



**EMORY**  
UNIVERSITY

# Campus Services Guide to Services

Version III: Return to Campus, COVID-19 Recovery

As of June 16, 2020



# Campus Services

## Guide to Services – Return to Campus, COVID-19

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# Introduction and Overview

## Campus Services Division

**Mission:** Creating an environment that inspires the discoveries of tomorrow.

**Vision:** We are highly skilled professionals who take pride in our work, provide exceptional service, and are empowered to drive results that achieve superior value and quality; making us the service provider of choice.

**Values:** We are committed to doing the right thing, the right way, for the right reasons. Our values are Safety, Collaboration, Ownership, Respect, and Excellence.

Campus Services is comprised of over 800 individuals across 8 departments including Facilities Management, Emory Police, Finance and Business Operations, Customer Experience, Planning, Design, and Construction, Master Planning, Sustainability, and Real Estate. We are committed to supporting Emory's campus by providing facilities and auxiliary services. Organizational charts and additional information can be found at [www.campuserv.emory.edu](http://www.campuserv.emory.edu).

## Purpose

The purpose of the Guide to Services is to provide an overview of the services delivered by Campus Services, specifically Facilities Management, Emory Police, Finance and Business Operations, Customer Experience, and Planning, Design, and Construction. This version has been revised to indicate the services provided during the phased recovery and return to campus due to the COVID-19 pandemic. These services are different than the baseline and standard services included in and defined by Emory's resource allocation model. This guide is applicable to E&G units only. Auxiliary departments (such as Housing Operations) should have a separate Service Level Agreement (SLA) with Campus Services to define their service levels.

This document also serves as a reference when reviewing current service delivery and considering service level adjustments. If a unit would like a higher or adjusted level of service than provided by the allocation model, the unit's Chief Business Officer should discuss that adjustment with Campus Services.

This document may be updated in the future. Updates will be indicated by version number and revision date.

## Resource Allocation Model

Emory University operates by a resource allocation (or Resource Centered Management) model. Based on this model, units contribute to the allocation and receive services in return. Those services are outlined in the Guide to Services. If a unit would like to receive services that are above and beyond the baseline allocation, the unit will be expected to pay for those services. Details regarding fees for additional services are outlined in the appendix.

## Points of Contact

The following Campus Services leaders are the main points of contact associated with the services provided.

Campus Services, Vice President and Chief Planning Officer

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Emory Police Department, Chief of Police

**Rus Drew**

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Customer Experience, Director

**Grace Liedberg**

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Planning, Design, and Construction

**Charlie Andrews**

Office Phone: 404-727-5669

E-mail: [candre2@emory.edu](mailto:candre2@emory.edu)

Campus Services Website

**Website:** <http://www.campserv.emory.edu/index.html>

**COVID-19 Response:** <http://www.campserv.emory.edu/covid19/index.html>

# Services Provided

## Facilities Management

### Overview

Facilities Management is composed of five departments and determines its service levels and associated activities in alignment with industry standards.

For Building and Residential Services, Emory University has designated an APPA Level 3 standard of cleaning. APPA specifies five levels of cleanliness that many higher education institutions utilize to manage their cleaning efforts. For select buildings or specific activities such as landscaping, the agreed upon APPA level may be different. Additional details regarding cleaning levels can be found in Appendix C and on the APPA website at [www.appa.org](http://www.appa.org).

RSMMeans informs the industry standards for other operational activities. The services outlined in this document are also aligned to RSMMeans.

In response to the COVID-19 pandemic, Building and Residential Services is increasing cleaning and sanitizing activities. More detail is provided in the following pages. Facilities Management is also performing inspections and reactive repairs of building systems and equipment.

For information regarding service contact and reporting service-related needs, reference the [Customer Resources](#) section.

#### **Facilities Management Services include:**

- Building and Residential Services/Auxiliary Services
- Building Operations and Maintenance
- Energy and Utilities
- Exterior Services
- Fire Safety
- Contracted Services

## Building and Residential Services (BRS) / Auxiliary Services (Recycling & Waste)

BRS provides custodial cleaning service for Emory's campus using sustainable cleaning methods to provide a clean, healthy, safe, and pleasant environment for our faculty, students, staff, and visitors.

### BRS: Return to Campus, COVID-19 Response

In response to the COVID-19 pandemic, BRS has developed a Campus Sanitization strategy that will cover the sanitizing of the following areas throughout all university facilities:

- Spaces include common areas, lounges, classrooms, bathrooms, and dining spaces

#### **Cleaning and Sanitizing Activities**

BRS will perform the following:

- **Cleaning**: Normal dusting, waste removal, vacuuming, floor cleaning, etc. See detail in the following pages.
- **Cleaning High Touch Surfaces**: Cleaning high touch surfaces such as building entryways, elevator lobbies, break rooms, etc. This will be done regularly throughout the day.
- **Sanitization**: Sanitization of classrooms, congregate areas, restrooms etc. will be performed utilizing the misting sanitization product "[ProKure V.](#)" This will be performed once nightly.
- **Disinfectants**: BRS is utilizing [EPA-Registered disinfectants](#) which are approved by [EHSO](#) and in alignment with CDC guidelines.
- **Offices, Personal Spaces**: Sanitizing stations are located in facilities if occupants would like to perform additional sanitization in their offices and personal spaces.

#### **Hand Sanitizer and Disinfecting Stations**

- BRS and Operations and Maintenance teams are installing and maintaining hand sanitizer and disinfection stations in facilities. These teams are following guidelines from EHSO regarding the [recommended placement of hand sanitizer and disinfection stations.](#)
- [Disinfection Matrix by Area](#): Please reference the matrix which outlines disinfection activities by area, disinfectant, frequency, and responsible party.

#### **Soap and Hand Sanitizer Products**

BRS provides the following soap and hand sanitizer solutions that are approved by EHSO and in alignment with EPA and CDC guidelines. Select the links to review the safety data sheets.

- Hand Soap: [Medama Green Soap](#)
- Hand Sanitizer: [Medama Foaming Hand Sanitizer](#)

Please reference the [Campus Services webpage](#) for any updates on products.

<b>Building and Residential Services (BRS) / Auxiliary Services (Recycling and Waste) – Cleaning and Sanitation, Return to Campus, COVID-19</b>		
<b>SERVICE TYPE</b>	<b>DEFINITION</b>	<b>FREQUENCY</b>
<b>Sanitization – Spaces</b>	Sanitizing the following spaces: <ul style="list-style-type: none"> <li>- Common areas</li> <li>- Lounges</li> <li>- Classrooms</li> <li>- Restrooms</li> <li>- Dining Spaces</li> <li>- Congregate areas</li> </ul> Using a misting sanitizing solution, “ <a href="#">ProKure V.</a> ” See appendix for details.	Once, nightly
<b>Cleaning – High Touch Surfaces</b>	Cleaning high touch surfaces such as <ul style="list-style-type: none"> <li>- Building entryways</li> <li>- Elevator lobbies</li> <li>- Break rooms</li> <li>- Doorknobs</li> <li>- Etc.</li> </ul>	Regularly throughout the day
<b>Cleaning – Routine</b>	Continuing normal cleaning routines such as dusting, waste removal, floor cleaning, etc.  See the following BRS tables for details.	See the following BRS tables for details.
<b>Cleaning – Personal Spaces</b>	Sanitizing stations are located in facilities if occupants would like to perform additional sanitization in their offices and personal spaces.	Occupants perform as they see fit.

This is in alignment with recommendations from EHSO. Reference the [matrix](#) for additional detail.

BRS: Routine Cleaning

<b>Building and Residential Services (BRS) / Auxiliary Services (Recycling and Waste) –                      Routine Cleaning</b> APPA Level 3 Service and Frequency (12 months) (Monday – Friday) All services are performed once per day unless noted Shift (8) Hour work Window		
SERVICE TYPE	DEFINITION	FREQUENCY
Office Areas	High dust shoulder height and higher	Once per week
	Sanitize all available horizontal Surfaces with approved all-purpose cleaner/germicidal solution – <i>*Will not move personal items unless authorized by staff.</i>	Daily
	Spot clean (Walls & Windows, Doors, Fixtures)	Daily
	Spot clean floors (carpet or hard surface)	Daily
	Low dusting of horizontal and vertical surfaces	Once per week
	High dusting of horizontal and vertical surfaces	Once per week
	Vacuum carpet	Once per week
	Mop hard surfaces.	Once per week
Carpet cleaning	Three times per year	

<b>Conference Rooms</b>	Empty trash/compost	Daily
	Spot clean floors, tables, windows, and ledges	Daily
	Low dusting daily	Daily
	Vacuum entire suite; if hard floor will be mopped daily	Twice per week
	Carpets cleaned	Three times per year
	Hard floors stripped/scrubbed and waxed	Three times a year
<b>Classrooms/Teaching Lab/Study Rooms</b>	Empty trash/compost	Daily
	Spot clean floors, tables, windows, and ledges	Daily
	Clean boards (replenish chalk and dry erase material if expected)	Daily
	Low dusting of horizontal and vertical surfaces	Daily
	High dusting - horizontal and vertical surfaces	Twice per week
	Vacuum entire classroom; if hard floor will be mopped	Daily
	Carpets cleaned	Three times per year
	Hard floors stripped/scrubbed and waxed	Three times a year

<b>Library/Study Space</b>	Empty trash/compost	Daily
	Spot clean floors, windows, and ledges	Daily
	Clean boards (replenish chalk and dry erase material if expected)	Daily
	Low dusting of horizontal and vertical surfaces	Daily
	Vacuum entire space; if hard floor will be mopped daily	Daily
	Carpets cleaned	Three times per year
	Hard floors stripped/scrubbed and waxed	Three times a year
<b>Corridors</b>	Dust mopped	Twice per day
	Spot mopped (in the morning)	Daily
	Auto scrubbed/burnished nightly	Daily
	Empty trash/compost and clear area of debris	Daily
	Stripped/scrubbed and refinished	Three times a year
<b>Restrooms / Locker Rooms</b>	Clean and sanitize sinks and toilets with approved germicidal solutions	Once per shift
	Empty trash	Once per shift
	Clean all other horizontal/vertical surfaces	Once per shift
	Refill dispensers	Daily
	Mop floors	Daily
	High dust/low dust	Twice per week or as needed
	Floors scrubbed/stripped and refinished	Quarterly or in between cycle as needed

<b>Entrances/Vestibules</b>	<p>Clean Glass and door frames</p> <p>Sweep/vacuum/ Mop floor</p> <p>Monitor areas several times during shifts</p> <p>Service entrance mats and runners</p> <p>High/low dust</p>	<p>Once per shift</p> <p>Once per shift</p> <p>Daily</p> <p>Once per shift</p> <p>Twice per week</p>
<b>Staff Lounges/Ancillary Areas</b>	<p>Clean sinks/refill soap/paper towels/etc.</p> <p>Mop floors</p> <p>Clean/sanitize other horizontal/vertical surfaces with approved germicidal solution</p> <p>High/low dust</p> <p>Floor scrubbed/stripped and refinished (Additional service provided by request (upon submitting charge back work order.)</p> <p>Carpet vacuumed</p> <p>Carpets cleaned</p>	<p>As needed and if applicable</p> <p>Daily</p> <p>Once per shift</p> <p>Twice per week</p> <p>Quarterly</p> <p>Twice per week or more as needed</p> <p>Quarterly or more as needed</p>
<b>Recycle Services</b>	<p>Remove trash</p> <p>Clean trash receptacles</p> <p>Spot clean wall and surrounding area</p>	<p>Twice per day or as needed</p> <p>Daily</p> <p>Daily</p>

## Building Operations and Maintenance (O&M)

The Operations & Maintenance department provides both interior and exterior maintenance and repair for Emory buildings. O&M is a zoned-based department which provides a combination of corrective and proactive building maintenance and focuses on general repairs, electrical, plumbing, and carpentry services. The Central Shops specialize in Painting Services.

### *O&M: Return to Campus, COVID-19*

As of June 14, 2020 Operations and Maintenance service levels have returned to “normal” operations.

To prepare the buildings for resumption of on-campus activities, increased inspections and reactive repairs are being performed on HVAC systems, air cooled systems, cooling towers, and water-cooled chilled. Domestic water systems are being flushed and tested.

