determine required personal protective equipment. The department must maintain a copy of the hazard assessment and forward it to the Office of Environmental Health & Safety for inclusion in the protective footwear database. A list of specific employees should be included so that vouchers for protective footwear can be issued.
<table>
<thead>
<tr>
<th>Reference Number</th>
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</table>

H. Purchasing:

1. Employees must have department or University approval prior to the purchase of protective footwear. All protective footwear purchases must be authorized and coordinated through the Office of Environmental Health and Safety.

2. When protective footwear is a requirement of the job, the University will reimburse the employee for purchase, with the following parameters:

3. No more than one pair of protective footwear can be reimbursed in a twelve (12) month period at the current rate of $80.00 per pair (established by the Office of State Budget and Management).

4. The employee is responsible for any additional expense associated with the purchase of safety shoes.

5. On-site vendors will be scheduled quarterly by EH&S to provide an opportunity for employees to purchase footwear of an approved quality and to receive professional assistance with the fit.

6. To obtain protective footwear, employees must present a valid voucher to the on-site vendor. The vouchers are distributed to eligible employees through their supervisor.

7. The Office of Environmental Health and Safety will distribute vouchers to supervisors prior to each quarterly visit.

8. Costs in excess of $100.00 are the responsibility of the employee and must be paid at the time of purchase.

9. Employees who are unable to purchase protective footwear from the on-site vendors may purchase from a vendor of their choice and be reimbursed up to the current rate of $100.00.

10. The employee must bring the footwear and the original receipt for the footwear to the Office of Environmental Health and Safety. EH&S will verify that the protective footwear satisfies ASTM requirements and will coordinate reimbursement.

I. Exceptions:

1. Employees who cannot wear conventional safety shoes for medical reasons must obtain documentation from their personal medical provider and submit a formal exception request to their supervisor.

   a. Prospective Health will review the medical record to verify that there is a medical condition precluding the use of conventional safety shoes. If the request is approved, the employee will be provided alternative foot protection. If the request is not approved, the employee may appeal to their provider.
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</table>

b. A medical exception does not preclude the need for some type of protective footwear. The University is still responsible for protecting the employee and cannot waive or transfer that obligation for any reason.

2. If employees are exposed to a hazard then they still must be protected or otherwise

J. Safety Gear Needed:

1. Safety Shoes
2. Osha toe Covers

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<thead>
<tr>
<th>Relation to Others</th>
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<tr>
<td>These guidelines are in addition to, not an exemption from, all other campus guidelines and policies.</td>
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</table>
# Campus Service Hours

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<tr>
<th>Reference Number</th>
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<th>September 13, 2016</th>
<th>Revision Date</th>
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<tbody>
<tr>
<td>Description</td>
<td>Campus Service Hours</td>
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<tr>
<td>Responsibility</td>
<td>Housekeeping Supervisor</td>
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<tr>
<td>Affected Areas</td>
<td>Mendenhall Student Center Occupants</td>
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</table>
| Procedure        | A. All those seeking campus service hours must set up appointment via email with the Mendenhall Student Center Housekeeping Supervisor. It is extremely important that you put Campus Service in the subject line of the email.  
1. A 20 hour minimum must be served at Mendenhall Student Center  
2. Those assigned Campus Service hours through an attorney must bring a letter or email from the attorney with the following information:  
   a. Purpose of assigned service hours (briefly describe offense)  
   b. Total number of hours to be completed  
3. Without this letter you will not be able to start or get an appointment  
B. Policies  
1. No iPods, cell phones or ear phones – violators will be sent home and forfeit their hours for the day  
2. Dress Code  
   a. Dark Purple Shirt and Name Tag must be worn at all times while on duty. Name tag will be provided (Name tag will need to be turned in at the end of completion of service hours.)  
   b. No shorts, no hats, no jeans. Pants must be black, navy or khaki in color and they must be neat, clean and not ripped.  
   c. Must wear closed toed shoes. No sandals.  
3. Attendance  
   a. No shows – all hours will be forfeit  
   b. Tardiness (Please notify Housekeeping Supervisor if you are going to be late ASAP  
4. Bring a lock to lock up any personal belongings in a locker. A lock will not be provided.  
C. Duties  
1. Sweeping stair well inside/outside and entranceways |
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<tr>
<th>Reference Number</th>
<th>C-003</th>
<th>Approved Date</th>
<th>September 13, 2016</th>
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<tbody>
<tr>
<td>Description</td>
<td>Campus Service Hours Timesheet</td>
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<td>Responsibility</td>
<td>Housekeeping</td>
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<td>Mendenhall Student Center Occupants</td>
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<tr>
<td>Procedure</td>
<td>ECU Mendenhall Student Center – Campus Service Hours Timesheet</td>
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**Relation to Others**

