Pitt Community College

FACILITIES

SERVICES

POLICIES &

PROCEDURES

MANUAL
Location:
Facilities Services Complex
2064 Warren Drive
Winterville NC 28590

Phone & Fax:
Phone: (252) 493-7330
Fax: (252) 321-4651

After hours calls are forwarded to the individual on call. Please call 493-7330 for assistance.

Tim Strickland, Director of Facilities
tstrickland@email.pittcc.edu

Jerry Garris, Coordinator of Facilities
jgarris@email.pittcc.edu

Timmy Moore, Assistant Director of Facilities
tmoore@email.pittcc.edu

Nicole Blackshear-Juarez, Secretary to Director of Facilities
nblackshear@email.pittcc.edu

Stephnie Stox, Information Receptionist
sstox@email.pittcc.edu
Philosophy

The Facilities Services Department is committed to enhancing the quality of Pitt Community College’s physical resources by providing services in safe, timely and cost effective manner. The department strives to be effective and efficient.

Mission

The mission of the Facilities Services Department is to provide quality and professional support for all functions of the College in a safe and expedient manner. These services include building maintenance and repair, renovations to facilities, grounds keeping and housekeeping. The services provided may carry a priority based on health, safety and budget issues and instructional needs.

Goals

1. Service – The Facilities Services Department seeks to provide services in safe, timely and cost effective manner. Also, the department seeks to operate free from bias or favoritism, providing services fairly and equitably. The services provided may carry a priority based on health, safety and budget issues and instructional needs.

2. Communication - The Facilities Services Department seeks to work closely with its customers, who include the faculty, staff and students, as well as outside vendors.

Work Orders

All work and repair requests are to be submitted to the Facilities Services Department. This includes maintenance, grounds, and housekeeping requests. Requests are to be submitted in writing via e-mail to pccmaintenance@email.pittcc.edu. For emergency work orders, please call 493-7330.
Please do not contact a Facilities staff member directly to put in a work request. Once your request is sent to Facilities Services, a work order will be issued and assigned to the appropriate Facilities Services staff member for completion.

When submitting a work request, please remember to include all details of the request. Please also remember that work orders are processed on a first come, first serve basis. They will also be given a priority based on the nature of the request and availability of funds.

**Moving / Rearranging Requests**

All moving requests are to be submitted to Equipment and Inventory Control at least one week in advance of the move. You may submit a request in writing via e-mail to Rob Conway at rconway@email.pittcc.edu or Ashleigh Arp at aarp@email.pittcc.edu.

Equipment and Inventory Control must have time to schedule your move. Your move many require a new computer line being installed. This request must first go to Help Desk. Once a new line is approved to be installed, a work order will be sent to Facilities. All moves MUST be in compliance with all fire and safety codes at all times.

If you are planning on removing equipment or furniture from a room, please do not put these items in the hallways or outside the buildings. It is against fire code to place things in the hallways. Please call Equipment and Inventory Control so these items can be moved.

If you have items that need to be disposed of or items that need to go to campus storage, please contact Rob Conway in Inventory Control. If you do not contact us by either a phone call or an email we do not know that the items are there. We do not make daily trips to each building looking for items in the hallways.

Rob Conway 7532 or rconway@email.pittcc.edu
Scott Chauncey 7367 or schauncey@email.pittcc.edu
Ashleigh Arp 7636 or aarp@email.pittcc.edu

**Classrooms**

Please do not remove tables or chairs from classrooms. Classrooms are set up for the classes scheduled for each room. When tables and chairs are removed, then there are not enough seats for the students. If you need additional tables or chairs please contact Rob Conway at 7532, Scott Chauncey at 7367 or Ashleigh Arp at 7636.
Event / Meeting Set Up

***All PCC events must be authorized through a governing authority***

If you are having an event on campus, please contact Facility Services as soon as your event is planned. There are many items that need to be checked before an event can take place. Some events will require fire or insurance permits. Please forward all details of the event to Facility Services as soon as you have them. If you are planning a large event, please contact Facility Services and we will assign a Facilities staff member to your planning committee to help with planning, and to ensure that your event will be in compliance with all safety regulations.

To schedule a room for a meeting or event, please contact Kelly Moore at 7400. If you need to schedule the Goess Center Multipurpose Rooms or Faculty/Staff Dining Room please contact Ashleigh Arp at 7636. Please do not use rooms that have not been assigned to you.