### *O&M: Services, Normal Operations*

Building and Energy System Maintenance - NORMAL OPERATIONS		
SERVICE TYPE	DEFINITION	FREQUENCY
<b>Building Inspections</b>	A walkthrough of the property designed to identify, document, and address safety, aesthetic, general maintenance issues (temperature and humidity levels, pest management, lights, fixtures, door fixtures, closures, etc.). Inspections include building interior.	Twice per week
	Periodic walkthrough and inspections of building exterior.	As needed
<b>Preventative Maintenance</b>	A set of tasks designed to ensure the proper operation, maintenance, and life expectancy of major building equipment and systems.	As per issued manufacturer recommendations or RSMeans (Industry Standard).
	<b>Building Equipment</b> Lint Trap Dryer Vent Ice Machine Drinking Fountain Apartment Kitchen Hoods ADA / Emergency Door	Semi-annual Semi-annual Quarterly Annual Semi-annual Quarterly
	<b>Fire Protection</b> Fire Extinguisher Inspection Fire Door Fire Pump	Monthly Quarterly Weekly

Hose Standpipe Valve Main Valve Sprinkler / Nozzles Fire Sprinkler System Inspection	Annual Annual Annual Annual
<b>Electrical System</b> Emergency Generator & Switch Gear Emergency & Exit Lighting Electrical Panel, Circuit Breaker Transformers	Monthly Semi-annual Annual Annual
<b>Plumbing System</b> Back Flow Prevention Grease Trap Cleaning Hot / Cold water Recirculating Pumps Reclaimed Booster Pump	Annual Quarterly Semi-annual Semi-annual
<b>Domestic Hot Water</b> Domestic Hot Water Heater Mixing Valves Sump Pumps Backflow Preventer	Semi-annual Annual Semi-annual Annual
<b>Steam</b> Condensate Pump Pressure Reducing Valve Steam Trap	Semi-annual Annual Annual

**Note:** All routine services listed above that are within scope are for those that cost less than or equal to \$10,000. See “**Major Maintenance & Repair**” for services above \$10,000.

## Energy and Utilities (E&U)

E&U uses innovative technology to provide reliable and cost-effective utilities to the campus in support of the various schools, campus life, healthcare, and research excellence at Emory. It provides the vision, leadership, and direction for developing short and long-term energy strategies to achieve Emory's energy, water, and carbon reduction goals as it relates to the University's Sustainability and Vision goals. E&U also manages the day-to-day preventative maintenance and repair to the utility and HVAC systems.

In support of this Agreement, E&U will perform corrective building and energy maintenance in support of the respective O&M Shop. In addition, E&U is responsible for providing safe, efficient, reliable utilities (gas, water, electric, steam) to all facilities. Utility usage is billed per the rate structure approved annually by the University. This rate structure can be found in the appendix.

### *E&U: Return to Campus, COVID-19*

As of June 14, 2020, Energy and Utilities service levels return to "normal" operations. To prepare the buildings for resumption of on-campus activities, increased inspections and reactive repairs are being performed on HVAC systems, air cooled systems, cooling towers, and water-cooled chilled. Domestic water systems are being flushed and tested. HVAC systems have been monitored and will be adjusted to normal operating schedules based on building occupancy and building operator requests.

E&U: Normal Operations

Energy and Utilities (E&U) - NORMAL OPERATIONS		
SERVICE TYPE	DEFINITION	FREQUENCY
<b>Heating Ventilation Air Condition (HVAC)</b>	Air Handling Unit	Quarterly
	Variable Speed Drive	Annual
	Energy Recovery Equipment	Annual
	Exhaust Fan Motor	Semi-annual
	Power Induction Units	Semi-annual
	Terminal Air Units	Semi-annual
	VAV	Semi-annual
	Fire Dampers	Annual
	Exhaust Fan Bathroom	Semi-annual
	Chiller	Quarterly
	Cooling Towers	Semi-annual
	Chilled Water Pump	Semi-annual
Heating Water Pump	Semi-annual	

## Exterior Services

Exterior Services provides professional services which ensures the natural splendor of Emory is well maintained, environmentally sensitive, and aesthetically pleasing to all customers. Related services include: Grounds and Roads & Hardscape.

Exterior Services – NORMAL OPERATIONS		
SERVICE TYPE	DEFINITION	FREQUENCY
<b>Grounds</b>	Mowing – 3” Fescue or other cool season turf 2-2 ½” on warm season turf such as Bermuda	Weekly during growing season
	String Trimmer needs (weed-eater)	During weekly service, if needed
	Edging	Bi-weekly, if needed
	Mulch for planting beds and trees; pine straw	Annually
	Redefine mulch beds.	Annually as needed
	Shrub maintenance (mechanical pruning)	Performed based upon cultural requirements for individual species
	Leaf removal – small organic debris	Weekly during fall/winter Every two weeks during fall/winter
	Aerating of high-profile areas	Annually
	Weed control - flower beds & planters	As needed.
	Flower bed color pallet plantings	Spring / Fall
	Fertilization – trees and shrubs	Annually, one application
	Litter removal	As needed

## Fire Safety

The Fire Safety Division provides fire safety services for Emory’s Atlanta, Oxford, and Grady campuses. The Fire Safety department is responsible for the management of fire safety programs and activities to ensure compliance with all regulatory requirements pertaining to fire safety and prevention within the Emory community.

The Fire Safety Division operates from 7:00 am to 4:00 pm Monday—Friday and provides both emergency response and educational services after normal business hours as needed or required.

### *Fire Safety: Normal Operations*

<b>Fire Safety – NORMAL OPERATIONS</b>	
<b>SERVICE TYPE</b>	<b>DEFINITION</b>
Fire Safety	<p>Serving as the primary liaison for the State/County/Municipal Fire Department Administration and Fire Marshal’s Office</p> <p>Reviewing construction documents to ensure construction plans meet applicable Fire / Life Safety codes and Emory construction standards</p> <p>Developing and implementing protocols for completion of building inspections, fire drills, and the maintenance and repair of fire prevention equipment</p> <p>Developing and implementing life safety and fire prevention education programs for the community</p> <p>Investigating or assisting other agencies in the investigation of fires</p> <p>Managerial / administrative oversight (to include contract administration, service performance, and invoice approval) of vendor contracts providing maintenance and repair services for: Fire Alarm Systems, Residential Kitchen Hoods, Fire Extinguishers, Sprinkler and Fire Pump systems; and, inspection and testing of Automatic Fire Doors.</p> <p>Conduct fire drills for facilities</p>

## Contracted Services

All maintenance service contract (MSC) services will be managed by FM. The services will be provided to the same standards as required by all in-house and contracted services to Emory University. All contractors will be licensed and insured as required by Emory University and state and local authorities.

Contracted Services		
SERVICE TYPE	CONTRACT PROVIDED	FREQUENCY
Elevator Maintenance	Third Party Vendor	Semi-annual
Elevator Inspections	Office of Insurance & Fire Safety	Annual Inspection
Waste/Sanitation	Third Party Vendor	Varies by Location
Emergency Generators	Third Party Vendor	Annual
Storm Systems	Third Party Vendor	Quarterly
Water Treatment	Third Party Vendor	Monthly
Grease Traps	Third Party Vendor	Quarterly Inspection
Fire Alarms	Third Party Vendor	Annual Inspection
Fire Extinguishers	Third Party Vendor	Annual Inspection
Closed Circuit TV Cameras	Third Party Vendor	Bi-weekly
Sprinklers & Fire Pumps	Third Party Vendor	Annual Inspection
Kitchen Hoods	Third Party Vendor	Semi-annual
Pest Control	Third Party Vendor Inc	Monthly
Mosquito Treatment	Third Party Vendor	Monthly Apr-Oct
Roof Management	Third Party Vendor	Quarterly
Bldg Automation Systems	Third Party Vendor	Semi-annual

\* All maintenance service contracts have a maintenance and or service inspection frequency as annotated above; however, the same contracted vendor can/will also be used for corrective maintenance and service when required. Contract details can be provided separately.

### *Contracted Services: Return to Campus, COVID-19*

Contracted services will continue to ensure business continuity. Contractors and vendors are required to adhere to university policies and guidance. See appendix for requirements [documentation](#).

## Emory Police Department

### Overview and Services

#### **Overview**

The Emory Police Department (EPD) is the primary law enforcement service provider for all Emory University owned/affiliated facilities and property at the Emory, Oxford, and Emory Midtown campuses. Responsibilities include standard uniform police visibility and patrol functions, response to and documentation of all reports involving criminal acts occurring anywhere inside the facilities or on the property, criminal investigations regarding reported crimes, and response to requests for emergency and non-emergency services.

#### **Additional services within EPD include:**

The Electronic Security Services division provides electronic access control, key, intrusion alarm, and CCTV services for the Emory Atlanta, Oxford, and Grady campuses.

Emory Emergency Medical Service (EEMS) is a student operated, volunteer emergency medical service (EMS) that provides emergency and non-emergency medical care to Emory University students, faculty, staff, visitors, and the surrounding community. EEMS works in coordination with local EMS, fire, and police departments to provide high-quality, professional, confidential, and expeditious emergency medical care for the Emory Atlanta campus. In addition, EEMS provides medical standby services for special university events. EEMS provides services during the Fall and Spring Semester of each academic year on the Atlanta campus while school is in session.

#### **Operating Hours**

The Police department operates 24/7 – 365 days per year

The Electronic Security Services Division operates from 7:00 am to 3:30 pm Monday—Friday and provides emergency response services after normal business hours as needed or required.

Emory EEMS provides services during the Fall and Spring Semester of each academic year while school is in session.

### EPD: Return to Campus, COVID-19

For all updates related to Emory Police Department services during the return to campus and COVID-19, please reference the webpage at <http://www.campserv.emory.edu/covid19/epd-response.html>

The Emory Police Department provides the following general services:

<b>Emory Police Department</b>	
<b>SERVICE</b>	<b>DEFINION</b>
<b>Uniform Patrol</b>	<p>Provide uniform police patrol and response to emergency and non-emergency requests for service on a 24 – 7 basis</p> <p>Serve as a support unit for the purpose of maintaining a safe environment for faculty, staff, students and visitors</p> <p>Police presence at Special Events----may incur additional costs</p>
<b>Criminal Investigations</b>	<p>Conduct investigations of reported criminal activity in an effort to Identify and apprehend offenders, recover stolen property, and assist in prosecution of offenders</p> <p>Provide victim assistance services in cooperation with the Center for Women, the Respect Program, FSAP, Campus Life, Office of Student Conduct, and outside agencies, as appropriate</p>
<b>Crime Prevention</b>	<p>Provide a resource for physical security concerns</p> <p>Develop programs to reduce the opportunity for crime</p> <p>Minimize the consequences of incidents which occur</p> <p>Address vulnerabilities in the community</p>
<b>Emergency Preparedness</b>	<p>Provide planning, support and coordination related to crisis management and emergency response in cooperation with Emory’s Office of Critical Event Preparedness and Response (CEPAR)</p>
<b>Electronic Security</b>	<p>Manages the University Electronic Access Control System (installation, operation, maintenance, repair)</p> <p>Provides Locksmith services (key issuance, lock repair/replacement, key control database)</p> <p>Manages University CCTV system (installation, operation, maintenance, repair)</p> <p>Manages University intrusion alarm system (installation, operation, maintenance, repair)</p>

<b>Emergency Medical Services</b>	<p>Response to emergency and 911-based calls in the Emory community Emergency planning assistance</p> <p>Medical standby services for special university events----may incur additional costs</p> <p>CPR and First Aid courses available to the Emory community</p> <p>Annual in-house EMT Course for volunteer providers</p> <p>Girl Scout, Boy Scout, or Campfire USA activities</p> <p>Emergency planning assistance</p>
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## Finance and Business Operations

### Overview

Campus Services Finance & Business Operations is focused on providing high quality, strategic, and comprehensive business and administrative services and support to all Campus Services departments, and comprehensive parking, transportation, and fleet services to the Emory University and Healthcare communities.

### Transportation, Parking, and Fleet Services

Transportation, Parking, and Fleet Services provide all parking, vehicle access, parking deck - related maintenance/repair, and alternative commute transportation services to the Emory Campus.

Transportation: The funding for the University shuttle system is shared by various campus partners creating cost efficiencies across the enterprise. Employees, students, and visitors have full access to all shuttle services available.

Transportation, Parking, and Fleet Services are not included in the allocation. Parking fees are paid by users of the service. In most cases, those fees are paid by students and employees purchasing permits.

For more details regarding parking fees and transportation options, please visit the Transportation and Parking Services website at [parking@emory.edu](mailto:parking@emory.edu).

### TPS: Return to Campus, COVID-19

For all updates related to Transportation and Parking Services during the return to campus and COVID-19, please reference the webpage at <http://www.campserv.emory.edu/covid19/tps-response.html>

## Planning, Design, and Construction

### Overview

Campus Services Planning, Design, and Construction (PD&C) ensures that an appropriate level of stewardship for the Emory campus physical environment and infrastructure is applied to the ongoing design and development of the Emory campus. The PDC staff of campus planners, project managers, program managers, interior designers, and landscape architects integrate their specialized areas of expertise into cohesive planning principles to ensure the delivery of projects that facilitate the University's growth and development while meeting the University's strategic sustainability goals.

PD&C offers a range of services including Planning, Design, Construction, Interior Design, and Graphic Design. Please contact the Work Management Center or [PD&C](#) leadership to initiate a PD&C project.