These guidelines are in addition to, not an exemption from, all other campus guidelines and policies.
RECREATIONS

D001 - Intermittent Deposit Policy
D002 – Student Involvement and Leadership Recreation Financial Procedures
D003 - Student Involvement and Leadership Recreations Operation
D004 - Student Employment
D005 - Welcome Center Standard Operating Procedure
# Recreations Intermittent Deposit Policy

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<th>Reference Number</th>
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<td>Responsibility</td>
<td>Student Involvement and Leadership Financial Affairs: Source</td>
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<td>Affected Areas</td>
<td>Student Involvement and Leadership, Recreations</td>
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**Procedure**

A. The following policy is written for the areas of Student Involvement and Leadership exclusive of the Event Planning Office, Central Ticket Office, and Bowling and Billiards, which fall under rules and guidelines specific to their areas in terms of deposits. The purpose of this policy is to create consistency for areas that rarely handle deposits of cash and/or checks.

1. Every office should be in possession of a receipt book. Everyone from whom we are receiving funds, exclusive of funds from ticket sales for events, should receive a receipt.
2. Every office should fill out the East Carolina University Deposit Form.
3. Deposits should be made with the completed Deposit Form at SIL Finance and Administration office between the hours of 8AM-5PM Monday through Friday.
4. If for some reason the SIL Finance and Administration Offices are not open during normal operating hours make your deposit with the Central Ticket Office.
5. In the rare instance money has to be collected after normal operating hours money should be deposited in the night deposit box located at the Student Involvement and Leadership Office. Monies should be in a sealed envelope with the deposit sheet.

| Relation to Others | These guidelines are in addition to, not an exemption from, all other campus guidelines and policies. |
### Student Involvement and Leadership Recreations
#### Financial Procedures

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#### Description
Recreations Financial Procedures

#### Responsibility
Student Involvement and Leadership, Recreations

#### Affected Areas
Student Involvement and Leadership, Recreations

#### Procedure
A. The Associate Director for Operations is responsible for the daily management and fiscal responsibility of the area. This includes providing the staff with funds necessary to operate the area, documenting the financial transactions, and maintaining records.

B. Documentation

1. **$450 Change Bag Receipt Form** - The Student Involvement and Leadership Recreations office maintains a change bag, totaling $450.00, for the use of Student Involvement and Leadership Recreations. The use is by the Recreations Attendants during the night and weekend hours when they need change for large bills. The Student Managers are responsible for the bag during these hours. This form is used to document the denominations contained within the bag. This form is signed by the person counting the bag during each shift. It should then be signed by a second member of the staff agreeing with what is documented. A calculator tape should also accompany this form to document that the calculations are correct. Once a form has been exhausted (all spaces filled), it is kept in a file folder for future reference.

2. **Funds Receipt Form** - This form is used to document the possession of both the $450 change fund and the $150 drawer fund. It is signed by the person giving the fund and the person receiving the fund. The form for the $450 change fund remains in the office. The form for the $150 drawer fund is passed from person to person from each shift. Once a form has been exhausted (all spaces filled), it is kept in a file folder for future reference.

3. **Shift Accounting Form** - These forms are used by all Student Involvement and Leadership Recreations Attendants to document money collected during the shift. There is an individual form for The Pirate Underground and for Outer Limitz Bowling. The figures entered onto this form are determined by the End of Shift Report. The employees compare the money contained in the drawer (less the $150 till fund) to the End of Shift Report. These two figures should be equal. Otherwise, they will have to document the amount of money that is present as an overage or a shortage.