When setting up for an event, please try to have a committee of people to help with set up, clean up down. If you need refreshments, including ice, set up for a meeting or event, please make every effort to make arrangements other than contacting Facilities to have this set up. If you cannot make these arrangements on your own, Facilities will do our best to accommodate your needs. We have tried to accommodate these requests in the past. With the number of work orders and amount of grounds and building maintenance that has to be completed daily, we will no longer be able to accommodate these requests. It is very difficult for our staff to make ice and other deliveries at specific times, especially in the mornings. If you need to borrow a handcart to transport items for a meeting, please call Facilities. We will be glad to let you borrow one for your meeting or event.

If you are having a meeting or event that includes food, please contact Facilities for additional trashcans. Please also remember that food is not allowed to be cooked in the classrooms and that open flames are NOT permitted by fire code. If the room must be rearranged for your meeting or event, please make sure that it is set back to the original configuration at the end of your meeting or event. This ensures that the room is ready for classes.

If you are planning on an event that is to be held in the Coburn Center (gym), please contact the Intramurals/Recreation Coordinator, Nicole Coutouzis.

Air Conditioning & Heating

If you are having cooling or heating problems in your office or classroom, please call Facilities Services at 7330. Please DO NOT open the windows or outside doors. This throws the balance of the HVAC systems off, which creates problems for the entire building. Outside air on a thermostat will make the heat or air stay on. When the outside temperature and humidity are greater than that inside the building, it actually makes the building hotter when windows or outside doors are opened.
If you will call Facilities Service office, we will do our best to fix the issue. If you do not call, then we do not know there is a problem in your area. If you have any questions or concerns, please call 7330.

**Telephone Problems & Repairs**

ALL VOIP phone problems are handled through Help Desk. Please contact Help Desk if you are having a problem with or need any changes made to the phone system. Please report any problems with the pay telephones to the Help Desk.

**Heaters**

All Heaters:

- **MUST** meet **all** of the following rules to be acceptable for campus use
- **MUST** have tip over protection, and
- **MUST** have 36” clearance on all sides, and
- **MUST** have a ground plug (three prong plug)

**Electrical**

When using equipment, always check to make sure that the grounding plug is intact. That cord should have two blade-like plugs and one round grounding plug.

*If the grounding plug is missing, please unplug the equipment & immediately cut the end off the cord. Please be safety conscious and don’t just leave it for the next person to find.*

If the equipment is audiovisual equipment like TV’s, VCR’s, projectors, etc., please call Teresa Thompson in the LRC at 7352.

For all other equipment, please Facilities Services at 7330.

**Fire Codes**

**Electrical Panels**

Please do not place anything in front of electrical panels.

As per North Carolina State Fire Prevention Code - Access:

A minimum of 30 inches of clearance shall be provided in front of electrical panels for access.
Extension Cords

As per North Carolina State Fire Prevention Code - Extension Cords:

Temporary Use
Extension cords shall not be used as a substitute for permanent wiring.

Conditions of Use
Extension cords are permitted only with portable appliances of fixtures.
While in immediate use:

1. Each extension cord shall be plugged directly into an approved receptacle and shall, except for approved multiplying extension cords, serve only one appliance or fixture.
2. The current capacity of the cord shall not be less than the rated capacity of the appliance or fixture.
3. The extension cord shall be maintained in good condition without splices, deterioration or damage.
4. The extension cord shall be of the grounded type when servicing grounded appliances or fixtures.

At no time will a “household-use only” extension cord be allowed at Pitt Community College

Limitations
Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings, floors, under doors or floor coverings, nor be subject to environmental damaging physical impact.

As per North Carolina State Fire Prevention Code - Multi-plug Adapters:
The use of multi-plug adapters such as multi-plug extension cords, cube adapters, strip plugs or any other device that does not comply with code or the electrical code, is prohibited.

* NOTE *

- Extension cords and multi-plug strips MUST be plugged directly into an outlet.
- They CANNOT be plugged into another extension cord or multi-plug strip. (NO “daisy chaining”)
- All multi-plug strips MUST be surged protected types.

Plug-in Air Fresheners

No type of plug-in air freshener is permitted at Pitt Community College.
**Egress Ways and Exits**

**As per North Carolina State Fire Prevention Code - General Provisions:**

In every building, means of egress shall be maintained in accordance with this chapter.

Means of egress shall consist of continuous and unobstructed paths of travel to the exterior of a building at all times. Means of egress shall not be permitted through kitchens, closets, restrooms and similar areas nor through adjacent tenant spaces.