### PD&C: Return to Campus, COVID-19

PD&C is supporting the return to campus and COVID-19 response efforts by serving as project managers for several initiatives. Listed below are the initiatives and associated project managers. Contact the project manager directly to initiate or continue your school/unit return to campus efforts.

- Research Recovery Committee – [Julie McDaniel](#)
- Classroom Recovery Committee – [Christina Roberts](#)
- Campus Life Recovery Committee – [Josh Gilbert](#)
- Temporary Furniture Storage – [Heath Miller](#)
- Physical Distancing Signage – [Andrea Puccini](#) and [Meng Li-Underwood](#)
- Supply Chain Recovery Team – [Nancy Bayly](#)
- Physical Distancing Acrylic Barriers/Screens – [Mi-Jung Kim](#)

## Customer Resources

### Service Contact

To submit a service-related need, incident or request, contact the Work Management Center by:

<b>WEB PORTAL</b>	<b>EMAIL</b>	<b>PHONE</b>
<a href="http://www.csworkrequest.emory.edu">www.csworkrequest.emory.edu</a>	<a href="mailto:cscsc@emory.edu">cscsc@emory.edu</a>	404-727-7463

For Emergencies, dial 911.

The Work Management Center should be the first point of contact for reporting issues or concerns that are non-emergencies. All service-related needs, incidents or requests are logged as a work request and assigned a tracking number. The customer can track the work request through the Customer Portal.

If you are interested in adjusting your service level, or have feedback, questions, or concerns about service delivery, please contact the Director of Customer Experience.

Customer Experience, Director  
Grace Liedberg  
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## Service Response

Facilities Management service-related incidents are assigned an “issue type” and have an associated expected response time. These are for unscheduled, unexpected events.

Service Response		
ISSUE TYPE	DEFINITION	RESPONSE TIME
Emergency	An event that will result in a threat to life, safety, facilities, and utilities, etc., if not responded to immediately. Examples are: Fire, building flooding, significant loss of a utility, significant hazardous spill, etc.	Within 30 minutes of the event
Urgent	An event that will result in a moderate disruption of normal activities or pose a threat to campus operations. Examples are: Small spill, stopped up toilet, noticeable pests, nonfunctional exit/entrance door, electrical outage in room, a room or zone that is too hot or cold, or the humidity is too high, etc.	Within 24 hours of the event
Routine	An event that is unexpected but occurs during the normal course of operations or of cleaning routine in the life of a facility. Examples are: Dripping faucet, cracked window, pest activity noticed, lost keys, and dusty or dirty floor, etc.	Within 3 days of the event

### *Service Response, Return to Campus, COVID-19*

As of June 14, 2020, Campus Services is resuming normal operations. Expected service response times are resumed.

## Customer Portal

The customer portal is a resource for customers to manage their activities with Campus Services. The web-portal provide work order/request information, billing, and other relevant Campus Services customer information.

Access the portal here with single-sign-on: <https://emap.fmd.emory.edu/fmit/CustomerPortal/>

## Billing

### Overview

All services, both fixed and performance, will be billed monthly by Campus Services to the customer via “speed type” journal for each respective property. Fixed pricing services will be billed at amounts indicated monthly.

For services performed above and beyond the services outlined here, billing will occur monthly.

Billing information can be accessed through the Customer Portal.

### Billing: Return to Campus, COVID-19

Campus Services will provide additional detail to customers regarding billing practices.

## Major Maintenance and Repair

### **Overview**

The University is committed to maintaining our facilities at a specific Facility Condition Index (FCI) level. To support this commitment, the University budgets approximately \$9.9 million per year for major maintenance and repair projects (MR&R).

MR&R projects are projects that cost \$10,000 or more. Projects are identified and monitored on a multi-year basis by subject-matter expert committees and Campus Services leadership. Factors used to identify MR&R eligible projects include: Facility Condition Index, Master Plan, Work Orders, Life Cycle, Preventative Maintenance, Compliance, and Life Safety. Projects are then ranked and prioritized and ultimately confirmed by the Ways and Means Committee.

Each year, Campus Services will meet with unit leaders to discuss MR&R projects for the upcoming and future fiscal years.

## General Services

### A

#### **Access Control**

Provides keyless entry for authorized personnel to exterior and interior doors (card and keypad entry) and maintenance of those systems. If your access is not working, contact your department representative or Work Management for assistance.

**Air Conditioning** See Room Temperatures for details.

#### **Auxiliary Services**

Recycles Services, Staging and Moving Services, Pest Control Services, Surplus Property, Shredding Services, and Waste Management Services.

### B

**Back-up generators** See **Emergency Power**.

#### **Banners**

Contact Graphic Design services for information regarding banners located on campus light poles. Students wanting to promote events with banners and signage visit Meeting Services for more information.

**Billing** Contact **Work Management for assistance with billing**.

#### **Blinds**

Blinds are repaired or replaced when inoperable or damaged. Blinds are not available for all windows at Emory University. Location of windows and design standards determine the use of blinds. Personal blinds are prohibited.

**Bodily Fluids Clean-Up** See **On-Demand Cleaning for urgent response for clean-up**.

#### **Bollards**

Bollards are traffic control devices which should only be removed when absolutely necessary for vehicular access. Contact Work Management for assistance with accessing areas restricted by the presence of bollards.

#### **Break Room Cleaning**

Daily tasks include trash removal, disinfecting sinks and counter tops, dusting and damp mopping tile floors and/or carpet vacuuming. Weekly tasks include dusting, spot cleaning walls, doors and furniture, and burnishing tile floors. Annual tasks include carpet extraction and stripping/waxing tile floors. [Click here for details](#).

#### **Building Exteriors**

Inspections are conducted as needed to address life safety requirements and cleanliness. Detailed

inspections are conducted periodically to evaluate the building facade, condition of trim and fixtures and cleaning requirements. Repairs are prioritized and scheduled based on funding availability.

## **C**

### **Cabinetry**

Fixed or built in cabinetry repairs. Contact Work Management.

### **Carpentry**

Carpentry and woodworking maintenance and repair are available through each Zone shop. New construction is also available as a recharge service. Contact Work Management.

### **Carpet Cleaning**

All carpet is assessed annually and cleaned on schedule based on location, type and traffic exposure. Spot removal and sectional cleaning is done on an as-needed basis to maintain the appearance of the carpet. [Click here for details](#). Any requests for carpet cleaning outside the cleaning schedule is rechargeable. Report spills on carpet immediately to Work Management.

### **Carpet Repair**

Carpet repairs are part of normal building maintenance to promote safety and enhance the appearance of the facility.

### **Carpet Replacement:**

Carpet replacement is based on a Facilities Management evaluation process and in accordance with budget availability. For more information contact Work Management.

### **Ceiling Tile**

All ceiling tiles should be in-place, lying flat, dry and clean. Spotty or moist ceiling tiles can be an indicator of a more serious issue. Report dirty or wet ceiling tiles to Work Management.

### **Classroom Cleaning**

Daily tasks include trash removal, chalk/white board cleaning and dust mop/damp mop tile flooring and/or carpet vacuuming. Weekly tasks include dusting and spot cleaning walls and doors. Annual tasks include carpet extraction and stripping/waxing tile flooring.

### **Compost Collections**

For a list of compostable items, visit Emory Recycles website. Compost collections are available for your building and for special events involving food waste. To request compost bins, contact Work Management. For service frequencies [click here](#). Special event support after normal business hours is rechargeable.

### **Conference Room Cleaning**

Daily task include trash removal, chalk/white board cleaning, dust/spot cleaning furniture, dusting,

damp mop tile flooring and/or vacuum carpeting. Weekly task includes dusting doors, picture frames, etc. Annual tasks include carpet extraction and stripping/waxing tile flooring. [Click here for details.](#)

### **Custodial Services**

Includes trash collection, sweeping, dusting, vacuuming, polishing floors, cleaning and supplying rest rooms. For Academic Units and Buildings service [click here for more information.](#) For Residential Halls Service.

## **D**

### **Drainage**

The Roads and Grounds Shop is responsible for exterior drainage. Please report drainage issues or concerns to Work Management.

### **Dryers**

In Emory University Residential Units, Fraternities, Sororities and Clairmont Tower apartments dryers are owned and serviced by a vendor. Call 1-800-MAC-GRAY (1-800-622-4729) for service. In Clairmont Buildings A through H with dryers in individual apartments, report non-functioning units to Work Management.

### **Drywall**

Damage to drywall should be reported immediately to reduce further damage. Facilities Management performs all levels of drywall repairs from patching nail holes and replacing complete sections of walls complete with finishing and painting. Report drywall damage to Work Management.

## **E**

### **Electrical Systems**

Replacing electrical devices i.e. switches, receptacles, breakers, etc. to maintain building operations. Electrical maintenance also troubleshoots and repairs or replaces circuitry and electrical equipment as needed to maintain building systems. Installation of receptacles and providing new power supplies for equipment is a rechargeable service. Contact Work Management with issues or concerns.

### **Electronic Recycling**

Emory owned electronics are recycled through Emory Surplus Properties. Contact Work Management for a pick-up of electronic waste. Visit Emory Recycles website for more information regarding recycling of personal electronic waste.

### **Elevator Cleaning**

Cleaning performed as needed.

### **Elevator Service**

In order to be compliant with existing laws and codes, all elevators are inspected and maintained on stringent frequency. Elevators are equipped with two-way communication service to connect with assistance in the untimely event of an entrapment. Emory University elevators are maintained by

certified mechanics and certified by the State of Georgia. Duplicate certificates are posted in each elevator car and originals maintained at the Campus Services office. Please report any problems with elevator operation or cleanliness to Work Management.

### **Emergency Blue Lights**

Used for emergencies and maintained by Facilities Management. Contact Work Management to report issues with the Blue Light locations.

### **Emergency Elevator Phone Information**

Working elevators are required to have an operational help phone. Telephones installed in elevators are linked directly to the Emory's Police Department who will respond immediately in the event of an emergency.

### **Emergency Power**

Designated critical facilities and life safety supporting infrastructure have back-up power systems. Emergency back-up power will be provided either from an emergency generator or batteries or a combination of both. Additional equipment requiring back up power will be through a reimbursable work order. Contact Work Management for more information.

### **Emergency Service**

Emergencies include but are not limited to disruptions in utility and HVAC services in critical facilities, catastrophic events in buildings such as fire, flood, structural damage or vandalism, and weather-related occurrences that disturb normal operations. Contact the Work Management at 404-727-7463 for facility related emergencies.

### **Emergency Showers**

Showers are inspected and tested monthly for optimal operation. A service tag attached to the unit is annotated to reflect the inspection. Report missing service tags or leaking showers to Work Management.

### **Emory Recycles**

Provides a source separated recycling program for all Emory University academic buildings, residence halls, labs, clinics and offices; provides food waste collections for composting at the two main cafeterias on campus and numerous campus buildings; handles composting of animal bedding from Division of Animal Resources; and collects organic waste from the FM Grounds Department for composting. Emory Recycles is a department within Exterior Services. For more information, visit Emory Recycles website.

### **Emory Shredding Services (ESS)**

Provides secure document destruction to Emory University and Emory Healthcare. Customers are provided with locked secure consoles for collecting confidential papers and mixed media for a monthly fee. For a secure console, call 404.712.8921 or send an email ESS can also provide large secure 95-gallon carts for one time shredding services involving office purges or moves. One time shredding service can be requested on Emory Express.

**Energy Auditing** See Engineering Services.

**Engineering Services**

Campus Services has an Engineering department that can provide preliminary design or energy audit services through a reimbursable work order. Contact Work Management to request services.

**Entrance/Lobby Cleaning**

For cleaning standards/frequencies

**Exterior Painting**

Maintenance painting on exterior surfaces is provided to protect surfaces (e.g. wood, steel, stucco, siding, etc.) from deterioration. Frequency of painting is based upon a Facilities Management inspection and evaluation process and in accordance with budget availability.

**Event Set-up and Support**

Staging provides special event support services for set-ups. Contact Work Management to request support. For more information regarding billable or non-billable event set-up and support services

**Eyewash Stations**

Stations are inspected and exercised monthly for proper operation and water quality. Inspections are verified on the service card attached to each unit. If a card is missing, contact Work Management.

**F**

**Filters**

Building mechanical systems for HVAC and plumbing that require periodic replacement of filters are serviced according to the Preventative Maintenance schedule. Contact Work Management for additional information.

**Fire Alarms**

Alarms are inspected and tested annually (residential facilities are tested once a semester) to comply with code requirements. All fire alarms are maintained by a licensed contractor.

**Fire Extinguishers**

Inspected monthly to ensure they are charged and ready for use in the untimely event of a fire. Extinguishers not ready for operation are replaced immediately. If a fire extinguisher is missing from a designated location or the service card is missing, contact Work Management.