4. **Daily Detail Report** - This report is generated by the Outer Limitz Bowling computer. It is printed Monday - Friday by the Associate Director for Operations. This report supplies an itemized list of sales for both Bowling and Billiards for a specific shift.
report is included with the packet of documentation submitted by the Attendants after every shift.

5. Recreation Center Daily Accounting Form – This form is used to document the activity distribution and summation of transactions for a given day or period. It also includes any overage/underage and the justification for any differences. This form is completed every morning Monday through Friday. Monday’s form will contain the weekend information. The figures entered onto this form are determined by Sales Detail Report. A copy of this form is 1) kept in a file folder for future reference and 2) attached to the shift accounting forms that it details and a copy of the sales detail report that it details, which is then kept in a box for future reference. This form is included with the packet of documentation submitted to Student Involvement and Leadership Financial Affairs each day to deposit the money received.

6. Sales Detail Report – This report is provided by the Outer Limitz Bowling computer. It is printed Monday – Friday by the Associate Director for Operations. This report supplies an itemized list of sales for both Bowling and Billiards for an entire day or list of days. This report is included with the packet of documentation submitted to Student Involvement and Leadership Financial Affairs each day to deposit the money received.

7. Transaction Log – This report is provided by the Outer Limitz Bowling computer. It is printed Monday – Friday by the Associate Director for Operations. This report generates an itemized list of transactions for the day. Each day is printed individually. This report includes the date, time, amount, and staff member for each transaction.

8. Daily Deposit Receipt – This form is completed Monday-Friday by the Associate Director for Operations. This form documents the Fund, Organization, Account, Program, Detail Code, Description, and Amount for each deposit made. If any checks are included with the deposit copies of the checks are attached to this receipt form prior to submitting it to Student Involvement and Leadership Financial Affairs.

C. Deposit of Funds

1. Student Involvement and Leadership Financial Affairs requires that the following items be completed and included in a packet when submitting deposits:
   a. original Daily Deposit Receipt Form
   b. 2 Copies of any checks being deposited (one copy attached to each of the Daily Deposit Receipt Forms)
   c. original Recreations Center Daily Accounting Form
   d. Sales Details Report

2. Once these forms are completed and copied, they should be delivered to the Student Involvement and Leadership Financial Affairs office for processing. The Associate Director for Operations will be present for the counting of all funds and signing of all documentation. The MSC Financial Affairs staff member will provide a receipt for the funds received, which should be attached to the Daily Deposit Receipt Form and kept for future reference.
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Relation to Others
These guidelines are in addition to, not an exemption from, all other campus guidelines and policies.
## Student Involvement and Leadership Recreations Operation

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### Description
- Student Involvement and Leadership Recreations Operations

### Responsibility
- Student Involvement and Leadership Recreations

### Affected Areas
- Student Involvement and Leadership Recreations

### Procedure

#### A. Mendenhall Recreations
- is dedicated to expanding the means through which the University educates by offering recreational programs and activities that enhance individual growth and social competency. We endeavor to promote and enhance positive relationships with our ECU students, faculty, staff, their guests and alumni by providing superior service, customer satisfaction, and loyalty; which contributes to our programs and services. We strive for high quality service and excellence in performance.

#### B. Opening Procedure

1. The Student Involvement and Leadership Recreations staff report to work 15 minutes prior to start of shift in order to prepare register tills and prepare for the start of business. Personnel must be ready and attentive to customers at the scheduled opening time.
   
   a. Log – in to shift
   b. Prepare and count register till
   c. Uncover all billiards tables
   d. Turn on all facility lights, table lights, and wall units
   e. Sign till receipt and funds receipt forms
   f. Prepare Shift Accounting Form
   g. Change of Shift Check List

#### C. Closing Procedures

1. The Facility will close promptly at the time indicated. Employees will complete closing check list for Outer Limitz and Pirate Underground Billiards.
   
   a. End Shift
   b. Print (2) Shift Details reports
   c. Obtain generated revenue for bowling
   d. Obtain generated revenue for billiards
   e. Closing Check List for Outer Limitz and Pirate Underground Billiards
   f. Count down register till
   g. Prepare shift deposit bag
   h. Prepare $150 bag for deposit
   i. Turn off Neon Outer Limitz Sign
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j. Turn off surge protectors and lights in the Pirate Underground game room  
k. Prepare shift deposit bag  
l. Close and lock ball cabinet  
m. Straighten tables and chairs  
n. Clean counter area and seating area  
o. Throw away all remaining trash from common area and seating area  
p. Turn off all lights in the front and back of the facility  
q. Deposit bags  
r. REMEMBER TO REMOVE KEY FROM BAG PRIOR TO DEPOSITING!

