
ATHENS STATE UNIVERSITY

REQUEST FOR PROPOSAL

Integrated Facilities Management



**ATHENS
STATE**
UNIVERSITY

Athens State University

161 N. Clinton Street
Athens, AL 35611

MAY 16, 2025

R LEDBETTER & ASSOCIATES

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Timeline

Request for Proposal Released: May 16, 2025

Virtual Pre-Proposal Conference: May 22, 2025

Time: 10:00 am CST

Join Zoom Meeting

<https://athens.zoom.us/j/81556067633?pwd=fLpa1J5dLNbrgb6J8JenwooBCsJtll.1>

Site Tour: May 29, 2025

Time: 10:00 am CST

Departure Location: Facilities Management Building

Optional campus visits: May 30, 2025

Provider Questions Due: June 6, 2025

Response to Questions Due: June 13, 2025

PROPOSAL DUE: June 20, 2025

Review of Proposals and References: June 23 – 27, 2025

Presentations (if requested): July 7 – 11, 2025

Contract Negotiations and Award: July 14 – 18, 2025

Contract Commencement: TBD

Overview

About Athens State University (From Wikipedia, the free encyclopedia.)

Athens State University is a [public upper-division university](#) in [Athens, Alabama](#). Its academics are housed in three colleges: Education, Arts and Sciences, and Business.

History

Athens State University is Alabama's oldest educational institution of higher learning. It began as the **Athens Female Academy** in 1822.^[1] The [Methodist Church](#) began oversight of the institution in 1842, changing the name to **Athens Female Institute**. It became **Athens Female College** in 1889.^[2]

In 1931 the name was shortened to **Athens College** when it became [coeducational](#).

On May 10, 1974, the board of trustees requested from the North Alabama Conference of the United Methodist Church that the college seek affiliation with the State of Alabama. At its annual meeting in June 1974, the conference gave the board this permission and authorized the transfer of the college to the State of Alabama.

In June 1975, the college was accepted by the Alabama State Board of Education subject to the appropriation of operating funds by the Alabama legislature. Later that year, the legislature appropriated funds for the operation of the college to serve the graduates of state junior, community, and technical colleges/institutions.

Later, in 1998, the college became Athens State University.^[3]

On May 11, 2012, a bill passed by the Alabama legislature allowing the creation of an autonomous board of trustees for the university. This board took office in October 2012. Athens State University remains the only upper-division university in the State of Alabama.

Athens State University Fact Sheet

Former Name:	Athens Female Academy (1822–1842) Athens Female Institute (1842–1889) Athens Female College (1889–1931) Athens College (1931–1998)
Type:	Public upper-division university
Established:	December 9, 1822; 202 years ago [1]
President:	Catherine Wehlburg
Students:	3,000
Location:	Athens, Alabama, United States
Nickname:	Bears
Mascot:	Hebrew the Bear
Website:	www.athens.edu

Purpose of RFP

The purpose of this RFP is to offer experienced Facilities Management Providers the opportunity to present a thorough and detailed proposal for the contracting of Integrated Facilities Management (IFM) to include Custodial Services, Grounds Management, Plant Operations and Maintenance (POM), Moves/Event Support and other tangential facilities related tasks.

The goal is to improve our overall Facilities Management operation, enhance quality and service, reduce risk, provide Administration with accurate data to make data driven capital and budgeting decisions, and optimize efficiency and cost effectiveness. The ultimate goal is to become a Role Model Facilities Organization.

Additional Information

Currently the services to be provided through this RFP are in-house except for Custodial Services.

Custodial Services were contracted to PHJ, Inc. dba Alabama Cleaning Services as of March 8th, 2022, for three (3) years ending on March 31st, 2025, with Athens State reserving the right to renew the contract for two (2) one-year renewals. The contract renewed in 2025 for one year.

There is no CMMS in place and there is not a comprehensive asset inventory for mechanical/electrical equipment available at the present time. Currently work orders are processed through an event planning tool designed for large churches.

Estimated gross square footage and acreage of Main Campus are 396,360 and 87.790, respectively.