**Fire Alarm Systems**

Systems are monitored by the Emory Police Department 24 hours per day. Fire alarm systems are serviced, tested, and inspected regularly to insure they are functional. In case of a fire alarm, exit the building and wait for the fire department or emergency personnel to give an "All clear" before re-entering. Fire alarm systems report to the Emory police, when a true fire alarm is reported, the Fire Department is called for immediate response. Sometimes the fire panels report troubles that do not

cause the system to go into full alarm but make a sound locally at the fire alarm panel or at a remote annunciator. Call Work Management if you have questions or concerns about fire alarm systems.

### **Fire Hydrants**

Fire hydrants are tested as required by applicable code(s).

### **Fire Protection Systems**

Most Emory Buildings have fire sprinklers for fire protection. If you notice a leaking sprinkler, contact Work Management. Other fire protection systems include special gas suppression systems, kitchen hood fire extinguishing systems, and pre-action (normally dry) sprinkler systems. For support with any of these systems, contact Work Management.

### **Fire Pumps**

Large Emory buildings have fire pumps that supply sufficient water to the most distant sprinklers in a fire situation. Testing fire pumps creates a large flow of water. When testing Emory Fire pumps annually, special care is taken to perform the tests efficiently to conserve water, and if possible, to reuse, recycle, or collect part of the water in cisterns.

### **Flooding**

Standing water on a hard-floor surface that cannot be immediately picked up with a mop and bucket or saturating carpet is considered a flood. Facilities Management works with EHSO to clean up all floods, monitor moisture levels and return affected areas to optimum operational levels as quickly as possible. To report a flood, contact Work Management.

### **Fume hoods**

Environmental Health and Safety Office (EHSO) inspects all fume hoods for optimal operation. Facilities Management replaces filters and UV lamps as needed and makes operational corrections as required by EHSO. If regular lights are out, contact Work Management. For exhaust concerns, contact EHSO.

### **Furniture**

For purchase and repair of furniture contact Campus Services Interiors.

### **Furniture Disposal**

Surplus Property handles furniture reuse, disposal and recycling. For more information contact Work Management.

## **G**

**Generators** See Emergency Power

### **Graffiti**

Please report graffiti immediately to Work Management. Graffiti should be removed within 24 hours of occurrence.

## **Grounds Maintenance**

Facilities Management Grounds shop provides comprehensive landscape maintenance services for Emory University. Contact Work Management for specific requests.

## **Gutters and Downspouts**

Inspected as part of the roof and building exterior inspections. Gutters are cleaned annually as part of scheduled maintenance between March and September. Downspouts are checked for proper attachment and blockage. Contact Work Management to report problems.

## **Gymnasium Cleaning**

For cleaning standards/frequencies click [here](#).

## **H**

### **Hard Floor Surfaces**

During the course of normal building operations floor surfaces can become damaged and pose a safety hazard to building occupants. Facilities Management will repair and replace damaged hard floor surfaces. Contact Work Management to report damage.

### **Hardscape**

The Roads shop of Facilities Management maintains and repairs sidewalks, masonry retaining walls, brick pavers, outdoor tables, chairs, and benches, and signage on campus. Contact Work Management for additional information or to submit a request.

Heating, Ventilation, and Air Conditioning (HVAC) See Room Temperatures.

### **Hoods** (ventilation other than fume hoods)

The building mechanic will respond and correct malfunctions within the hood. Contact Work Management for burned out lights, inoperable closure or other damage.

## **I**

### **Irrigation**

Campus irrigation systems are managed by the Grounds Shop; contact Work Management to report issues.

### **Interior Corridor Cleaning**

For cleaning standards/frequencies

**Interior Painting** See Painting

## **K**

**Keys and Locks** See Lock Shop

## **L**

**Landscape Services**

The Grounds shop provides for comprehensive landscape maintenance services for Emory University units. [Click here for the Grounds Maintenance schedule.](#)

**Library Cleaning**

For cleaning standards/frequencies

**Light Poles**

Maintained by Facilities Management; repaired or replaced as needed. Report any exterior light outages to Work Management.

**Lighting**

Facilities Management maintains all affixed interior and exterior lights. Inoperable lamps are replaced and/or repaired as reported or discovered. Some lighting is darkened intentionally as part of Emory University's energy conservation initiatives. For specific lighting concerns contact Work Management.

**Lobby Cleaning**

For cleaning standards/frequencies [click here.](#)

**Locked Out**

Contact Work Management for all lock outs. If locked out during the work hours of 7:30 am – 4:30 pm, the Lock Shop will be called for assistance. After 4:30 pm, Emory Police Department (EPD) will be contacted.

**Locker Room Cleaning**

For cleaning standards/frequencies [click here.](#)

**Lock Shop**

Maintains ALL master keys and keying information for all key systems. Installs, repairs, and replaces all door hardware to include locksets, exit devices, door closers, door stops and ADA controls. Contact Work Management to request service.

**Lounge Cleaning**

For cleaning standards/frequencies [click here](#)

**M****Manholes**

Report any missing manhole covers to Work Management.

**Maps**

Downloadable, printable, and interactive maps that show buildings and parking facilities are located at [www.map.emory.edu](http://www.map.emory.edu).

**Metal Fabrication**

Facilities Management has the capability of metal fabrications that can be offered to our customers and

requested on a reimbursable basis through our Work Management Center. Contact Work Management.

### **Microwave Cleaning**

Is a reimbursable service. The request must be scheduled through Work Management.

### **Mixed Media Destruction**

Involves the destruction of electronic media storage devices such as DVDs, CD, hard drives, and x-rays. Emory Shredding Services can provide collection carts for mixed media for shredding. For more information visit Emory Shredding Services website.

### **Moving/Relocation Services (Emory Property)**

Contact Work Management for information regarding moving services.

## **O**

### **Office Cleaning**

For cleaning standards/frequencies click [here](#).

### **On Demand Cleaning**

Cleaning that is performed outside established cleaning standards, routines and frequencies. These are reimbursable services. The request for service must be scheduled through Work Management.

## **P**

### **Painting**

Maintenance painting is completed on an as needed basis to protect surfaces (e.g. wood, drywall, etc.,) from deterioration. Routine building inspections are performed to assess painted surface conditions. Maintenance painting is generally performed as determined by the Paint Shop supervisor, in conjunction with the Director of O&M. In high traffic areas, painting may occur more frequently. Additional painting services outside the scope of maintenance may be billed to the requester's department at the standard reimbursable rate. To request painting services, contact Work Management.

### **Patient Treatment Room Cleaning**

For cleaning standards/frequencies

### **Pest Control Services**

Comprehensive pest control systems protect the campus buildings from pests. Building spaces are inspected routinely for evidence of pest activity. Contact Work Management for a Service Request should you notice any pest related issues.

## **Plumbing**

All plumbing services are available, from clearing clogged drains to the installation and repair of piping for water distribution and waste water disposal. Contact Work Management for additional information.

## **Power Washing**

Conducted across campus throughout the year to address vandalism, bio-organic growth and to maintain an attractive appearance of campus property. Schedule and prioritization are set by the Director of Exterior Services. Contact Work Management to report issues or concerns.

## **Preventive Maintenance (PM)**

Preventative Maintenance is an effective method of avoiding potential failure of facilities equipment and systems (i.e., pumps, motors, pulleys, filters, belts, fans). Much of our preventive maintenance is performed after normal work hours. Signage will be posted 24 hours prior to any equipment shut downs in common areas.

## **R**

### **Reception Area Cleaning**

For cleaning standards/frequencies [click here](#).

### **Recycling**

The act of diverting materials from the landfill by sending it to a facility that processes it into a product of the same (e.g. aluminum, paper) or lesser value (e.g. plastic, cardboard). Visit Emory Recycles website for a list of what is recycled at Emory University.

### **Refrigerator Cleaning**

Is a reimbursable service. Contact Work Management to submit a request.

### **Renovations**

Planning Design and Construction can provide estimates for renovation projects. Contact Work Management to submit a request.

### **Research Laboratory Cleaning**

For cleaning standards/frequencies [click here](#).

### **Restroom Cleaning**

For cleaning standards/frequencies [click here](#).

### **Roads**

The Roads & Hardscapes Shop maintains the Emory owned roadways and regulatory signage on campus. Please report pot-holes, unsafe road conditions, and damaged signage to Work Management.

### **Roofs**

Emory University inspects each building roof annually or immediately following a significant weather

event. Appropriate roof maintenance is scheduled and performed based on the inspection report. Report all roof leaks to Work Management.

### **Room Temperatures**

Facilities Management will maintain room temperatures between 68-76 degrees in the majority of campus buildings per Emory University temperature policy. For exceptions, click [here](#) for FAQs regarding Emory's temperature policy. If temperatures are outside of this range, please call Work Management. All heating, ventilation and air conditioning units are maintained per a preventative maintenance schedule.

## **S**

### **Screens**

Do not remove screens from windows. Facilities Management personnel will annotate damage or missing screens during building inspections. Screens will normally be replaced during semester breaks. Report damaged or missing screens to Work Management.

### **Security Access Levels (Access Control)**

Security access levels are authorized or approved by the student, staff, or faculty member's department. Campus Services Lock Shop will grant appropriate access when provided the approved access level.

### **Security Camera and Close Circuit Television**

Access Control installs and maintains camera equipment and recording devices on a reimbursable basis. Contact Work Management.

### **Service Requests**

Requests are given a work order number for identification.

Academic/Health Sciences Service Request

Housing Service Request

### **Signage**

Roads and Hardscapes Shop installs and maintains all campus signage including directional and specialty signs. Report damaged signs to Work Management.

### **Smoke Detectors**

Do not obstruct or tamper with any smoke detectors. Facilities Management replaces smoke detector batteries on a semi-annual basis. Report any issues to Work Management.

### **Snow and Ice Removal**

Facilities Management has a response plan in place for the removal of snow and ice during inclement weather events.

### **Special Event Support**

Contact Work Management to request support for special events.

### **Stairway Cleaning**

For cleaning standards/frequencies

### **Staging Services**

Staging Services is a department within Auxiliary Services for special event set-ups and moving services. For more information contact Work Management.

### **Steam Leaks**

Contact Work Management if steam is observed from manholes or piping.

### **Street Lighting See Light Poles.**

### **Sustainable Initiatives**

For information regarding University sustainable initiatives

### **Surplus Property**

Supports the disposition of surplus furniture, equipment and vehicles, which are property of Emory University, by facilitating the resale, liquidation, salvage or disposal of such items. Surplus Property is dedicated to Emory's Sustainability Vision by supporting the resale of used Emory property, prolonging furniture life and decreasing our landfill waste. For more information visit Surplus Property.

## **T**

### **Temperature Policy**

In order to conserve energy, Emory has a standardized temperature policy of 68°-76° (+/-2°) in the majority of campus buildings. Temperatures may be adjusted outside of this range if the relative humidity in a building rises about 60%. Depending on your building and location, the systems are remotely controlled and monitored by Facilities Management. For exceptions, click here for FAQs regarding Emory's temperature policy. If you feel your area is outside of the standardized temperature, contact Work Management to request a temperature check of your area.

### **Tent Requests**

The use of tents may require a permit from City of Atlanta. Please contact Work Management before making any plans for outdoor tent usage.

### **Trash Compactors**

Compactors located at various loading dock locations are pulled according to a schedule based on usage data and need. Please contact Work Management to report overflowing compactors or to request assistance with any trash concerns.

### **Trash/Recycling Exterior Pitch-ins**

Pitch-ins are serviced minimally twice per week. High volume areas are serviced daily.

## **U**

**Upholstery Repair/Replacement** See Furniture.

### **Utilities**

Report any issues with Utility Service to Work Management.

Utility Location Services

Contact Work Management.

### **Utility Outages**

Notify Work Management of a building or area that has lost utility services unexpectedly or has not returned to normal after the scheduled outage period. All customers/building managers will be notified in advance of planned outages that involve Heating, Cooling, Electric, and domestic water.

## **V**

### **Vandalism**

Please report any observance of vandalism or destruction of University property to Work Management.

## **W**

### **Washing Machines**

In Emory University Residential Units, Fraternities, Sororities and Clairmont Tower apartments washing machines are owned and serviced by a vendor. Call 1-800-MAC-GRAY (1-800-622-4729) for service. In Clairmont Buildings A through H with washing machines in individual apartments, report non-functioning units to Work Management.

Waste Management See Trash Compactors & Trash/Recycling Exterior Pitch-ins

### **Wild Animals**

Report any wild animals that are behaving strangely to DeKalb County Animal Control, 404-294-2996, or Work Management.

### **Windows and Glass**

Broken glass will be reinforced or removed immediately to prevent further damage or bodily injury. Windows should remain closed in an effort to support energy initiatives. Malfunctioning and broken windows should be reported immediately to Work Management.

### **Work Order Request**

Contact Work Management.

## **Z**

### **Zone Maintenance**

Facilities Management Operations and Maintenance department is divided into Zone Maintenance

shops to better serve the campus community. Organizational charts are located on the Facilities Management website.