**As per North Carolina State Building Code - Exit Obstructions:**

Where floor space is occupied by tables, chairs or other movable furniture, aisle **not less than 36 inches** clear width shall be maintained to provide ready access to egress doors.

**As per North Carolina State Fire Prevention Code - Exit Obstruction:**

In every building or structure, means of egress shall be so maintained as to provide free and unobstructed egress from all parts of the building or structure at all times, and so as to be available for full instant use in case of fire or other emergency.

Interior decorations such as draperies, tapestries, or mirrors shall not be permitted to obscure, conceal, or confuse exit doors or signs or exit pathways.

Exit access and exit discharge areas shall be so maintained as to provide a permanent, reasonably straight path of travel unimpeded by railings, barriers or gates dividing such areas into sections ancillary to adjoining individual rooms or spaces. Where the fire officials finds this required path to be obstructed by movable objects, he may require the removal of such objects, the fastening of such objects in out-of-the-way locations, or the erection of railings or other barriers to prevent such encroachment.

**Aisles**

In every portion of a building or area where seats, tables, merchandise, equipment or similar impediments to egress are present, required aisles shall be maintained free of all obstructions. Aisles, corridors or passageways leading directly to every exit shall be created and maintained in open floor areas where exits are not immediately accessible. Except where single exits or limited dead ends are permitted by the building code or other regulations, such as aisles shall be so arranged as to provide access to at least two exits by separate paths of travel.

**Other Exits**

No person shall at any time place an encumbrance of any kind before or upon any fire escape, balcony or ladder intended as a means of escape from fire.

As per North Carolina State Fire Prevention Code - Doors:

Doors for egress shall be maintained in accordance with the building code.
**Open Flames**

As per North Carolina State Fire Prevention Code - Open Flame:

No person shall use or allow to be used, any open flame, burning candle or candles in connection with any public meeting or gathering for purposes of deliberation, worship, entertainment, amusement, instruction, education, recreation, awaiting transportation, or similar purpose or in places of public assemblage such as churches, schools, restaurants, eating establishments, cocktail lounges or bars without first obtaining a permit from the fire official.

**Christmas Trees and Wreaths**

As per North Carolina State Fire Prevention Code - Christmas Trees:

Natural cut Christmas trees shall be treated and maintained flame resistance in accordance with the test protocol listed in appendix A.

Living Christmas trees in a balled condition with their roots protected by an earth ball may be permitted provided they are maintained in a fresh condition and are not allowed to become dry.

Combustible artificial Christmas trees shall be labeled or otherwise identified or certified by the manufacturer as being “flame retardant” or “flame resistive.”

Electrical lights are prohibited on metal artificial Christmas trees.

Only listed electrical lights and wiring shall be used on Christmas trees and similar decorations.

Open flame shall not be located on or within the height of the Christmas tree or other similar combustible materials.

Natural cut Christmas trees shall not be located near heating vents or other fixed or portable heating devices that could cause the tree to dry out or be ignited.

When installing them indoors, natural cut Christmas trees shall have the bottom end of the trunk cut off at least one inch above the end to help the tree absorb water. The tree shall be placed in a suitable stand with adequate water. The water level shall be checked and maintained on a daily basis. The tree shall be removed from the building immediately upon evidence of dryness.

All wreaths are to be labeled or otherwise identified or certified by the manufacturer as being “flame retardant” or “flame resistive.”
Procedure for the CO2 alarm in the Early College Building

When the CO2 alarm sounds Facilities will respond in the following three ways:

1. Evacuate the building
2. Find the cause of the high CO2 levels
3. Open the mechanical room door to allow fresh air in to see if the levels will dissipate

12 Passenger Activity Van /Activity Bus/ College Vehicles / Motor Fleet Vehicles

ONLY APPROVED DRIVERS ARE ALLOWED TO DRIVE VEHICLES. VEHICLES ARE TO BE USED FOR PCC OFFICIAL USE ONLY. The vehicles are booked on a first come, first serve basis with priority given to PCC Athletics. Drivers must possess a valid driver’s license and receive approval from Human Resources prior to driving any PCC vehicles. In order to drive the 12 passenger activity van, you MUST first complete a van safety class. If you will need to pull a trailer, you MUST also complete a trailer safety class. Activity vans and trailers will not be issued to anyone that has not completed the safety classes. Only PCC Vehicles are to be used to pull PCC trailers. Drivers shall obey all traffic laws, including not exceeding the posted speed limit and maintaining a safe speed for weather and road conditions. No pets are allowed in any PCC vehicles. No tobacco products are allowed in any vehicles. Facilities reserves the right to cancel scheduled trips with school vehicles due to weather and road conditions.