D. Cash Handling Procedures

1. Opening attendants receive register tills from Recreations Office  
2. Money is verified for accuracy and funds receipt form signed  
3. Register drawer is locked and remains locked at all times  
4. Receipts are generated for each transaction  
5. At the end of each shift, register must be balanced  
6. All revenue generated on shift is deposited in night deposit  
7. Funds receipt form signed over to next shift  
8. Recreation Office Staff collects deposit bags from night deposit the following business day

E. Additional Cash Handling Information

1. Take your time and carefully count the money received from patrons and the change given back. Calculators are in each area for use.  
2. Collect the money prior to giving the customer a receipt  
3. When cashing out patrons, key in the exact amount of money given to you.  
4. Always leave the password screen up  
5. Never leave money on the counter or the cash draw open  
6. Attend to one customer at a time.  
7. Make sure to count down registers accurately and prepare shift bag accurately and $150 bag accurately  
8. When in doubt, call the Associate Director for Operations.  
9. Three Strikes You’re Out Policy  
10. Each shift person is responsible for register tills being balanced. If the $150 bag and/or the individual shift bags are not balanced three times, this will be grounds for dismissal.

| Relation to Others | These guidelines are in addition to, not an exemption from, all other campus guidelines and policies. |
# Student Employment

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## Description
Student Employee Handbook

## Responsibility
Student Involvement and Leadership

## Affected Areas
Student Involvement and Leadership

## Procedure

### A. Management Rights

1. Department of Student Involvement & Leadership has the right to exercise the customary functions of Management, including but not limited to: the right to select, hire, promote, suspend, dismiss, assign, supervise and discipline employees; to determine and alter schedules/shifts; to establish, abolish, change, and adopt policies, practices, rules and regulations; to determine and modify position descriptions and position evaluations; to determine and change methods and means by which operations will be carried out; and to assign duties to employees in accordance with the needs and requirements of the Department of Student Involvement & Leadership.

### B. Criteria for being selected as an employee of the Department of Student Involvement & Leadership

1. Must be a registered East Carolina University Student
2. Must have at least a 2.0 East Carolina University GPA
3. Experience in Customer Services and/or working with public
4. Provide adequate availability. Must be available on weekends
5. Must have ECU school spirit

### C. Grades Policy

1. Students must remain in Good Academic Standing with the University to be employed and continue employment with the Department of Student Involvement & Leadership, students must maintain a minimum of 2.0 cumulative GPA (unless otherwise stated by the employing department) to be employed in any work area within the Department of Student Involvement & Leadership. Some departments may require a higher cumulative GPA. Student employees who fall below the minimum 2.0 cumulative GPA required for employment, may be either placed on a one semester work probationary period or be terminated. The total number of hours that can be worked per week during the probationary period will be reduced. In order to continue working during the probationary period, student employees must attend mandatory academic sessions that will be offered by the department during the semester. Failure to attend the academic sessions will result in immediate termination of employment. After the completion of the
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Probationary work period, if the cumulative GPA requirement of 2.0 has not been met, employment with the Department of Student Involvement & Leadership will be terminated.

D. Department of Student Involvement & Leadership Student Staff Expectations

1. Employment with the Department requires the following (failure to abide by these rules may result in immediate termination)
   a. Report to work on time.
   b. Participation in All Student Staff training and departmental training
   c. Adherence to Dress Code Policy (stated below).
   d. Submit all time sheets promptly
   e. Abide by policies of the Department of Student Involvement & Leadership and your department of employment.
   f. Be a registered student at East Carolina University.
   g. Maintain minimum GPA of 2.0 (some departments and/or positions may require a higher GPA).
   h. Perform duties assigned during the prescribed work schedule.