## Appendices

[Appendix A – Fees for Additional Services](#)

[Appendix B – Utility Rates](#)

[Appendix C – APPA Cleaning Levels](#)

[Appendix D – ProKure V Safety Data Sheet](#)

[Appendix E – Medama Green Soap Safety Data Sheet](#)

[Appendix F – Medama Foaming Hand Sanitizer Safety Data Sheet](#)

[Appendix G – Contractor/Vendor Guidelines](#)

**APPENDIX A**

**FY20 FM HOURLY BILLING RATES FOR NON-ROUTINE SERVICES AND SERVICES OUTSIDE OF THE SCOPE OF GUIDE TO SERVICES (NOT INCLUDED IN COST ALLOCATION)**

SERVICE TRADE	REGULAR HOURLY BILLING RATE	OVERTIME HOURLY BILLING RATE	MATERIALS
<b>PUBLIC SAFETY</b>			
SPECIAL EVENT SERVICES (Uniform Patrol)**	50.00	50.00	n/a
ELECTRONIC SECURITY	44.04	57.23	incurred cost
EMERGENCY MEDICAL SERVICES (EMS) *	0.00	0.00	n/a
<b>FINANCE &amp; BUSINESS</b>			
FINANCE	0.00	0.00	n/a
PARKING & TRANSPORTATION	incurred cost	incurred cost	incurred cost
FLEET SERVICES	incurred cost	incurred cost	incurred cost
<b>OPERATIONS &amp; MAINTENANCE (O&amp;M)</b>			
<b>PAINT</b>	44.38	57.70	incurred cost
<b>ZONE SHOPS</b>			
CARPENTER	44.38	57.70	incurred cost
ELECTRICIAN	60.44	78.56	incurred cost
MAINTENANCE MECHANIC	44.04	57.24	incurred cost
PLUMBER	63.25	82.21	incurred cost
TRADESWORKER	32.32	42.01	incurred cost
<b>ENERGY &amp; UTILITIES (E&amp;U)</b>			
<b>ELECTRICAL - High Voltage</b>	60.43	78.55	incurred cost
<b>HVAC &amp; CONTROLS</b>	54.06	70.28	incurred cost
<b>PIPE</b>			
PLUMBER/PIPEFITTER	63.24	82.21	incurred cost
WELDER	45.00	58.50	incurred cost
<b>PREVENTIVE MAINTENANCE</b>			
MAINTENANCE MECHANIC	44.03	57.24	incurred cost
TRADESWORKER	32.32	42.01	incurred cost
<b>PLANT MAINTENANCE/OPERATIONS</b>			
PLANT MAINTENANCE SPECIALIST	45.00	58.50	incurred cost
STEAM PLANT MECHANIC	54.06	70.28	incurred cost
CHILLER MECHANIC	55.14	71.69	incurred cost
<b>ENGINEER SHOP</b>	90.00	90.00	incurred cost
<b>EXTERIOR SERVICES</b>			
<b>GROUNDS</b>	27.20	35.37	incurred cost
<b>ROADS/HARDSCAPE</b>	45.28	58.88	incurred cost
ROADS - TRADESWORKER	32.32	42.02	incurred cost
<b>BUILDING &amp; RESIDENTIAL SERVICES</b>			
<b>CUSTODIAL</b>	29.83	38.78	incurred cost
<b>RECYCLING &amp; WASTE</b>	27.20	35.37	incurred cost
<b>STAGING</b>	32.32	42.01	incurred cost
<b>MAINTENANCE SERVICE CONTRACTS</b>	incurred cost	incurred cost	incurred cost
<b>FIRE SAFETY</b>			
ROUTINE FIRE SAFETY PERSONNEL	0.00	0.00	incurred cost

\*\* 4 hour minimum charge

**APPENDIX B**

**UTILITY RATE STRUCTURE SUMMARY**

SERVICE	UTILITY TYPE	UNIT OF MEASURE	FY19 APPROVED RATE	FY20 APPROVED RATE
CAMPUS UTILITY RATES	Water	\$/kgal	18.49	18.90
	Steam	\$/klb	10.92	10.92
	Commercial Gas	\$/therm	0.6700	0.7297
	Electricity	\$/kWhr	0.0731	0.0735
	Chilled Water	\$/kton-hr	132.76	136.67
	Reclaimed Water	\$/kgal	10.21	11.33

## Appendix C

### APPA Cleaning Levels

This information is sourced from the Custodial Staffing Guidelines for Educational Facilities, Second Edition published by APPA.

The APPA method to evaluate custodial staffing is based on three ground rules, including:

- 1- Appearance Levels: Five levels have been defined.
- 2- Standard Spaces: Different types of space require different types and amount of cleaning effort. Thirty-three distinct standard space types have been identified for which cleaning data have been accumulated.
- 3- All Data Presented in Assignable Square Feet per Worker (cleanable square feet): This is an industry standard of measure by which comparisons can be made.

### Appearance Levels:

“There is a direct correlation between the available amount of resources and the appearance of the facilities. The five levels below are mathematically tied, through the accumulated data, to the numbers of workers required to produce a given level of appearance.”

Level 1 – Orderly Spotlessness

Level 2 – Ordinary Tidiness

Level 3 – Casual Inattention

Level 4 – Moderate Dinginess

Level 5 – Unkempt Neglect

For additional information, please ask our Facilities Management team or reference [www.appa.org](http://www.appa.org) or Custodial Staffing Guidelines for Educational Facilities, Second Edition.

Citation:

APPA, *Custodial Staffing Guidelines for Educational Facilities*, Second Edition. United States of America: Appa Assn of Higher Education Facilities Officers, 1998.

# SAFETY DATA SHEET

This SDS complies with REACH 1907/2006 and 2001/58/EC, GHS, OSHA 29CFR 1910.1200

## Section 1: Chemical Product and Company Identification

**CHEMICAL SUPPLIER COMPANY NAME**

ProKure Solutions  
225 West Deer Valley Road  
Phoenix, AZ 85027

**EMERGENCY TELEPHONE**

Chemtrec 24 hrs: 800-424-9300  
Information: 623-780-2296  
Fax: 623-516-0414  
safety@prokuresolutions.com

**Safety Data Sheet Competent Person:**

**MANUFACTURER'S NAME:** ProKure Solutions  
**ADDRESS:** 225 West Deer Valley Road  
**TELEPHONE NUMBER:** 623-780-2296  
1-888-824-2918

**DATE PREPARED:** July 25, 2014

**DATE REVIEWED:** September 5, 2014

**PRODUCT NAMES:** ProKure V  
**FORMULA:** Mixture  
**PRODUCT USE:** Disinfectant/ Sanitizer/ Tuberculocide/ Virucide/ Fungicide/ Algaecide/ Slimicide/ Deodorizer

The product is designed to generate up to a 500 ppm of chlorine dioxide solution when the **ProKure V** pouch is placed in specified amount of water. The product design limits both the amount of gas generated and the rate of release into solution. The product produces chlorine dioxide gas when the contents are adequately wetted.

## Section 2: Hazards Identification

**1. 500ppm chlorine dioxide (ClO<sub>2</sub>) solution in water:** After adding the ProKure V pouch to water, low levels of chlorine dioxide is generated and dissolved in the water. Follow usage instructions for applicable amounts of water to use.

<b>GHS Hazard Class</b>	Acute Toxicity Dermal -- Category 5	No Symbol
Signal word:	Warning	
Hazard Statement:	May be harmful if in contact with skin	
Precautionary Statements:	Prevention	No Precautionary statement
	Response	Call a Poison Control center or doctor/physician if you feel unwell
	Storage	No Precautionary statement

**NFPA RATINGS:**

Component	Health (Blue)	Flammability (Red)	Instability (Yellow)	Special (White)
<b>Chlorine Dioxide (ClO<sub>2</sub>):</b>	1	0	0	---

**2. Used, reacted pouch:** Used pouch can be disposed of in general trash, municipal trash.

**NFPA RATINGS:**

Component	Health (Blue)	Flammability (Red)	Instability (Yellow)	Special (White)
<b>Used / reacted pouch</b>	0	0	0	No Water

**3. Unreacted chemical mixture inside sealed, tear resistant pouch:** *The chemical mixture inside the sealed pouch is not expected to pose a hazard unless the pouch is damaged and the powder mixture is exposed. This section specifically applies to exposure to the white granular powder mixture inside the sealed pouch.*



**GHS Hazard Class**

Acute Toxicity Oral -- Category 4  
 Acute Toxicity Dermal – Category 3  
 Acute Toxicity Inhalation -- Category 3  
 Skin Corrosive -- Category 1B  
 Eye Corrosive -- Category 1  
 Specific target organ toxicity, single exposure Category 2 (Kidney)  
 Specific target organ toxicity, repeated exposure Category 2 (Blood)  
 Hazardous to the Aquatic Environment—Hazard -- Category 1  
 Hazardous to the Aquatic Environment—Long Term Hazard -- Category 1

**Signal word:**

Danger

**Hazard Statement:**

Harmful if swallowed  
 Toxic in contact with skin  
 Toxic if inhaled  
 Causes severe skin burns  
 Causes serious eye damage  
 May form combustible dust concentrations in air.  
 May cause damage to organs (Kidney)  
 May cause damage to organs (Blood) through prolonged or repeated exposure.  
 Very toxic to aquatic life

**Precautionary Statements: Prevention**

Very toxic to aquatic life with long lasting effects  
 Wash hands thoroughly after handling.  
 Do not eat, drink or smoke when using this product.  
 Wear protective gloves/protective clothing/eye protection/face protection.  
 Avoid breathing dust/fume/gas/mist/vapours/spray  
 Use only outdoors or in a well-ventilated area.

**Response**

Avoid release to the environment  
 If Swallowed: Call a Poison Control center/doctor/physician if you feel unwell.  
 Rinse mouth. Do NOT induce vomiting.  
 IF ON SKIN (or hair): Wash with plenty of water.  
 Immediately call a Poison Control center or doctor/physician if you feel unwell.  
 Take off immediately all contaminated clothing and wash it before reuse.  
 IF INHALED: Remove victim to fresh air and keep at rest in a position comfortable for breathing.  
 Immediately call a POISON CENTER or doctor/physician.  
 IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do so. Continue rinsing.

**Storage**

Collect spillage  
 Store locked up

**Disposal**

Store in a well-ventilated place. Keep container tightly closed.  
 Dispose of waste materials and container by following the waste disposal requirements of your country, state, or local authorities.

**HAZARD CLASSIFICATION:**

Classified as Hazardous based on IATA, IMDG, and DOT.

**FIRE AND EXPLOSION:**

Not applicable

**POTENTIAL HEALTH EFFECTS:**

<0 % of mixture consists of ingredients of unknown acute toxicity

**EYE CONTACT:**

Causes severe eye damage.

**SKIN CONTACT:**

Causes severe skin burns.

**INHALATION:**

Harmful if inhaled. May cause respiratory irritation.

**INGESTION:**

Harmful if swallowed.

**OTHER:**

None

**CHRONIC EFFECTS OF OVEREXPOSURE:**

None

**APPEARANCE:**

White granular powder

**NFPA RATINGS:**

Component	Health (Blue)	Flammability (Red)	Instability (Yellow)	Special (White)
<b>Unreacted chemical mixture inside sealed, tear resistant pouch</b>	3	1	0	No Water

### Section 3: Composition / Information on Ingredients

PRODUCT COMPOSITION	APPROX %	ACGI H TLV	OSHA PEL	NIOSH REL	CAS NO.	REACH	DANGER SYMBOL	R-RISK PHRASE	DSL	TSCA
TS-1	60.5	-----	-----	-----	TS	-----	-----	-----	Y	Y
Sodium Chlorite	30.5	-----	-----	-----	7758-19-2	231-836-6	-----	-----	Y	Y

Product	500 ppm ClO <sub>2</sub>	-----	-----	-----	10049-04-4	233-162-8	-----	-----	Y	Y
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Some items on this MSDS may be designated as trade secrets (TS). Bona fide requests for disclosure of trade secret information to medical personnel must be made in accordance with the provisions contained in 29 CFR 1910.1200 I 1-13. The Full List for all R phrases is shown in Section 16.

### Section 4: First Aid Measures

INHALATION:	Remove to fresh air. If not breathing, provide CPR (cardio pulmonary resuscitation). Get immediate medical attention.
SKIN CONTACT:	Immediately flush skin with plenty of soap and water for at least 15 minutes. Remove contaminated clothing.
EYE CONTACT:	Immediately flush eyes with plenty of water for at least 15 minutes. Get immediate medical attention.
INGESTION:	If swallowed do not induce vomiting, give large quantities of water to drink. Never give anything to an unconscious person. Get immediate medical attention.