The emergency contact number for all vehicles is 252-493-7330 (Facilities Services). This number is answered 24 hours a day.

Insurance information will not be provided when vehicles are issued.

If you have an accident or break down, please follow these procedures.
- First make sure that everyone is away from the vehicle and safe.
- Make sure that everyone receives any medical attention that they might need.
- Cooperate fully with any law enforcement officials or emergency medical personnel that might be on the scene.
- As soon as reasonably possible call 252-493-7330, and the person that answers will do their best to assist you and/or get you in contact with someone that can assist you.
- Do not admit liability for any accident. Do not volunteer information or argue with anyone. The less said the better.
- Do not even tell anyone that you are sorry for what has happened. It can be construed as an admission of liability.
- Refer all questions about insurance and damages to college officials.

If you get a ticket for an offense chargeable to you while driving a school vehicle, it is your responsibility to pay the ticket. This will result in losing your driving privileges to drive any school vehicle.

12 Passenger Activity Van
The 12 passenger activity van may be scheduled for Pitt Community College activities through the Facilities Services Department. The van is billed at $1.00 per mile, which covers both the vehicle usage and the fuel. This will be billed to your department’s budget after each use. The van is booked on first come, first serve basis with priority given to PCC Athletics. No more than 12 people, including the driver, are allowed in the activity van at any one time. When using the activity van, there will be no use of any type of tobacco products, no cleats, and no food or drinks.

Please schedule the activity van at least three (3) days prior to your trip. A safety check must be performed on the van before your trip. The activity van must be checked out from Facilities. A pick up time must be arranged prior to pick up. You will receive the keys to the van and a binder with a van usage form, information sheets, and a gas card.

Upon return to the College, the driver will return the vehicle and keys to the Facilities Services Complex or specified location. All trash must be removed from the floors and seats and excess dirt must be swept out of the van by the designated return time. The activity van usage form must be completed in full and returned to Facilities. The activity van must be returned to the Facilities Services Complex parking lot on your scheduled day of return. Please do not leave the van in another parking lot or return the van the following day. If returning the vehicle after hours, please leave the binder containing the usage forms and gas card in the vehicle. Please place the keys in the key-drop box located at the front of the Facilities Service Complex. Since the van may be scheduled to someone else the following day, please be considerate of others and return the van at the designated time and place.

**Activity Bus**
The 43 passenger activity bus is available for Intercollegiate Athletics. Non Intercollegiate Athletic usage is rewarded only on a special request basis. The bus is billed at $1.00 per mile, which covers both the vehicle usage and the fuel. This will be billed to your department’s budget after each use. No more than 43 people, including the driver, are allowed in the activity bus at any one time. When using the activity bus, there will be no use of any type of tobacco products, no cleats, and no food or drinks. If returning the bus after hours, please leave the binder containing the usage forms and gas card in the vehicle. Please place the keys in the key-drop box located at the front of the Facilities Service Complex.

**Only Approved Drivers with a CDL-P will be permitted to drive the activity bus.**

**College Vehicles**
2 Dodge Caravans and 1 Dodge Journey are available for usage. These vehicles are billed at $.60 per mile, which covers both the vehicle usage and the fuel. This will be billed to your department’s budget after each use. When using the college’s vehicles, there will be no use of any type of tobacco products, no cleats, and no food or drinks. If returning the vehicle after hours, please leave the binder containing the usage forms and gas card in the vehicle. Please place the keys in the key-drop-box located at the front of the Facilities Service Complex.

Pickup trucks and cargo vans are also available at no charge for school use to pick up or transport college materials. These vehicles are available when they are not in use by Facilities.
Please call Facilities at 7330 to request a school vehicle at least one day prior to the requested usage.

**All PCC vehicles must be picked up; no vehicle will be delivered to your location. Vehicles are to be returned with at least 3/4 of a tank of gas.**

**Preventative Maintenance**

Eye Wash Stations - All campus eye wash stations are checked on a weekly basis.
Fire Extinguishers - All campus fire extinguishers are checked on a monthly basis.
Air filters - All campus air filters are changed every three months or as needed.
HVAC Equipment – All HVAC equipment is checked on a daily basis.
Equipment Motors & Pumps – All motors & pumps are checked on a weekly basis.
Vehicle Maintenance – Vehicle records are kept in the Facilities Services Department. Oil changes are done every 5,000 miles. North Carolina Inspections are done once a year. A general inspection of each vehicle is done before it is put in service each day. Other service is performed on as needed basis.
Grounds Equipment – A general inspection is performed each day before the equipment is put in service.
Forklifts - A general inspection in performed each day before the forklift is put in service. All forklift operators are required to have a forklift certification before they can operate any forklifts.