ATHENS STATE's Capital vs. Maintenance dollar threshold is set at \$5,000.00.

ATHENS STATE has notified in-house employees of their intent to outsource. Selected Provider may interview current employees following award, and prior to commencement of services, to determine and communicate their status going forward.

R Ledbetter & Associates (RL&A) completed a comprehensive Operational Assessment of Facilities Services in 2024. This document will be made available to the selected Provider for their use.

R Ledbetter & Associates will continue to be engaged following award and be available to assist with transition.

Please base your staffing plans and budgets on an average APPA Level II quality standard.

Selection Process

The selection process will include the review and evaluation of Provider's systems, programs, processes procedures, technology, and support resources that would be applied to provide Integrated Facilities Management deliverables

within the scope of this RFP. Previous experience will be judged by, but not limited to, the references of each Provider. Providers should be prepared to make a presentation to a committee at ATHENS STATE after submitting a proposal upon request.

After thorough review and consideration of all proposals and presentations, ATHENS STATE will award a contract to the Provider whose proposal best meets the Integrated Facilities Management and financial needs of ATHENS STATE. If none of the proposals submitted properly meet the needs of ATHENS STATE, we reserve the right to decline all proposals and not award a contract at this time.

Contact

Direct all inquiries related to this RFP to:

Randy R Ledbetter

Founder & CEO

R Ledbetter & Associates

randy@rledbetter.com

Requirements for Qualified Providers

1. Attendance required at the virtual pre-proposal conference. Date, time, and details can be found in the Timeline section.
2. Providers must currently be providing services to Higher Education clients that are similar in size and complexity to ATHENS STATE.
3. Providers must have a record of at least five (5) years of successful Facilities Management performance.
4. Providers must have a comprehensive quality assurance program that covers all facets of services proposed including measured inspections, customer satisfaction surveys, and formal reporting capabilities.
5. Providers must have formalized training and development programs for all employees including regulatory and safety training, orientation and on-going job skill training as well as supervisory and management development programs.
 - The provider is expected to fund training for any transitioned ATHENS STATE employees or new hires that require specific certifications or training to meet ATHENS STATE and Provider's requirements.
6. Providers must have standard operating procedures, processes, specifications, systems and experience to provide the required APPA level of service for POM, Grounds and Custodial, which is APPA Level II in their proposal.
7. Providers must outline their staffing plan, wages and benefits to be provided and the onboarding process for transitioning staff.
8. Providers must have a proven operational transition process and be able to provide at least three (3) recent start-up examples that have converted in-house operations to outsourced.
9. Providers must be an active member of APPA, and hold licenses, accreditations and/or certifications required to ensure compliance with local, state, and federal requirements.
10. Providers must provide an annual guaranteed fixed price cost/budget for all Facilities Management functions described in this RFP except for energy related Utilities and Capital Projects.
11. Providers must have experience implementing and managing a comprehensive Computerized Maintenance Management System.
12. Providers must be able to demonstrate they have a sufficient support infrastructure (Corporate and Regional) to provide start-up and on-going technical and program support to their site-based team at Athens State.

13. A background check must be conducted on each Contractor employee at the Contractor's expense. Background check must include, but is not limited to, the following: National Sex Offender Registry, Alabama Judicial System, National Criminal Database and Local Police Records from area where employee resides. All Contractor personnel must be approved by the University prior to starting work on campus facilities. Background checks must be provided to the University for review.
14. Providers must meet all local, state, and federal laws, codes, and requirements.