### Section 5: Fire-fighting Measures

FLASH POINT:	Not applicable
FLAMMABLE LIMITS IN AIR (% by vol):	Not applicable
EXTINGUISHING MEDIA:	CO <sub>2</sub> , Dry chemical, foam, water fog,
SPECIAL FIREFIGHTING PROCEDURES:	Self-contained breathing apparatus and full protective clothing must be worn.
UNUSUAL FIRE AND EXPLOSION HAZARDS:	If unreacted pouch, approach fire from upwind to avoid hazardous vapors and toxic composition products. Wear self-contained breathing apparatus and protective clothing when fighting fire involving chemicals. If large amounts of products are involved in a fire, it is possible that the application of water will release high concentrations of chlorine dioxide gas into the water.

### Section 6: Accidental Release Measures

ACTION TO BE TAKEN IF UNREACTED POUCH IS RELEASED OR SPILLED:	Wear proper protective equipment as specified in Section 8: Exposure Controls/Personal Protection
	Contain spill.
	Recover spill by using absorbent, mop, or towels.
	Place material into a chemical waste container.
	Eliminate all sources of ignition and ventilate area.
	Prevent spills or contaminated rinse water from entering sewers or watercourses.
DISPOSAL METHOD:	Disposal of this container: Reference Section 13 of this MSDS.

## Section 7: Handling and Storage

### PRECAUTIONS TO BE TAKEN IN HANDLING AND STORAGE:

- Store upright in a cool, dark, dry place.
- Keep container closed when not in use.
- Use only with adequate ventilation.
- Wear proper protective equipment when handling this material.
- Avoid contact with skin, eyes, or clothing.
- Wash hands and face after handling this material.
- Follow all applicable local regulations for handling and storage.
- Utilize chemical segregation.

### INFORMATION ON EMPTIED CONTAINER

Dispose of this container according to local, state, and federal laws in your country.

SPECIFIC USES: Disinfectant/ Sanitizer/ Tuberculocide/ Virucide/ Fungicide/ Algacide/ Slimicide/ Deodorizer

## Section 8: Exposure Controls/Personal Protection

### VENTILATION:

Always provide good general, mechanical room ventilation where this chemical/material is used.

### RESPIRATORY PROTECTION:

No respiratory protection normally required.

Wear chemical impervious gloves at all times while working with this product. Recommended glove types include: Laminate Film, Nitrile, or Tri-polymer. Check with your company's glove supplier to ensure chemical resistance.

Safety Glasses, Chemical goggles, face shield

### PROTECTIVE CLOTHING:

Wear suitable protective clothing to prevent skin contact.

### WORK/HYGIENE PRACTICES:

Avoid breathing vapor. Avoid contact with eyes. Wash hands after handling.

## Section 9: Physical and Chemical Properties

	UNREACTED POUCH CRITERIA	PRODUCT CRITERIA
APPEARANCE - COLOR:	White	Yellow green
PHYSICAL STATE:	Powder	Liquid
ODOR:	Slight Chlorine	Chlorine
ODOR THRESHOLD	Not Available for product	0.2—1.0 PPM
PH	Not Available for product	2-3 at 8g/l
FLASH POINT:	Not Available for product	Not Available for product
LOWER EXPLOSIVE LIMIT; UPPER EXPLOSIVE LIMIT	Not Available for product	Not Available for product
FLAMMABILITY (Solid, gas)	Not Available for product	Not Available for product
EXPLOSIVE PROPERTIES	Not Available for product	Not Available for product
OXIDIZING PROPERTIES	Not Available for product	Not Available for product
SPECIFIC GRAVITY (@25°C):	Not Available for product	~1.0 (Water)
EVAPORATION RATE:	Not Available for product	Not Available for product
% VOLATILE by VOLUME	Not Available for product	Not Available for product
PARTITION COEFFICIENT	Not Available for product	Not Available for product
AUTO IGNITION TEMPERATURE	Not Available for product	Not Available for product
DECOMPOSITION TEMPERATURE	Not Available for product	Not Available for product
BOILING POINT:	Not Available for product	Not Available for product
MELTING POINT:	Not applicable	Not applicable
VAPOR PRESSURE	Not Available for product	Not Available for product
VAPOR DENSITY (AIR = 1)	Not Available for product	2.4
SOLUBILITY IN WATER:	Complete	8 g/l at 15 °C
FREEZING POINT:	Not Available for product	Not Available for product
VISCOSITY	Not Available for product	Not Available for product
VOC CONTENT	Not Available for product	Not Available for product
RINSIBILITY	Not Available for product	Not Available for product
CORROSIVE	Not Available for product	Not Available for product
ΔH (Delta Heat of Combustion)	Not Available for product	Not Available for product

## Section 10: Stability and React Section

	UNREACTED POUCH	PRODUCT
STABILITY:	Stable under normal conditions.	Stable under normal conditions.
CONDITIONS TO AVOID:	Temperatures above 347°F (175°C), do not store dry product where exposed to moist conditions and contamination with combustible materials.	Excessive heat or contamination which could cause the product to decompose.
INCOMPATIBILITY (MATERIALS TO AVOID):	Acids, reducing agents, combustible materials, oxidizers (e.g. hypochlorites) or easily oxidizable materials	Combustibles, oxidizable organic materials, hydrogen sulfide, metallic dusts.
HAZARDOUS POLYMERIZATION:	Will not occur	Will not occur

## Section 11: Toxicological Information

GHS Required Criteria	Toxicity Criteria	Data	Comments	Chemical Constituent
Acute Toxicity	LD50 Oral Rat	506 mg/kg		Unreacted Pouch Contents
	LD50 Dermal Rabbit	315 mg/kg		Unreacted Pouch Contents
	LC50 Inhalation Rat	0.68 mg/l		Unreacted Pouch Contents
	LD50 Dermal Rabbit	>2000 mg/kg		500 ppm ClO2 Solution
Skin Corrosion/Irritation		Rabbit - Corrosive		Sodium Chlorite
Serious Eye Damage / Eye Irritation		Rabbit - Severe eye irritation	24h	Sodium Chlorite
Respiratory or Skin Sensitization		No information is available		
Germ Cell Mutagenicity		No information is available		
Carcinogenicity		No information is available		
		No information is available	NTP	
		No information is available	OSHA	
Reproductive Toxicity		No information is available		
STOST -- Single Exposure		No information is available		
STOST -- Repeated Exposure		No information is available		
Aspiration Hazard		No information is available		
Ames test		No information is available		

STOST = Specific Target Organ Systemic Toxicity

OTHER INFORMATION:

Only selected Registry of Toxic Effects of Chemical Substances (RTECS) data is presented here. See actual entry in RTECS for complete information.

## Section 12: Ecological Information

		Chemical Component
BIODEGRADATION:	No information is available.	
BIOACCUMULATION:	No information is available.	
ECO TOXICITY:	LC50 - Cyprinodon variegatus (sheepshead minnow) 177mg/l	Unreacted Pouch Contents
	EC50 - Daphnia magna (Water flea) – 105 mg/l	Unreacted Pouch Contents
	LC50 - Cyprinodon variegatus (sheepshead minnow) 150 g/l	500 ppm ClO2 Solution
	EC50 - Daphnia magna (Water flea) – 580 mg/l	500 ppm ClO2 Solution
	EC50 - Daphnia magna (Water flea) – .29 mg/l 48hrs	Sodium chlorite
MOBILITY:	No information is available.	

## Section 13: Disposal Considerations

### WASTE FROM RESIDUES / UNUSED PRODUCTS / CONTAMINATED PACKAGING:

Dispose of in accordance with federal, state, and local disposal regulations.

RINSATE: Do not dispose of rinse water containing product in a storm water drainage system.

## Section 14: Transport Information

### ROAD TRANSPORT:

#### ADR = International Carriage of Dangerous Goods by Road

UN NUMBER:	UN3261
DOT PROPER SHIPPING NAME	Corrosive solid, acidic, organic, N.O.S. (Sodium Chlorite)
DOT / ADR HAZARD CLASS:	Corrosive
DOT / ADR LABELS:	Class 8
PLACARD:	Corrosive, Class 8
DOT / ADR PACKAGING GROUP:	III
Special Provisions	IB8, IP3, T1, TP33
Packaging Exception	154
Packaging Non Bulk	213
Packaging Bulk	240

### SEA TRANSPORT: IMDG

PROPER SHIPPING NAME	Corrosive solid, acidic, organic, N.O.S. (Sodium Chlorite)
UN NUMBER SEA	UN3261
CLASS:	8
PACKING GROUP:	III
EmS No.:	F-A, S-B
MARINE POLLUTANT:	Yes
SEA TRANSPORT NOTES:	None

### AIR TRANSPORT: IATA/ICAO

UN NUMBER:	UN3261
PROPER SHIPPING NAME	Corrosive solid, acidic, organic, N.O.S. (Sodium Chlorite)
HAZARD CLASS:	8
PACKAGING GROUP:	III

**General Information:** This product meets the limited quantities exception as follows: DOT/IMDG: Limited quantities up to 5.0 kg.

## Section 15: Regulatory Information

### TOXIC SUBSTANCES CONTROL ACT (TSCA) STATUS:

**This product is in compliance with rules, regulations, and/or orders of TSCA.**

### SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT OF 1986 (SARA) TITLE III SECTION 313 SUPPLIER NOTIFICATION:

This regulation requires submission of annual reports of toxic chemical(s) that appear in section 313 of the Emergency Planning and Community Right To Know Act of 1986 and 40 CFR 372. The toxic chemicals contained in this product are: None

### CALIFORNIA PROPOSITION 65:

This regulation requires a warning for California Proposition 65 chemical(s) under the statute. The California proposition 65 chemical(s) contained in this product are: None

### STATE RIGHT-TO-KNOW TOXIC SUBSTANCE OR HAZARDOUS SUBSTANCE LIST:

Florida Toxic Substance(s):	None
Massachusetts's hazardous substance(s):	None, Sodium Chlorite
Pennsylvania hazardous substance code(s):	TS-1, Sodium Chlorite
New Jersey	TS-1, Sodium Chlorite

Illinois  
Michigan:

None  
None

CANADA:

This MSDS/SDS will be non-compliant 3 years after the issue date. This MSDS contains all of the information required by the Controlled Products Regulations (CPR).

**WHMIS-INFORMATION:**

This product has been classified in accordance with the hazard criteria of the Controlled Products Regulations (CPR), SOR/88-66, current to February 20, 2012. The classes of controlled products listed in the CPR, Section 32, Part IV, have been reviewed and based on Professional Judgment this product has been determined to be WHMIS controlled.

Unreacted Pouch Contents:

Sodium Chlorite:	C - Oxidizing material D1B - Poisonous and infectious material - Immediate and serious effects – Toxic
TS1:	E - Corrosive material

**EUROPEAN UNION:**

This product has been reviewed for compliance with the following European Community Directives: REACH 1907/2006; Directive 67/548/EEC, Regulation (EC) No 1272/2008 on classification, labeling and packaging (CLP) of substances and mixtures.

WGK: 0 (German Federal Water Management Act) (Water Hazard Class)

## Section 16: Other Information

Full Text:

European Community Hazards Identification:

R:	None
S:	None
Danger Symbol(s):	None

Revision Comments:	Initial version August 1, 2014
Revision Number:	0
Information Sources:	RTECS, REACH, OSHA 29CFR 1910.1200

The information presented herein has been compiled from sources considered to be dependable and is accurate to the best of ProKure Solutions' knowledge; however, ProKure Solutions makes no warranty whatsoever, expressed or implied, of MERCHANTABILITY or FITNESS FOR THE PARTICULAR PURPOSE, regarding the accuracy of such data or the results to be obtained from the use thereof. ProKure Solutions assumes no responsibility for the injury to recipient or to third persons or for any damage to any property and recipient assumes all such risks.

# SAFETY DATA SHEET

Issue Date 31-Jan-2015

Revision Date 31-Jan-2015

Version 3

## 1. PRODUCT AND COMPANY IDENTIFICATION

Product identifier  
Product Name Medama Green Soap

Other means of identification  
Product Code TMS8  
Synonyms None

Details of the supplier of the safety data sheet  
Medama Solutions  
1365 61 Street,  
Brooklyn, NY 11219

Emergency telephone number  
Emergency Telephone 973-962-1121  
Chemtrec 1-800-424-9300

## 2. HAZARDS IDENTIFICATION

### Classification

**OSHA Regulatory Status**  
This chemical is not considered hazardous by the 2012 OSHA Hazard Communication Standard (29 CFR 1910.122)

Acute toxicity - Oral	Not classified
Acute toxicity - Dermal	Not classified

### Label elements

#### Emergency Overview

Hazard statements NA

Appearance Clear

Physical state Liquid

Odor Mild

**Precautionary Statements - Prevention**  
Avoid release to the environment

**Precautionary Statements - Response**  
Get medical advice/attention if you feel unwell

**Precautionary Statements - Disposal**  
Dispose of contents/container to an approved waste disposal plant

Hazards not otherwise classified (HNOC)  
NA

### 3. COMPOSITION/INFORMATION ON INGREDIENTS

Chemical Name	CAS No.	Weight-%	Trade Secret
Cocamidopropyl Betaine	61789-40-0	1-5	*

\*The exact percentage (concentration) of composition has been withheld as a trade secret.