2. Please notify the Office of Finance & Administration (Mendenhall 205 or email padgettcr@ecu.edu) in writing with all telephone and address changes.
   a. Nametags are to be returned on last day of employment

E. Salary and Wages

1. A formal program of wage and salary administration has been designed by The Department of Student Involvement & Leadership to fairly compensate employees for work performed.

Note: If you are not enrolled in school at least ¾ time (6 hours Undergraduate or 4 hour Graduate), Social Security (FICA) will be deducted from your pay.

F. Timesheets

1. Timesheet submission will always be the 15th and last day of the month by midnight (12:00 a.m.) unless otherwise determined by Payroll office of East Carolina University. Timesheet submission is electronic via Banner Self Service located at One Stop. Failure to submit timesheets on the due dates via Banner Self Service will result in no pay check being available for that pay check period.

G. Pay Periods

1. Payroll will be distributed twice a month. Paychecks are directly deposited into the employee’s account on the 15th and last day of each month. If and when the 15th of the month and the last day of the month are on the weekend or a State Holiday, checks will be deposited into the employee’s account on the preceding workday. Checks are not available in advance of the payday.

H. Pay Check Distribution
1. Direct Deposit into bank account. There will no paper checks distributed unless a system error occurs and the ECU payroll office must issue a paper check.

   a. Effective August 1, 2008, direct deposit is required for all University employees, including student employees. Employees will have their regular paychecks automatically deposited into their bank account. For further information on obtaining direct deposit, see your immediate supervisor for the necessary forms.

   b. Students may choose any financial institution they want as long as they have a valid checking and/or savings account set-up to receive their direct deposit authorization. Manual checks will no longer be sent to departments for disbursement. The following resources may assist student employees in establishing a checking and/or savings account for direct deposit purposes.

   Local Banks – View a list of banks located in the Greenville area at

   www.greenvillenconline.com/banking.html

   Local Credit Unions – View a list of credit unions located in the Greenville area at

   www.greenvillenconline.com/Financial.html

1. Student Timesheet Entry

   1. Log onto ONESTOP
   2. Click on BANNER SELF SERVICE
   3. Click on EMPLOYEE
   4. Select TIME SHEET to begin to begin line entry. If you work in more than one department, choose correct job under MY CHOICE.
   5. CLICK ON THE DROP DOWN LIST to view either the approved time sheets or the time sheet to be completed for the next payroll date. (When the time sheet has been processed through Payroll, it will show completed)
   6. Choose NOT STARTED for the next open pay period.
   7. Click TIME SHEET to continue
   8. Choose the day and click ENTER HOURS to begin time entry
   9. ENTER TIME IN AND TIME OUT using a 15 minute interval format and BE SURE TO SELECT AM OR PM. Click SAVE
   10. *SHORTCUT*: The copy feature can be used if time is entered at the end of the open pay period and the hours are the same for different days. Click COPY and continue. Select the days that you want to paste to by clicking in the box for the correct day, then click
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**COPY.** Select the days that you want to paste to by clicking in the box for the correct day, then click **COPY.** DO NOT SELECT THE SAME DAY OR THE HOURS WILL BE LOST!

11. Click TIMESHEET

12. Click on PREVIEW to view timesheet prior to submitting for approval

13. Click SUBMIT FOR APPROVAL

14. If time sheet is incorrect, supervisor will contact student via email and/or phone to make corrections. Time sheet must then be re-submitted for approval

15. Time sheets not completed during the allotted time will not be paid for that pay period. **PLEASE NOTE:** No late timesheets will be accepted.

**J. Attendance/Absenteeism/Tardy**

1. It is the mission of the Department of Student Involvement & Leadership to provide the highest quality of customer service on an uninterrupted basis. Since every employee plays a vital role in the successful implementation of this mission, you are expected to be at work every day you are scheduled to work.

2. If you are unable to carry out your work schedule, you must find a substitute immediately for your shift. A change of shift form must be completed prior to the substitution.

3. Absenteeism is measured on the number of unscheduled absence occurrences. An unscheduled absence regardless of the reason is one absence occurrence. Failure to notify your supervisor that you are unable to report to work is unacceptable. One “No Report” occurrence will result in a written warning. Two “No Report” occurrences will result in termination.