**Safety & Emergency Information**

Bloodborne Pathogens and HAZCOM safety training are done on an annual basis. Other safety training is done as needed or as required. Safety manuals are kept in the Facilities Services Office.

Material Safety Data Sheets (MSDS) for all hazardous materials on campus are kept in the Facilities Services Department. Please contact Facilities Services if you need a copy for your files.

The following information is as per the Pitt Community College General Policies from the Pitt Community College Bylaws and Policies Manual.

**Health and Safety Policy**

Pitt Community College is committed to providing a safe and healthful campus for all students, staff, faculty, and visitors. To that end, the College intends to provide a campus that is free from
recognized hazards and unsafe conditions. It is the commitment of the College to abide by all applicable safety and health regulations.

In addition to the responsibility of the College to provide a safe campus, each individual utilizing campus facilities shall assume responsibility for conducting themselves in such a way that they do not put themselves or others at risk. Individuals assume the responsibility for reporting hazards to appropriate college personnel.

All Pitt Community College employees have the responsibility to be aware of safety and health regulations that affect their work and to utilize all applicable safety procedures and equipment in carrying out their assigned job responsibilities. The College and its employees recognize that a safe and healthful environment is beneficial to all who utilize the campus.

This commitment to providing a safe and healthful campus is endorsed by the administration and trustees of the College who encourage everyone utilizing the campus to do so in accordance with this Health and Safety Policy.

**Smoking Policy**

This policy is designed to recognize and protect the rights of smokers and nonsmokers. In order to provide a healthy environment for the students, faculty, and staff of Pitt Community College, smoking is permitted only in designated areas. Designated smoking areas will be clearly labeled and receptacles provided. All smokers are requested to use only cigarette receptacles to dispose of cigarettes both inside and outside of all buildings and temporary units. Designated smoking areas are to be determined by the President and/or administrative staff.

**Facility Usage Policy**
Pitt Community College (PCC) provides a service to the community by allowing the occasional use of campus buildings and facilities for civic, cultural, educational, recreational, and other activities if the users preserve and properly care for the facilities, and the activities do not conflict with the use of facilities or grounds for college purposes and activities or local ordinances or laws of the state or federal government. In renting or making available for use any college property, neither the college President, the Board of Trustees, nor any college personnel assume any responsibility for loss or damage to any property placed on the premises by the user or participants, nor personal injury which may occur during the use of the facility. Any activity shall not interfere or take precedence over the educational and business functions of the College.

Requests to use college facilities or grounds should be made by contacting the Facilities Scheduling Officer for PROCEDURES FOR REQUESTING USE OF PCC FACILITIES.

RULES FOR UTILIZATION OF FACILITIES

The policy for use of Pitt Community College facilities by any group, agency, or organization shall be governed by the conditions stated herein. It shall be understood that approval for facility use shall be contingent upon the availability of space.

Rules

1. Groups, agencies, or organizations shall request use of the facilities of the College a minimum of ten (10) business days and a maximum of thirty (120) business days in advance of the proposed use.

2. Groups, agencies, or organizations shall designate a person to be held responsible for the activity.

3. College buildings shall be opened only by college employees.

4. Smoking is not allowed in any Pitt Community College buildings.
5. Groups, agencies, or organizations shall NOT permit any vendor to sell products, goods, or services on the College's campus without the written approval of the President or the President's designee.

6. Pitt Community College does not make space available to groups, agencies, or organizations teaching classes that are in competition with Pitt Community College's course offerings.

7. Arrangements for the use and set up of college owned audiovisual equipment will be the responsibility of the user and may be borrowed and used according to the rules of the Learning Resources Center.

8. Users are expected to furnish their own supplies (copies, markers, pens, pencils, paper, flip charts, post-it notes, tape, etc.) Copier services are not provided.

9. Users are expected to place all food and trash in a container that will be provided or will be required to place all food and trash in designated dumpsters outside the buildings at the conclusion of the function.

10. Applications for the use of college facilities will be submitted to the Facilities Scheduling Officer for approval. The College will deny usage when activities may disrupt or is reasonably likely to disrupt normal operations or college activities.