### 4. FIRST AID MEASURES

#### First aid measures

<b>Skin Contact</b>	Wash skin with soap and water.
<b>Eye contact</b>	Rinse thoroughly with plenty of water for at least 15 minutes, lifting lower and upper eyelids. Consult a physician.
<b>Inhalation</b>	Remove to fresh air.
<b>Ingestion</b>	Clean mouth with water and drink afterwards plenty of water.

#### Most important symptoms and effects, both acute and delayed

<b>Symptoms</b>	Any additional important symptoms and effects are described in Section 11: Toxicology Information.
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#### Indication of any immediate medical attention and special treatment needed

<b>Note to physicians</b>	Treat symptomatically.
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### 5. FIRE-FIGHTING MEASURES

#### Suitable extinguishing media

Use extinguishing measures that are appropriate to local circumstances and the surrounding environment.

**Unsuitable extinguishing media** Caution: Use of water spray when fighting fire may be inefficient.

#### Specific hazards arising from the chemical

No Information available.

#### Explosion data

**Sensitivity to Mechanical Impact** None.

**Sensitivity to Static Discharge** None.

#### Protective equipment and precautions for firefighters

As in any fire, wear self-contained breathing apparatus pressure-demand, MSHA/NIOSH (approved or equivalent) and full protective gear.

### 6. ACCIDENTAL RELEASE MEASURES

#### Personal precautions, protective equipment and emergency procedures

<b>Personal precautions</b>	Ensure adequate ventilation, especially in confined areas.
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#### Environmental precautions

<b>Environmental precautions</b>	See Section 12 for additional ecological information.
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**Methods and material for containment and cleaning up**

<b>Methods for containment</b>	Prevent further leakage or spillage if safe to do so.
<b>Methods for cleaning up</b>	Pick up and transfer to properly labeled containers.

**7. HANDLING AND STORAGE****Precautions for safe handling**

<b>Advice on safe handling</b>	Handle in accordance with good industrial hygiene and safety practice.
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**Conditions for safe storage, including any incompatibilities**

<b>Storage Conditions</b>	Keep containers tightly closed in a dry, cool and well-ventilated place.
<b>Incompatible materials</b>	None known based on information supplied.

**8. EXPOSURE CONTROLS/PERSONAL PROTECTION****Control parameters**

<b>Exposure Guidelines</b>	This product, as supplied, does not contain any hazardous materials with occupational exposure limits established by the region specific regulatory bodies.
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**Appropriate engineering controls**

<b>Engineering Controls</b>	Showers, Eyewash stations & Ventilation systems.
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**Individual protection measures, such as personal protective equipment**

<b>Eye/face protection</b>	No special technical protective measures are necessary.
<b>Skin and body protection</b>	No special technical protective measures are necessary.
<b>Respiratory protection</b>	No special technical protective measures are necessary.

<b>General Hygiene</b>	Handle in accordance with good industrial hygiene and safety practice.
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**9. PHYSICAL AND CHEMICAL PROPERTIES****Information on basic physical and chemical properties**

<b>Physical state</b>	Liquid
<b>Appearance</b>	Clear
<b>Color</b>	Water white
<b>Odor</b>	Mild
<b>Odor threshold</b>	No Information available

<b><u>Property</u></b>	<b><u>Values</u></b>	<b><u>Remarks • Method</u></b>
pH	6.0 - 7.0	
Specific Gravity	1.02	
Viscosity	3000 to 6000 cps/70	
<b>Melting point/freezing point</b>	No Information available	
<b>Flash point</b>	above 200F	
<b>Boiling point / boiling range</b>		
<b>Evaporation rate</b>	No Information available	
<b>Flammability (solid, gas)</b>		

<b>Flammability Limits in Air</b>	
Upper flammability limit:	Not Applicable
Lower flammability limit:	Not Applicable
Vapor pressure	No Information available
Vapor density	No Information available
Water solubility	Complete
Partition coefficient	No Information available
Autoignition temperature	No Information available
Decomposition temperature	No Information available

**Other Information**

Density Lbs/Gal	8.51
VOC Content (%)	Not Applicable

<b>10. STABILITY AND REACTIVITY</b>
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**Reactivity**

No data available

**Chemical stability**

Stable under recommended storage conditions.

**Possibility of Hazardous Reactions**

None under normal processing.

**Conditions to avoid**

Extremes of temperature and direct sunlight.

**Incompatible materials**

None known based on information supplied.

**Hazardous Decomposition Products**

None known based on information supplied.

<b>11. TOXICOLOGICAL INFORMATION</b>
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**Information on likely routes of exposure****Product Information**

Inhalation	None known.
Eye contact	Contact with eyes may cause irritation.
Skin Contact	None known.
Ingestion	Do not taste or swallow.

**Information on toxicological effects**

Symptoms No Information available.

**Delayed and immediate effects as well as chronic effects from short and long-term exposure**

Sensitization	No Information available.
Germ cell mutagenicity	No Information available.

**Persistence and degradability 100%**

No Information available.

**Bioaccumulation**

0%

**Other adverse effects**

No Information available

**13. DISPOSAL CONSIDERATIONS****Waste treatment methods****Disposal of wastes**

Disposal should be in accordance with applicable regional, national and local laws and regulations.

**Contaminated packaging**

Do not reuse container.

**14. TRANSPORT INFORMATION**

The basic description below is specific to the container size. This information is provided for at a glance DOT information. Please refer to the container and/or shipping papers for the appropriate shipping description before tendering this material for shipment. For additional information, please contact the distributor listed in section 1 of this SDS.

**DOT** Not regulated

**15. REGULATORY INFORMATION****International Inventories**

TSCA Complies  
DSL/NDSL Complies

**Legend:**

TSCA - United States Toxic Substances Control Act Section 8(b) Inventory  
DSL/NDSL - Canadian Domestic Substances List/Non-Domestic Substances List

**US Federal Regulations****SARA 313**

Section 313 of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA). This product does not contain any chemicals which are subject to the reporting requirements of the Act and Title 40 of the Code of Federal Regulations, Part 372

**SARA 311/312 Hazard Categories**

Acute health hazard	No
Chronic Health Hazard	No
Fire hazard	No
Sudden release of pressure hazard	No
Reactive Hazard	No

**CWA (Clean Water Act)**

This product does not contain any substances regulated as pollutants pursuant to the Clean Water Act (40 CFR 122.21 and 40 CFR 122.42)

**CERCLA**

This material, as supplied, does not contain any substances regulated as hazardous substances under the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) (40 CFR 302) or the Superfund Amendments and Reauthorization Act (SARA) (40 CFR 355). There may be specific reporting requirements at the local, regional, or state level pertaining to releases of this material

**US State Regulations****California Proposition 65**

This product does not contain any Proposition 65 chemicals

**U.S. State Right-to-Know Regulations****U.S. EPA Label Information**

EPA Pesticide Registration Number Not Applicable

**16. OTHER INFORMATION**

<b>NFPA</b>	Health hazards 0	Flammability 0	Instability 0	Physical and Chemical Properties Yes
<b>HMIS</b>	Health hazards 0	Flammability 0	Physical hazards 0	Personal protection X

**Issue Date** 31-Jan-2015

**Revision Date** 31-Jan-2015

**Revision Note**

No Information available

**Disclaimer**

The information provided in this Safety Data Sheet is correct to the best of our knowledge, information and belief at the date of its publication. The information given is designed only as a guidance for safe handling, use, processing, storage, transportation, disposal and release and is not to be considered a warranty or quality specification. The information relates only to the specific material designated and may not be valid for such material used in combination with any other materials or in any process, unless specified in the text.

**End of Safety Data Sheet**

# SAFETY DATA SHEET

Issue Date 03-Feb-2015

Revision Date 03-Feb-2015

Version 3

## 1. PRODUCT AND COMPANY IDENTIFICATION

**Product identifier**  
Product Name MEDAMA FOAMING HAND SANITIZER

**Other means of identification**  
SDS# TMS68

**Details of the supplier of the safety data sheet**  
Medama Solutions

1365 61st Street, Brooklyn NY 11219

718-492-7200 - info@acejan.com

**Emergency telephone number**  
Emergency Telephone Chemtrec 1-800-424-9300

## 2. HAZARDS IDENTIFICATION

### Classification

#### OSHA Regulatory Status

This chemical is considered hazardous by the 2012 OSHA Hazard Communication Standard (29 CFR 1910.1200)

Acute toxicity - Oral	Not classified
Acute toxicity - Dermal	Not classified
Flammable liquids	Category 2

### Label elements

#### Emergency Overview

#### Hazard statements

Harmful to aquatic life with long lasting effects  
Highly flammable liquid and vapor



**Appearance** Clear

**Physical state** Liquid

**Odor** Alcohol

#### Precautionary Statements - Prevention

Avoid release to the environment

#### Precautionary Statements - Response

Specific Treatment (See Section 4 on the SDS)

**Precautionary Statements - Disposal**

Dispose of contents/container to an approved waste disposal plant

**Hazards not otherwise classified (HNOC)****Other Information**

Unknown Acute Toxicity 71.65% of the mixture consists of ingredient(s) of unknown toxicity

**3. COMPOSITION/INFORMATION ON INGREDIENTS**

Chemical Name	CAS No.	Weight-%	Trade Secret
Ethanol	64-17-5	60-90	*
2-Propanol	67-63-0	1-5	*
Chlorhexidine Gluconate	18472-51-0	1-5	*

\*The exact percentage (concentration) of composition has been withheld as a trade secret.

**4. FIRST AID MEASURES****First aid measures**

<b>General advice</b>	Immediate medical attention is required. In case of accident or unwellness, seek medical advice immediately (show directions for use or safety data sheet if possible).
<b>Skin Contact</b>	Wash off immediately with plenty of water.
<b>Eye contact</b>	Rinse thoroughly with plenty of water for at least 15 minutes, lifting lower and upper eyelids. Consult a physician.
<b>Inhalation</b>	Remove to fresh air.
<b>Ingestion</b>	Clean mouth with water and drink afterwards plenty of water.
<b>Self-protection of the first aider</b>	Remove all sources of ignition.

**Most important symptoms and effects, both acute and delayed**

**Symptoms** Any additional important symptoms and effects are described in Section 11: Toxicology Information.

**Indication of any immediate medical attention and special treatment needed**

**Note to physicians** Treat symptomatically.

**5. FIRE-FIGHTING MEASURES****Suitable extinguishing media**

Use extinguishing measures that are appropriate to local circumstances and the surrounding environment.

**Unsuitable extinguishing media** Caution: Use of water spray when fighting fire may be inefficient.

**Specific hazards arising from the chemical**

No Information available.

**Explosion data**

Sensitivity to Mechanical Impact None.

Sensitivity to Static Discharge None.

**Protective equipment and precautions for firefighters**

As in any fire, wear self-contained breathing apparatus pressure-demand, MSHA/NIOSH (approved or equivalent) and full protective gear.

## 6. ACCIDENTAL RELEASE MEASURES

**Personal precautions, protective equipment and emergency procedures**

**Personal precautions** Remove all sources of ignition. Evacuate personnel to safe areas. Ensure adequate ventilation, especially in confined areas.

**Environmental precautions**

**Environmental precautions** Prevent further leakage or spillage if safe to do so. Prevent product from entering drains.

**Methods and material for containment and cleaning up**

**Methods for containment** Prevent further leakage or spillage if safe to do so.

**Methods for cleaning up** Dam up. Soak up with inert absorbent material (e.g. sand, silica gel, acid binder, universal binder, sawdust). Pick up and transfer to properly labeled containers.

## 7. HANDLING AND STORAGE

**Precautions for safe handling**

**Advice on safe handling** Ensure adequate ventilation, especially in confined areas. Keep away from heat, sparks, flame and other sources of ignition (i.e., pilot lights, electric motors and static electricity). Take precautionary measures against static discharges. Use spark-proof tools and explosion-proof equipment. All equipment used when handling the product must be grounded.

**Conditions for safe storage, including any incompatibilities**

**Storage Conditions** Keep tightly closed in a dry and cool place. Keep in properly labeled containers.

**Incompatible materials** None known based on information supplied.

## 8. EXPOSURE CONTROLS/PERSONAL PROTECTION

**Control parameters****Exposure Guidelines**

Exposure guidelines noted for ingredient(s).