**K. Tardy**

1. Tardy is defined in general as arriving late to your work area. Three tardies will result in written warnings and/or termination.

**L. Bulletin Boards and Mailboxes**

1. Bulletin Boards and Mailboxes are for your convenience to inform you of important events, changes dates, and announcements. It is your responsibility to read notices on the bulletin board and check your mailboxes regularly.

**M. Confidentiality**

1. All information concerning the Department of Student Involvement & Leadership, more specifically, your respective work area, is confidential and should never be discussed with anyone other than those directly involved.

**N. Disciplinary Action**
1. Disciplinary action will be taken only when justified. The following steps generally reflect the Department of Student Involvement & Leadership disciplinary progression unless seriousness of the infraction is such that stronger action is warranted.

2. First Step: Oral Warning - An oral warning is given to the employee by the Supervisor.

3. Second Step: Written Warning - Unless stronger action is warranted, a written warning is given by the Supervisor and includes specific steps necessary to correct the employees behavior.

4. Third Step: Termination - A termination occurs after warnings have been given or when seriousness of the offense warrants immediate release.

O. The following is a non-inclusive list of examples of misconduct that may result in disciplinary action, up to, and including immediate release:

1. Repeatedly reporting to work late
2. Repeated failure to report to work
3. Damage to State Property
4. Repeated personal phone calls
5. Repeated lengthy personal visitors
6. Bringing intoxicants or controlled substances to work
7. Reporting for duty while under the influence of intoxicants or controlled substances
8. Inaccurate accounting (money is incorrect)
9. Un satisfactory work performance
10. Repeated failure to sign time sheets
11. Playing while on duty (bowling/playing pool, personal video games)
12. Using personal entertainment equipment while on duty (portable DVD players, video game systems, laptop computers)
13. Disrespect or profanity while at work
14. Falsification of time sheets

P. Personal Appearance and Dress Code

1. As an employee of the Department of Student Involvement & Leadership, it is important to remember that your professional image will be displayed at all times. Professionalism at all times is a must.

2. All Department of Student Involvement & Leadership front line student employees will be required to wear a shirt and name tag while on duty. Student Employees are issued a Student Involvement and Leadership shirt and nametag when they are hired. Front line student staff includes students employed in the following areas: the Central
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Ticket Office, Welcome Center, Student Managers, Production Services, Computer Lab, Ushers, Bowling and Billiards. Students are responsible for the care and upkeep of shirts.

3. Your clothing should be neat, clean and appropriate. Shirts must be tucked neatly at all times. Pants, shorts, and skirts must not have holes, frays, or be faded in color. A belt must be worn with pants with belt loops. The colors for pants, shorts (bottoms) are black, navy or brown.

4. Length of shorts must not extend below the knees and must not be shorter than the tips of the fingers when the arm is held to the side. Shorts must not be too tight so that appropriate movement is restricted.

5. Skirts must not be shorter than the tips of fingers when the arm is held to the side. Skirts must not be too tight so that appropriate movement is restricted.

6. For Student Managers and Recreation employees, tennis/Sneakers, non-skid marking shoes must be worn for work. Sandals, flip-flops and open - toe shoes are prohibited while on duty. For all other student employees within the Department of Student Leadership and Involvement, dress or casual shoes (tennis shoes), sandals are acceptable. Casual flip-flops are prohibited.

7. Hats, bandanas, wrap caps, skullies, beanies, wave caps, toboggans, baseball caps, and sunglasses are not to be worn while on duty.

8. You should maintain a positive, professional image with all customers, student staff, and professional staff. This includes appearance, conversation, and conduct. You should treat all customers and other employees with care, dignity, courtesy, and respect.

9. Failure to dress appropriately will result in the employee being sent home to change and return to work.

Q. Resignation

1. If you choose to terminate employment prior to the completion of a semester, a two-week written notice must be submitted to your supervisor. Failure to give notice may be reflected in any subsequent letter of recommendation and/or performance evaluation.

R. Telephone Calls and Visitors

1. Employees should avoid excessive use of office phones for personal business.

2. Employees should instruct relatives and friends not to contact them by telephone while on duty except for emergencies. Friends should not be “hanging out” in the work areas during employee shifts.