11. THE POSSESSION AND/OR CONSUMPTION OF ALCOHOLIC BEVERAGES OR ILLEGAL SUBSTANCES ON PITT COMMUNITY COLLEGE PROPERTY IS PROHIBITED. (Property is defined as any facility, land, or equipment owned, leased, rented, or controlled by the College.)

12. THE POSSESSION OF FIREARMS AND WEAPONS ON PITT COMMUNITY
COLLEGE PROPERTY…

(Property is defined as any facility, land, or equipment owned, leased, rented, or controlled by the College.)

A firearm is permissible on a community college campus only under the following limited circumstances:

1. The firearm is a handgun; AND
2. The individual has a valid concealed handgun permit or is exempt from the law requiring a permit; AND
3. The handgun remains in either: a closed compartment or container within the individual with the permit's locked vehicle; or a locked container securely affixed to the individual with the permit's locked vehicle; AND
4. The vehicle is only unlocked when the individual with the permit is entering or exiting the vehicle; AND
5. The firearm remains in the closed compartment at all times.

In Accordance with N.C.G.S. 14-269.2(k)

13. No vehicle shall emit music or other sounds generated from speakers at a level that can be heard at a distance of twenty five (25) feet or greater from the vehicle (Traffic Regulations) nor shall any non-college function generate or emit music, sounds or other noise that will disrupt the operations of the College.

14. No person shall intentionally throw or place litter upon the grounds, streets, or parking lots of the College.

15. Any associated fees that will be charged if applicable will be paid no later than seventy two hours in advance of the function or event.

Responsibility for Supervision

The user shall be responsible for the supervision of the activity it sponsors, including the maintenance of order and the safety of the people present.
The College may require an employee to be on duty when a facility is used; however, the employee is not responsible for the supervision of the activity. When it is necessary or appropriate to have law enforcement personnel present due to the nature of the intended use of the campus or the number of people involved, the College may require that the user pay the extra personnel costs.

**Responsibility for Care, Custody, and Control of College Facilities**

The user shall be responsible for any damage to college property, other than normal wear and tear, while the facility is under the user's care, custody, and control. The following rules shall be observed:

1. The user shall not drive nails, tacks, or screws into the floors, walls, ceilings, desks, or any other college property.

2. The user shall not paint, wallpaper, mark, or deface any college property.

3. The user shall not wire or connect electrical equipment, such as stage lighting or sound equipment.

4. The user shall remove its property, such as decorations, theater props, and equipment from the college premises immediately after the event.

5. The user shall leave the college premises arranged as found and in a clean, neat, and orderly manner.

6. The user shall comply with all local fire codes.

7. No tape/putty shall be placed on painted or stained surfaces.
**Prohibited Activities**

The following activities are **prohibited** on the college campus:

1. The possession, use, or sale of alcohol or illegal drugs.

2. Gambling.

3. The possession of weapons (i.e., knives, guns, etc.)

4. Smoking, except outdoors in designated areas.

6. Any activity that is in violation of the laws of this state, or of the federal government, or is in violation of any local ordinances, or any policies adopted by the Board of Trustees of Pitt Community College.

7. Any activity that will disrupt or is likely to disrupt normal operations or college activities or damage college property.

**Contractual Obligations**

1. The user shall agree to be responsible to Pitt Community College for any damage to College property, and shall further agree to hold the College harmless and indemnified from any claims, suits, or causes of action arising from its use of the College facility.

2. A user shall not assign or transfer its authorization to use college facilities to any other agency without the express permission of the College.
3. An agreement to use college facilities may be canceled or amended by either the user or the College for good cause provided five (5) days notice is given to the other party. The College will not be responsible for any financial losses incurred by the user in the event of a cancellation or amendment of the use agreement or by changing the facility that has been assigned to the user.

4. Violations of these rules and regulations shall be grounds for the suspension of a user's privileges to use college facilities for such period of time as deemed appropriate by the College.

CLASSIFICATION OF USERS

Facility users shall be entitled to a priority on the usage of college facilities in the following order, and such facility users shall be defined as follows:

Class A shall be defined as any organization or association officially recognized by or affiliated with the College. This class includes use by:

- College-sponsored student groups (e.g., SGA)
- College advisory committees
- College alumni groups
- College foundation
- Professional PCC staff or faculty organizations
- Professional community college organizations

There will be no charges for Class A users unless additional security and custodial services are deemed necessary by the College due to large number of participants. Class A facility users shall have a priority over Class B, C, D, and E facility users for the use of college facilities.
Class B shall be defined as local school systems and units of federal, state, and local government. This class includes use by:

- Area economic development organizations
- Federal, state, and local government agencies, including the military
- Pitt County Schools
- North Carolina State-supported colleges and universities except for situations that are subject to the agreement that has been negotiated between the North Carolina Community College System and the University of North Carolina General Administration.