Scope of Work

Areas Serviced and Associated Specifications

1. Custodial Services for all buildings that are listed in the attached building list at an average APPA Level II quality standard. The five levels of clean as defined by APPA can be found in Exhibit A–APPA, Levels–Custodial. Custodial staffing, specifications, and frequencies to obtain the desired APPA cleanliness level should be provided as part of the Provider’s proposal response. Custodial Services are currently contracted to PHJ Inc. dba Alabama Cleaning Services Contact information for Alabama Cleaning Services is: Pat Hennessy (President) or Mac Hennessy (VP) at 256-301-1338.
2. Grounds Management to be provided for all areas on campus. The six quality levels as defined by APPA can be found in Exhibit A–APPA, Levels–Grounds. Grounds staffing, specifications and frequencies to obtain the desired APPA level (APPA Level II) should be provided as part of the Provider’s proposal response. There are no athletic fields.
3. POM services to be provided for all facilities listed in Attachment A – Building List. The five levels of maintenance and benchmarking as defined by APPA can be found in Exhibit A – APPA Levels - POM. Maintenance staffing and service specifications to obtain the desired APPA level (APPA Level II) should be provided as part of the Provider’s proposal response.
4. Other services to be provided/managed include Event support, Moves and Set Ups.

Special Events and Special Request Work: Provider must include all school-related events in their staffing and pricing. Please provide an hourly billable rate for non-school/reimbursable events.

General Requirements

In addition to the information above, the Provider will agree to the following:

1. Accept all responsibility for matters pertaining to the recruitment, screening, hiring, and retention of employees.
 - a. Complete a thorough background screening on all prospective employees prior to employment with Provider. Provider must perform social security/work eligibility verification, national and local criminal history screenings, national sex offender screening, and a motor vehicle driving eligibility check if this is a job requirement.
 - b. Provide proper training to all management supervisory and hourly employees.
 - c. Provide uniforms and define a uniform dress code for all department employees in cooperation with ATHENS STATE. Uniforms will include ATHENS STATE name and/or logo and employee name. Director of Facilities Management is expected to dress business casual at a minimum.
2. Appoint a qualified site-based Director of Facilities Management who must be dedicated solely to ATHENS STATE and shall be the main contact person for routine daily matters. ATHENS STATE reserves the right to interview proposed candidates prior to contract award.

Director of Facilities Management shall be on-call/available as needed and will appoint an individual as a backup to meet the needs of ATHENS STATE with the responsibilities that are routinely associated with this type of position. The Director of Facilities Management shall report to ATHENS STATE's Chief Financial Officer.

3. Provide ATHENS STATE dedicated, site-based supervision always when work is performed in and on ATHENS STATE buildings and grounds. Supervision must be outlined in staffing plans.
4. Provide and maintain all tools, equipment, and vehicles to successfully perform all duties described in the scope of work. These items shall be listed in the proposal and used exclusively for ATHENS STATE. Following award, successful Provider will be given the opportunity to inventory current tools, equipment and vehicles to determine condition and fair market value. The program cost will adjust to taking assets into account that can be utilized in Provider's program.
5. Furnish all supplies (including consumables) and purchased services required to successfully perform all duties described in the scope of work:
 - a. Use only cleaning chemicals and products that meet or exceed OSHA requirements and commonly recognized safety requirements. Safety Data Sheets are maintained for all chemicals used in the cleaning processes.
 - b. Grounds Management: Use only materials and equipment that meet or exceed EPA, OSHA, & ANSI requirements and commonly recognized safety requirements. Safety Data Sheets maintained for all pesticides used in the grounds and landscape management processes.
 - c. Provide all needed safety equipment and protective devices necessary for the safety of all employees.
 - d. Provide a list of services to subcontract.
 - e. Where appropriate, provide Green Seal Certified products. Strong consideration given to a program incorporating sustainable processes, products, and systems.
 - f. Maintain insurance at the levels noted in Exhibit B – Insurance Requirements.
6. The following attachments included with this RFP to provide additional information that may be beneficial for the development of a proposed program for ATHENS STATE:
 - a. Building list and square footage
 - b. Current department budgets
 - c. Campus map
 - d. Personnel information (staffing, wages, benefits)
 - e. Equipment and vehicle list
 - f. Current Job descriptions
 - g. Set ups and moves

Proposal Requirements and Evaluation

1. Providers must submit a proposal containing all documents and information requested below in the format and order specified. Failure to comply may result in disqualification of the proposal.

