

APPA Standards STANDARD OPERATING PROCEDURE

TUSKEGEE UNIVERSITY

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1.0 Purpose

This Standard Operating Procedure outlines and identifies all of the APPA Standard expectations of the Thompson Facilities Services contract.

2.0 Scope

This Standard Operating Procedures document applies to Thompson Facilities Services specific to Tuskegee University.

3.0 APPA 1 Maintenance Standards

Thompson Facilities Services (TFS) operates and maintains 100,000 sf of facilities space to an APPA 1 Maintenance Standard as outlined by APPA maintenance Level Definitions. Level 1 is defined with the following parameters:

- 3.1 Maintenance Activities appear highly focused.
- 3.2 Typically, equipment and building components are fully functional and in excellent operating condition.
- 3.3 Service and Maintenance calls are responded to immediately.
- 3.4 Buildings and equipment are regularly upgraded, keeping them current with modern standards and usage.

4.0 APPA 2 Maintenance Standards

Thompson Facilities Services (TFS) operates and maintains all other facilities space to an APPA 2 Maintenance Standard as outlined by APPA maintenance Level Definitions. Level 2 is defined with the following parameters:

- 4.1 Maintenance activities appear organized with direction.
- 4.2 Equipment and building components are usually functional and in operating condition.
- 4.3 Service and maintenance calls are responded to in a timely manner.
- 4.4 Buildings and equipment are regularly upgraded, keeping them current with modern standards and usage.

5.0 APPA 1 Custodial Standards

Thompson Facilities Services (TFS) operates and maintains 100,000 sf of facilities space to an APPA 1 Custodial Standard as outlined by APPA Custodial Staffing Guidelines for Educational Facilities. Level 1 is defined with the following parameters:

- 5.1 Floors and base moldings shine and/or are bright and clean; colors are fresh. There is no buildup in corners or along walls.
- 5.2 All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges or fingerprints..
- 5.3 Washroom and shower tile and fixtures gleam and are odor-free. Supplies are adequate.
- 5.4 Trash containers and pencil sharpeners are empty, clean and odor free.

6.0 APPA 2 Custodial Standards

Thompson Facilities Services (TFS) operates and maintains all other facilities space to an APPA 2 Custodial Standard as outlined by APPA Custodial Staffing Guidelines for Educational Facilities. Level Definitions. Level 2 is defined with the following parameters:

- 6.1 Floors and base moldings shine and/or are bright and clean; colors are fresh. There is no buildup in corners or along walls, but there can be up to two day's worth of dirt, dust, stains or streaks.
- 6.2 All vertical and horizontal surfaces are clean, but marks, dust, smudges and fingerprints are noticeable with close observation.
- 6.3 Washroom and shower tile and fixtures gleam and are odor-free. Supplies are adequate.
- 6.4 Trash containers and pencil sharpeners are empty, clean and odor free.

7.0 APPA 1 Grounds Standards

Thompson Facilities Services (TFS) maintains the area of campus known as the “*Million Dollar Walk*” to an APPA 1 Standard as outlined by APPA Guidelines. Level 1 is generally defined with the following parameters:

- 7.1 State-of-the-art maintenance applied to a high-quality diverse landscape.
 - 7.1.1 Grass height is maintained according to species and variety of grass. Mowed at least once every five working days but may be as often as once every three working days. Aeration as required but not less than four times per year. Reseeding or sodding as needed. Weed control to be practiced so that no more than 1 percent of the surface has weeds present.
 - 7.1.2 Adequate fertilization applied to plant species according to their optimum requirements.
 - 7.1.3 Sprinkler irrigated-electric automatic commonly used.
 - 7.1.4 Litter control is practiced a minimum of once per day.
 - 7.1.5 Pruning is dictated primarily by species and variety of trees and shrubs.
 - 7.1.6 Sprinkler irrigated-electric automatic commonly used.
 - 7.1.7 Floral plantings are extensive and/or part of the design.

8.0 APPA 2 Grounds Standards

Thompson Facilities Services (TFS) maintains the remaining areas of campus to an APPA 2 Standard as outlined by APPA Guidelines. Level 2 is defined with the following parameters:

- 8.1 High level maintenance.