During normal operating hours*, there will be no charges for Class B users unless additional security and custodial services are deemed necessary by the College due to large number of participants or type of activity. Outside normal operating hours, charges are based on Facilities Utilization Fee Schedule. Class B facility users shall have a priority over Class C, D, and E facility users for the use of college facilities.

Class C shall be defined as any non-profit organization or association that is not officially affiliated with the College or any other government agency. This class includes use by:

- Non-profit civic and service clubs
- Fraternities and sororities
- Professional and occupational organizations
- Boys and Girls Club, scouts, little leagues, etc.

During normal operating hours*, there will be no charges for Class C users unless additional security and custodial services are deemed necessary by the College due to large number of participants. Outside normal operating hours, charges are based on Facilities Utilization Fee Schedule.
Schedule. Class C facility users shall have a priority over Class D, and E facility users for the use of college facilities.

Class D shall be defined as any person, organization, or association using the PCC facilities for profit or for personal use. This does not include fund-raising activities of Class A, B, or C users, which are non-profit organizations, and when this purpose of the fund-raising is not disruptive or reasonably likely to disrupt normal operations or college activities or be in competition with educations programs of the college. This class includes use by:

- Retail merchants or vendors
- Area business and industry
- Dance, music, or artistic performances
- Entertainers

Applicable fees and charges are based on the Facilities Utilization Fee Schedule. During normal operating hours*, there will be no charges for custodial services for Class D users unless additional custodial services are deemed necessary by the College due to large number of participants or activity. Class D facility users shall have a priority over Class E facility users for the use of college facilities.

Class E shall be defined as any religious or political person or organization using PCC facilities to advance an ideology or theology. Guidelines for visits to the campus by political persons, which do not require the use of assignable space, are included in other sections of the Pitt Community College Board of Trustees Policy Manual and are not covered by this policy. The use of a Pitt Community College facility by a Class E user must be approved by the President.

Charges for Class E users will be set by the President on a case-by-case basis.

**Normal operating hours are as follows:**

- **Monday - Thursday** 8:00 a.m. - 10:00 p.m.
- **Friday** 8:00 a.m. - 5:00 p.m.
- **Saturday (on a limited basis)** 8:00 a.m. - 12:00 Noon
Facilities are not available when the College is officially closed.

GRANT OR DENIAL OF ACCESS.

The College will grant access by an eligible individual or group on a neutral basis, in accordance with this policy. A grant of access to any particular individual or group does not mean that the College endorses the beliefs, practices, or views expressed by that individual or group. Outside individuals and groups are expressly prohibited from stating, implying, or suggesting in any manner, that they are endorsed by or associated with the College, or that any publication, announcement, or other form of expression provided by the individual or group has been approved by or is associated with the College.

Any individual or group who believes that access to the College has been denied improperly may present their position to the President for consideration. The President shall respond within five (5) business days and the President's decision shall be final.

Non-Eligible Users An individual or group is NOT eligible to apply for use of the college facilities if it has a record of:

1. Having previously damaged or otherwise abused the facilities; or
2. Having previously substantially disrupted or materially interfered with the work, discipline, and/or educational activities of the College (e.g., by violating reasonable College rules and regulations, interrupting classes or other College programs or activities, or inciting or producing imminent violence or other lawless action on College premises).

The following information is as per the Pitt Community College Emergency Procedures Manual. For additional information, please refer to this manual.

Chemical, Biological, and Radioactive Accidents

Chemical, biological, and/or radioactive accidents can result from a variety of causes. These include accidents in the laboratories and shops; hazardous materials brought on campus either legally or illegally; fires and/or explosions in campus buildings; vehicular accidents on campus or on the adjacent surface roads; natural disasters including hurricanes,
tornadoes, and other severe weather; vandalism; or aircraft either crashing or dumping chemicals on the campus. Materials may be in the solid, liquid, or gaseous form and may be released into the air, soil or water or may be found in campus buildings. The nature of the spill will determine the procedure to be used in dealing with the particular spill.