S. Personal Property

1. Personal property while on the job should not be in view of the Center’s customers. All items must be kept in the personal staff boxes that may be provided by your area supervisor. All items too large for the box should not be left on the counter.
T. Cell Phones

1. Cell phones should **NOT** be used for personal calls while on duty, except for in cases of emergencies. If there is an emergency and you need to use your phone, you must inform your supervisor of the situation. *Leisure conversations and text messaging* should **NOT** be held while on duty. Cell phones should be placed on silent mode and/or vibrating or turned off while on duty. Keep cell phones off the workstation desk area.

U. Homework

1. Homework is not permitted while on duty at work.

V. Food/Beverages

1. Eating food is not allowed at work station.

2. Only water is allowed at the work station.

3. Student Employees must take an approved break to eat food or drink a beverage that is not water.

4. Breaks are approved by the supervisor and are not longer than 15 minutes for every 4 hours worked.

W. Performance Evaluations

1. Performance evaluations are done on the following schedule:

   a. August 1st  Fall Semester
   b. December 1st  Spring Semester
   c. May 1st       Summer Semester

2. The goal of the performance evaluation is to provide the student with an objective appraisal of his/her job performance and overall contribution to the program.

3. The following factors will be considered at the time of evaluation.

   a. Work Habits
   b. Attendance/Punctuality
   c. Job Knowledge
   d. Quality of work
   e. Cooperation/Initiative
   f. Judgment
   g. General Self-Help

X. Student Work Schedule
1. To facilitate a student’s academic success and to adhere to federal regulations, the Student Employment Office strongly recommends that students should not be scheduled work:

2. More than eight (8) hours per day

3. During their regularly scheduled class periods

4. In positions that are, or have historically been, filled by full-time employees

5. Must be a registered ECU student in good academic standing (minimum 2.0 cumulative GPA).

Self-Help students may not work more than twenty-five hours (25) per week during the academic year (Fall and Spring semesters).

6. All student employees are limited to thirty hours (30) per week during the Fall and Spring semesters in any combination of appointments – UGA, GA, Self-Help, and Federal Work Study.

7. Interim Breaks - Self-Help student employees may work during interim breaks, including fall, winter and spring breaks, provided funds are available.

8. Foreign students (non US citizens who have an F-1 or J-1 visa) are limited to twenty hours (20) per week.

9. Self-Help students are hourly employees paid twice a month and must submit time sheets.

Y. Self Help Policies on Summer Employment

1. Self-Help students may work during the summer provided they were enrolled during the current year’s Spring semester and are enrolled for the upcoming Fall Semester.

2. Students registered for summer classes are eligible to work during the summer.

3. May graduates are not eligible to work during the summer as a student employee unless they are taking summer classes at ECU and/or they have been accepted into another degree seeking program at ECU for the upcoming Fall semester.

4. Self-Help students may not exceed twenty-five (25) hours per week during summer.

5. International Students should check with the International Affairs Office regarding summer employment guidelines.

Z. Lost and Found Policy

1. All items that are lost and found in Mendenhall Student Center should be turned into the Welcome Center in the main lobby. All items are placed in storage and will remain there unless identified by the owner or until delivered to the ECU Police Department.
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<th>2. Upon receipt of a lost item, a Welcome Center Receptionist will complete a <strong>Lost and Found Log</strong>. All unclaimed items will be delivered to the ECU Police Department.</th>
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<td>3. The ECU Police Department is located at 609 East Tenth Street and may be reached at 328-6787.</td>
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| Relation to Others | These guidelines are in addition to, not an exemption from, all other campus guidelines and policies. |
Welcome Center Standard Operating Procedures

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<td>A. The Welcome Center serves as the central information center for the Department of Student Involvement &amp; Leadership. The Welcome Center is staffed with student employees and provides customer service to all patrons who call and visit the facility. The Welcome Center of Mendenhall is dedicated to creating a welcoming atmosphere in Mendenhall Student Center while providing quality customer service in a timely and professional manner. We endeavor to promote and enhance positive relationships with our ECU students, faculty, staff, their guests and alumni by providing superior service, customer satisfaction, and loyalty. We strive for high quality service and excellence in performance.</td>
</tr>
</tbody>
</table>