Proposal layout and content requirements:

- A. Executive Summary
 1. Overview of Proposal
 2. Value Proposition
- B. Company Information
 1. Company Overview
 2. Corporate, Regional, and Technical Support
 3. Key Support Personnel for Athens State
 4. Professional Association Affiliations and Certifications
- C. References
 1. The provider's proposal must detail familiarity and proven experience with this type of contract and demonstrated ability to serve the University's needs for services associated with these activities. The provider must detail its familiarity and ability to provide quality service meeting industry and government guidelines.
 2. The provider must provide a listing of all colleges and universities where the provider is currently providing similar services. This listing should include the name and telephone number of an administrative contact for each location.
 3. Additionally, the provider must provide a listing of college and university accounts that were canceled or did not renew during the last 5 years. This listing should include the name and telephone number of an administrative contact at each location.
 4. Include 3 Higher Ed start-up/transition examples that went from in-house to outsourced.
- D. Program Overview
 1. Custodial
 - a. Program Components
 - b. Specifications and Standard Operating Procedures
 - c. Technology utilized.
 2. POM
 - a. Program Components
 - b. Specifications and Standard Operating Procedures
 - c. Technology utilized.
 3. Grounds
 - a. Program Components
 - b. Specifications and Standard Operating Procedures
 - c. Technology utilized.
 4. Auxiliary Services: describe your experience, expertise, and programs for:

- a. Event support
 - b. Moves/Set Ups
- E. Management Plan
 - 1. Staffing Methodology (What is your staffing plan based on?)
 - 2. Staffing and Personnel details
 - a. Organizational Chart
 - b. Staffing Plan (including Management, Supervision, and Production employees (FTE, PTE & Seasonal)
 - c. Management Team resumes if possible.
 - 3. Supplies, Equipment, & Purchased Services
 - a. Supply List
 - b. Equipment List
 - c. Sub-Contracted Services List
 - 4. Startup and Transition Plan
 - a. Operations
 - b. Employee
 - c. Successful Transition References
 - 5. Safety and Security
 - a. Background Check Procedure
 - b. Insurance Coverage(s)
 - c. Uniform & ID Policy
 - d. Key Distribution & Control Procedure
 - e. Disaster Preparedness
 - f. Safety Program
 - 6. Training
 - a. Management
 - b. Supervision
 - c. Associate
 - d. Safety
 - e. Job Specific/Technical
 - 7. Quality Assurance Program
 - a. Inspection Procedure and Tools
 - b. Customer Complaint Resolution
 - c. Customer Survey Examples
 - d. Accountability and Continuous Improvement
 - e. Governance model
 - f. Technology utilized.
 - 8. Sustainability Program Overview
- F. Financial Overview
 - 1. Guaranteed Annual Cost of Program
 - a. Detailed Cost Schedule
 - b. Service Fee Adjustment Methodology
 - c. Out of Scope Work Fees

G. Employee Benefits & Recognition

- a. Benefit Summary
 - i. Employee vs. Employer Contribution
 - ii. Who is eligible and when?
 - iii. What is provided?
- b. Wages by position
- c. Employee engagement
- d. Employee recognition programs
- e. Annual training budget
- f. Holidays
- g. Vacation and sick time

H. Required Documents

- a. Certificate of Insurance(s)
- b. Access to Audited Financial Statements for the past two (2) years
- c. Signature Page
- d. E-Verify Memorandum of Understanding
- e. State of Alabama Provider Disclosure (following award)
- f. Alabama Immigration Law Certificate of Compliance (upon award)
- g. Proposals: 1 hard copy and three (3) electronic copies will be received from each provider. Hard copy should be mailed or hand delivered in a sealed envelope or package bearing the name and address of the provider, name of the project and proposal due date. The original hard copy shall be signed and dated by an official authorized to bind the firm. Unsigned proposals will not be considered. The provider shall make no other distribution of the proposals. All documentation submitted with the proposal should be bound in a single document. Hard copy should be sent to Barbara Ferguson at Athens State. Electronic copies should be sent to:

mike.mccoy@athens.edu

randy@rledbetter.com

barbara.ferguson@athens.edu)

Proposals should be received by 2:00pm local time on June 20, 2025.

Proposals received after the time and date specified may be rejected at the discretion of ATHENS STATE.