The goal in dealing with any spill of chemical, biological, or radioactive material is to minimize the damage to people, property, and the local environment. If you don’t know how to handle any chemical, biological, or radioactive accident, get help. Do not attempt to deal with the material if you are not sure you know what to do.

Anyone using any hazardous materials on campus must be familiar with their properties before using the materials. Hazardous materials, as defined by the North Carolina Occupational Safety and Health Hazard Communication Standard Administrative Code 7C.0101 (a)(99) include all materials that are physical or health hazards. All such hazardous materials must have an MSDS [Material Safety Data Sheet] supplied by the manufacturer on file in the work area and in the Facilities Services Department. Before attempting to clean up any chemical, biological, or radioactive spill, locate and carefully read the MSDS for the spilled material.

Do not enter an area of contamination if you see individuals unconscious in the area. Potentially deadly fumes may be present. Immediately leave the area and summon qualified help. If you are unsure of who to contact, dial ext. 7330 and have Administrative Services contact all available help. If no one can be reached at that number, dial 9-911 from a PCC office phone or 911 from a pay phone to summon Pitt County Emergency Services personnel.

Resources for Chemical/Biological/Radioactive Accidents

Call 9-911 from office or 911 from cell if the Accident is of critical or life threatening

On-line Safety Information
http://www-health.pitt.cc.nc.us/sci/science/safetlnk.htm

Administrative Services
Donald Heisey ext. 7364

ECU Environmental Health and Safety 328-1501
http://www.ecu.edu/oehs/

ECU Radiation Safety 816-2236

Poison Control Center 1-800-672-1697
Major / Catastrophic Spills

Major spills are those that are likely to cause personal injuries or result in damage to property. No one individual should attempt to deal with a major spill alone.

1. Summon help immediately when it is determined that the spill is classified as a major or catastrophic spill. See the previous page of this manual for the individuals to contact. Notify the HazM Team and Administrative Services first.

2. Immediately begin evacuation of the building. Generally the fire alarm is the quickest way to evacuate a building. However, the fire alarm sounds only in that particular building and many individuals may not respond to it. Contact the building coordinators as well to insure evacuation of the building.

Minor Spills

Minor spills are those that are not anticipated to cause injury to individuals or property and that can be dealt with by a knowledgeable individual without causing further damage. If there is any doubt as to the hazardous nature of the spilled materials, before beginning cleanup contact your immediate supervisor or the PCC HazM team. Every attempt should be made initially to contain the material and prevent further damage and/or contamination.

1. If materials are spilled on the clothing or skin, have the contaminated individual stand under the deluge shower for a minimum of 15 minutes. If the materials are in the eyes, rinse the eyes for a minimum of 15 minutes in the eye wash. Have the individual contact a physician as soon as possible after the exposure to the material even if no injuries are apparent. Send a copy of the MSDS of the suspected contaminating material with the individual to the physician.

2. If materials are spilled in the buildings, contain the spill in the smallest possible area using the Spill Control packages found in the Chemistry Laboratory or use other material to contain the spill. If there is a possibility that students may be affected by the spilled material, have them evacuate the area until the spill can be contained. Do NOT allow students to help you clean up the spill. Isolate all materials used to clean up the spill. Contact the Facilities Services Department to determine how they want you to dispose of the contaminated material. Do not put any chemicals or waste water down the drains into the water supply or into the regular trash.

3. If materials are spilled outside the buildings, contact the PCC Facilities Services Department immediately for help in the cleanup. It is very important that any contamination
of the local soil or water be avoided if at all possible. Substantial fines can result from such contamination.

Fire

Please refer to Pitt Community College’s Emergency Reference Guide. Guides should be located in classrooms and offices.

Additional Resource People for Fires and Fire Safety

Tim Strickland ext. 7330
Timmy More ext. 7330

Medical Emergency

Please refer to Pitt Community College’s Emergency Reference Guide. Guides should be located in classrooms and offices.

Utility Failure

Campus utilities include electricity, water, sewerage, natural gas, heating oil, telephones, heating and air-conditioning. All problems with utilities should be reported to the Facilities Services Department extension 7330 day or night or the Vice-President for Administrative Services extension 7442.

Severe Weather

Please refer to Pitt Community College’s Emergency Reference Guide. Guides should be located in classrooms and offices.

Historically Underutilized Businesses (HUB)

Pitt Community College actively seeks the participation of Historically Underutilized Businesses (HUB) via NC Vendor Link as well as via other community college vendor information sharing networks.