B. Receptionist Daily Tasks

1. Answering the phone
   a. Receptionist answer the phone using the following greeting: Thank you for calling Mendenhall Student Center, this is [state name], how may I help you. All Center phone calls flow through the Welcome Center and are transferred to the appropriate office or a message is taken and placed in the office mail box.
   b. Information is provided to patrons who seek phone numbers and event information. The internet is used to assist patrons with obtaining information.
   c. Campus related information can be accessed via [www.ecu.edu](http://www.ecu.edu)
   d. Transferring phone calls
   e. Departmental phone list, event calendars and operations report are located in the binder

2. Mail
   a. Mail is delivered and picked up twice per day. Mail is placed in the appropriate department mailbox using mailing list located in the binder and the mail room bulletin board
<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Approved Date</th>
<th>Revision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>D-005</td>
<td>July 20, 2016</td>
<td>July 20, 2016</td>
</tr>
</tbody>
</table>

b. Outgoing campus mail and U.S. Mail slots are located at the front of the Welcome Center where mail can be placed by patrons.

3. Packages

a. Daily deliveries are made by Campus Warehouse, UPS, FedEx, DHL, and some freight companies. All packages are recorded and logged on the package log and signed for from the carrier.

b. Recipients are called by the Welcome Center staff notifying of package arrival. Departmental equipment and computer packages must be approved for release by staff from the Student Center Operations office.

c. Package distribution procedure (have package receiver sign package out in the log)

d. Red dots are placed on packages with the date indicating package arrival date and recipient notified.

4. Instructions for Packages

a. When a package arrives:

b. Verify the department or employee

c. Verify destination is Mendenhall Student Center

d. Verify the name and/or department name on mail list provided in the mail room.

e. Call the patron to whom package belongs, place a red dot with the date patron was called

f. Once you sign for the package, immediately log package on package log.

g. Please provide the following on the package log:

   1. Date received

   2. Checked in by (Your Name)

   3. Package From

   4. Package To

   5. Number of Packages

h. When packages are picked up, please provide the following:

   1. Date picked-up

   2. Picked up by

   3. Checked out by (Your Name)

   4. All packages must be signed for by
5. Keys

a. Vehicle keys and keys for other facility rooms are located at the Welcome Center. Vehicle keys are only available for use and accessed by approved drivers. Approved drivers are posted. The driver listed is verified each time a request is made for a vehicle. The receptionist will physically check the driver list for verification prior to releasing a vehicle key. The vehicle key log will be used for signing vehicles out.

b. Other facility keys are only available for use and accessed by approved staff or students. A list of approved staff for accessing office spaces is posted. The list is verified each time a request for office access is made. The receptionist will physically check the space access lists prior to releasing the key. The other key log will be used for signing the key out.

c. Keys are logged out each time a key is requested. Keys are logged in once the key is returned.

6. Instructions for Keys

a. When key is checked out, immediately log the key number on the key log clipboard:
   1. Date Checked Out
   2. Key Description
   3. Checked Out by (not you)

b. Each employee must sign the key out for him/herself

c. When the key is returned, immediately complete the key log
   1. Checked In by (not you)
   2. Check In Date

d. Employee must sign the key in for him/herself

7. Opening Doors in the Building

a. Entry into any locked space must be approved. Entry approval is noted by approved lists. Authorized personnel only can be granted access to a space.

b. Meeting room spaces are verified by the Calendar of events found in the Welcome Center binder and/or 25 Live. Space is verified prior to requesting the space be opened.

8. Reservation Changes

a. All changes with room setups (ex: “I need more chairs in the Great Rooms”), are filtered through the Central Reservations Office CRO). First notify the Central
<table>
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<th>Relation to Others</th>
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<tbody>
<tr>
<td>D-005</td>
<td>July 20, 2016</td>
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<td>These guidelines are in addition to, not an exemption from, all other campus guidelines and policies.</td>
</tr>
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Reservations Office (CRO) of the request for changes and CRO will contact housekeeping to make additions/changes.

b. All issues with meeting room technology are directed to Central Reservations (CRO). CRO will notify Production Services. During the evenings, the Student Manager will contact production services.