Chemical Name	ACGIH TLV	OSHA PEL	NIOSH IDLH
Ethanol 64-17-5	STEL: 1000 ppm	TWA: 1000 ppm TWA: 1900 mg/m <sup>3</sup> (vacated) TWA: 1000 ppm (vacated) TWA: 1900 mg/m <sup>3</sup>	IDLH: 3300 ppm TWA: 1000 ppm TWA: 1900 mg/m <sup>3</sup>
2-Propanol 67-63-0	STEL: 400 ppm TWA: 200 ppm	TWA: 400 ppm TWA: 980 mg/m <sup>3</sup> (vacated) TWA: 400 ppm (vacated) TWA: 980 mg/m <sup>3</sup> (vacated) STEL: 500 ppm (vacated) STEL: 1225 mg/m <sup>3</sup>	IDLH: 2000 ppm TWA: 400 ppm TWA: 980 mg/m <sup>3</sup> STEL: 500 ppm STEL: 1225 mg/m <sup>3</sup>

NIOSH IDLH *Immediately Dangerous to Life or Health*

**Other Information**

Vacated limits revoked by the Court of Appeals decision in AFL-CIO v. OSHA, 965 F.2d 962 (11th Cir. 1992).

**Appropriate engineering controls**

**Engineering Controls** Showers, Eyewash stations & Ventilation systems.

**Individual protection measures, such as personal protective equipment**

**Eye/face protection** No special technical protective measures are necessary.

**Skin and body protection** No special technical protective measures are necessary.

**Respiratory protection** No protective equipment is needed under normal use conditions.

**General Hygiene** Handle in accordance with good industrial hygiene and safety practice. When using do not eat, drink or smoke. Regular cleaning of equipment, work area and clothing is recommended.

<b>9. PHYSICAL AND CHEMICAL PROPERTIES</b>
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**Information on basic physical and chemical properties**

<b>Physical state</b>	Liquid
<b>Appearance</b>	Clear
<b>Color</b>	Clear
<b>Odor</b>	Alcohol
<b>Odor threshold</b>	No Information available

<b><u>Property</u></b>	<b><u>Values</u></b>	<b><u>Remarks • Method</u></b>
pH	6.5 - 7.5	
Specific Gravity	.85	
Viscosity	10 cP @ 25°C	
<b>Melting point/freezing point</b>	No Information available	
<b>Flash point</b>	21 °C 70 °F	
<b>Boiling point / boiling range</b>	No Information available	
<b>Evaporation rate</b>	No Information available	
<b>Flammability (solid, gas)</b>		
<b>Flammability Limits in Air</b>		
<b>Upper flammability limit:</b>	Not Applicable	
<b>Lower flammability limit:</b>	Not Applicable	
<b>Vapor pressure</b>	No Information available	
<b>Vapor density</b>	No Information available	
<b>Water solubility</b>	Complete	
<b>Partition coefficient</b>	No Information available	
<b>Autoignition temperature</b>	No Information available	
<b>Decomposition temperature</b>	No Information available	

**Other Information**

<b>Density Lbs/Gal</b>	7.09
<b>VOC Content (%)</b>	74.5

<b>10. STABILITY AND REACTIVITY</b>
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**Reactivity**

No data available

**Chemical stability**

Stable under recommended storage conditions.

**Possibility of Hazardous Reactions**

None under normal processing.

**Conditions to avoid**

Heat, flames and sparks.

**Incompatible materials**

None known based on information supplied.

**Hazardous Decomposition Products**

None known based on information supplied.

**11. TOXICOLOGICAL INFORMATION****Information on likely routes of exposure****Product Information**

<b>Inhalation</b>	Avoid breathing vapors or mists.
<b>Eye contact</b>	No data available. Avoid contact with eyes.
<b>Skin Contact</b>	No known hazard in contact with skin.
<b>Ingestion</b>	No data available. Do not taste or swallow.

Chemical Name	Oral LD50	Dermal LD50	Inhalation LC50
Ethanol 64-17-5	= 7060 mg/kg ( Rat )	Yes	= 124.7 mg/L ( Rat ) 4 h
2-Propanol 67-63-0	= 1870 mg/kg ( Rat )	= 4059 mg/kg ( Rabbit )	= 72600 mg/m <sup>3</sup> ( Rat ) 4 h

**Information on toxicological effects**

**Symptoms** No Information available.

**Delayed and immediate effects as well as chronic effects from short and long-term exposure**

**Sensitization** No Information available.  
**Germ cell mutagenicity** No Information available.  
**Carcinogenicity** The table below indicates whether each agency has listed any ingredient as a carcinogen. Ethanol has been shown to be carcinogenic in long-term studies only when consumed as alcoholic beverage.

Chemical Name	ACGIH	IARC	NTP	OSHA
2-Propanol 67-63-0	Yes	Group 3	Yes	X

**ACGIH (American Conference of Governmental Industrial Hygienists)**

A3 - Animal Carcinogen

**IARC (International Agency for Research on Cancer)**

Not classifiable as a human carcinogen

Group 1 - Carcinogenic to Humans

**NTP (National Toxicology Program)**

Known - Known Carcinogen

**OSHA (Occupational Safety and Health Administration of the US Department of Labor)**

X - Present

**Reproductive toxicity** No Information available.  
**STOT - single exposure** No Information available.  
**STOT - repeated exposure** No Information available.

<b>Chronic toxicity</b>	Ethanol has been shown to be a reproductive toxin only when consumed as an alcoholic beverage. Ethanol has been shown to be carcinogenic in long-term studies only when consumed as alcoholic beverage. May cause adverse effects on the bone marrow and blood-forming system. May cause adverse liver effects. Contains a known or suspected reproductive toxin.
<b>Target organ effects</b>	EYES, Respiratory system, Skin, Blood, Central nervous system, Liver, Reproductive System.
<b>Aspiration hazard</b>	No Information available.

**Numerical measures of toxicity - Product Information**

**Unknown Acute Toxicity** 71.65% of the mixture consists of ingredient(s) of unknown toxicity

**12. ECOLOGICAL INFORMATION****Ecotoxicity**

72.65% of the mixture consists of component(s) of unknown hazards to the aquatic environment

Chemical Name	Algae/aquatic plants	Fish	Crustacea
Ethanol 64-17-5	Yes	12.0 - 16.0: 96 h Oncorhynchus mykiss mL/L LC50 static 100: 96 h Pimephales promelas mg/L LC50 static 13400 - 15100: 96 h Pimephales promelas mg/L LC50 flow-through	9268 - 14221: 48 h Daphnia magna mg/L LC50 2: 48 h Daphnia magna mg/L EC50 Static 10800: 24 h Daphnia magna mg/L EC50
2-Propanol 67-63-0	1000: 96 h Desmodosmus subspicatus mg/L EC50 1000: 72 h Desmodosmus subspicatus mg/L EC50	9640: 96 h Pimephales promelas mg/L LC50 flow-through 11 130: 96 h Pimephales promelas mg/L LC50 static 1400000: 96 h Lepomis macrochirus µg/L LC50	13299: 48 h Daphnia magna mg/L EC50
2-Phenoxyethanol 122-99-6	500: 72 h Desmodosmus subspicatus mg/L EC50	337 - 352: 96 h Pimephales promelas mg/L LC50 flow-through 366: 96 h Pimephales promelas mg/L LC50 static 220 - 460: 96 h Leuciscus idus mg/L LC50 static	500: 48 h Daphnia magna mg/L EC50
Benzalkonium Chloride 8001-54-5	Yes	0.223 - 0.46: 96 h Lepomis macrochirus mg/L LC50 static 1.3: 96 h Poecilia reticulata mg/L LC50 semi-static 0.823 - 1.61: 96 h Oncorhynchus mykiss mg/L LC50 static 2.4: 96 h Oryzias latipes mg/L LC50 semi-static	Yes

**Persistence and degradability**

No Information available.

**Bioaccumulation**

No Information available.

Chemical Name	Partition coefficient
2-Propanol 67-63-0	0.05

**Other adverse effects**

No Information available

**13. DISPOSAL CONSIDERATIONS****Waste treatment methods**

<b>Disposal of wastes</b>	Disposal should be in accordance with applicable regional, national and local laws and regulations.
<b>Contaminated packaging</b>	Do not reuse container.

This product contains one or more substances that are listed with the State of California as a hazardous waste.

Chemical Name	California Hazardous Waste Status
2-Propanol 67-63-0	Toxic Ignitable

#### 14. TRANSPORT INFORMATION

The basic description below is specific to the container size. This information is provided for at a glance DOT information. Please refer to the container and/or shipping papers for the appropriate shipping description before tendering this material for shipment. For additional information, please contact the distributor listed in section 1 of this SDS.

##### DOT

UN/ID No.	UN1170
Proper shipping name	Ethanol solutions
Hazard Class	3
Packing Group	II

#### 15. REGULATORY INFORMATION

##### International Inventories

TSCA	Complies
DSL/NDSL	Complies

##### Legend:

TSCA - United States Toxic Substances Control Act Section 8(b) Inventory  
DSL/NDSL - Canadian Domestic Substances List/Non-Domestic Substances List

##### US Federal Regulations

##### SARA 313

Section 313 of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA). This product contains a chemical or chemicals which are subject to the reporting requirements of the Act and Title 40 of the Code of Federal Regulations, Part 372

Chemical Name	SARA 313 - Threshold Values %
2-Propanol - 67-63-0	1.0

##### SARA 311/312 Hazard Categories

Acute health hazard	No
Chronic Health Hazard	No
Fire hazard	No
Sudden release of pressure hazard	No
Reactive Hazard	No

##### CWA (Clean Water Act)

This product does not contain any substances regulated as pollutants pursuant to the Clean Water Act (40 CFR 122.21 and 40 CFR 122.42)

##### CERCLA

This material, as supplied, does not contain any substances regulated as hazardous substances under the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) (40 CFR 302) or the Superfund Amendments and Reauthorization Act (SARA) (40 CFR 355). There may be specific reporting requirements at the local, regional, or state level pertaining to releases of this material

##### US State Regulations

##### California Proposition 65

This product contains the following Proposition 65 chemicals

Chemical Name	California Proposition 65
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Ethanol - 64-17-5	Carcinogen Developmental
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**U.S. State Right-to-Know Regulations**

Chemical Name	New Jersey	Massachusetts	Pennsylvania
Ethanol 64-17-5	X	X	X
2-Propanol 67-63-0	X	X	X
2-Phenoxyethanol 122-99-6	X	Yes	X

**U.S. EPA Label Information**

EPA Pesticide Registration Number Not Applicable

**16. OTHER INFORMATION**

<b>NFPA</b>	Health hazards 2	Flammability 3	Instability 0	Physical and Chemical Properties Yes
<b>HMIS</b>	Health hazards 2	Flammability 3	Physical hazards 0	Personal protection A

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Revision Date 03-Feb-2015

Revision Note

No Information available

**Disclaimer**

The information provided in this Safety Data Sheet is correct to the best of our knowledge, information and belief at the date of its publication. The information given is designed only as a guidance for safe handling, use, processing, storage, transportation, disposal and release and is not to be considered a warranty or quality specification. The information relates only to the specific material designated and may not be valid for such material used in combination with any other materials or in any process, unless specified in the text.

End of Safety Data Sheet



## COVID-19 CONTRACTOR/VENDOR GUIDELINES WHEN WORKING ON EMORY UNIVERSITY CAMPUS

Emory University's priority is to protect the health and safety of all members of our community and campus visitors. Vendors and contractors visiting campus are expected to fully comply with the protocols and guidelines outlined in this document. Additional information can be found by reviewing [Emory's Guidelines for Working on Campus](#).

You are receiving this communication as a vendor or contractor providing services to Emory Campus Services Division. We appreciate your assistance as the vendor representative to ensure that all of your company's employees who come to campus are aware of these guidelines. It is the responsibility of the field supervisor or vendor representative to ensure employees receive this information and enforce these guidelines for employees reporting to the Emory campus.

### Emory's Requirements

We ask that you make your employees aware of the following requirements for working on campus:

- Your employees are not allowed to work on Emory's campus if they are sick. They must stay home until they are well.
- Your employees are not allowed to work on Emory's campus if anyone in their household has signs or symptoms associated with COVID-19.
- Your employees are not allowed to work on Emory's campus if they or anyone in their household have been diagnosed with COVID-19 within the past two weeks.
- Your employees must comply with random temperature screening if asked to do so by Emory staff.
- Face covering must be worn at all times while on the Emory University campus and face coverings must not be disposed of on Emory property.
- All members of the community should practice social distancing by keeping at least six feet of separation between people, limit the number of people in a space to maximum extent possible.

### Additional Expectations

We also request employees be made aware of the following best practices:

- Frequently sanitize or wash your hands with soap and water, prior to eating, and when arriving on campus.
- Cover your mouth and nose with a disposable cloth when coughing/sneezing and dispose of tissue after each use
- Avoid touching your eyes, nose, and mouth
- Do not shake hands

- Limit use of shared tools and equipment
- Disinfect shared tools and equipment after each use

### **Resources**

- Emory Resources: [Guidelines](#) and [Website](#)
- Refer to [How to Protect Yourself & Others](#)
- [CDC Coronavirus Symptoms](#)
- [OSHA Guidance on Preparing Workplaces for COVID-19](#)