- No proposal may be withdrawn after the scheduled closing time for receipt of proposals for a period of ninety (90) days.
- The University reserves the right to waive any irregularity in any proposal or reject any proposal which does not comply with this RFP. Modifications to the RFP, including, but not limited to the scope of work, can be made only by written addendum issued by the University.

- Providers must be aware that this is a request for proposals and offers, not a request to contract, and Athens State University reserves the right to reject any and all proposals when such rejection is deemed to be in its best interest.
- The information provided herein is intended to assist providers in the preparation of proposals necessary to properly respond to this proposal. The RFP is designed to provide interested providers with sufficient basic information to submit proposals meeting minimum requirements. Providers are at liberty and are encouraged to expand upon the specifications to evidence service capability under any proposal.
- All pertinent State of Alabama purchasing codes and University policies and procedures apply.
- The University, through its designated agents and representatives, will be the sole determining judge of whether services rendered under the contract satisfy the requirements as identified in the contract order.
- After the award of the contract, note that all proposals may be open for public inspection and review. Trade secrets, test data, financial data, and similar proprietary information will, to the extent allowed by law, remain confidential, provided that such material is so marked upon submission by the provider.

Selection Criteria

Criteria	Weight
• Company Strength and Resources	15%
• Higher Education References	15%
• Program(s)	15%
• Management/Staffing Plan & Methodology	15%
• Transition Plan	15%
• Financial Benefit	10%
• Technology	15%
	100%

Proposals will be evaluated on, including but not limited to, completeness, content, experience with similar projects, ability of the provider and its staff, information gained from references, and financial offerings. A contract may ultimately be awarded to the provider whose proposal is determined to be most advantageous to the University. By submitting a proposal, the provider agrees to all of the terms of the RFP unless exceptions to the RFP are stated by the provider in its proposal. Any contract related to this proposed project is subject to the availability of funds and/or the needs of the University. The University, at its discretion, may or may not issue a final contract as a result of this RFP. The University is the sole judge as to whether or not a firm's proposal has or has not satisfactorily met the requirements of this request for proposal.

Athens State University may award a contract based on initial proposals received without discussion of such proposals. Accordingly, each initial proposal should be submitted with the most favorable price and service available.

During the evaluation process, the University reserves the right, where it may serve the University's best interest, to request additional information or to request demonstrations as a part of the evaluation process.

Exhibit A: APPA Levels

Custodial

APPA CUSTODIAL GUIDELINES

The Five Levels of Clean	
Level 1—Orderly Spotlessness	
Floors and base moldings shine and/or are bright and clean; colors are fresh. There is no buildup in corners or along walls.	
All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints. Lights, all work and fixtures are clean.	
Washrooms and shower fixtures and tile gleam and are odor free. Supplies are adequate.	
Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.	
Level 2—Ordinary Tidiness	
Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be two days' worth of dust, dirt, stains or streaks.	
All vertical and horizontal surfaces are clean, but marks, dust, smudges and fingerprints are noticeable upon close observation. Lights, all work and fixtures are clean.	
Washrooms and shower fixtures and tile gleam and are odor free. Supplies are adequate.	
Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.	
Level 3—Casual Inattention	
Floors are swept or vacuumed clean, but upon close observation there can be stains. A buildup of dirt and/or floor finish in corners and along walls can be seen.	
There are dull spots and/or matted carpets in walking lanes. There are streaks or splashes on base moldings.	
All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges and fingerprints. Lamps, all work and fixtures are clean.	
Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.	
Level 4—Moderate Dinginess	
Floors are swept or vacuumed clean, but are dull, dingy and stained. There is a noticeable buildup of dirt and/or floor finish in corners and along walls.	
All horizontal and vertical surfaces have conspicuous dust, dirt smudges, fingerprints and marks. Lamp fixtures are dirty, with lamps (up to 5 percent) burned out.	
Trash containers and pencil sharpeners have old trash and shavings. They are stained and marked. Trash containers smell sour.	
Level 5—Unkempt Neglect	
Floors and carpets are dull, dirty, dingy, scuffed and/or matted. There is a conspicuous buildup of old dirt and/or floor finish in corners and along walls. Base molding is dirty, stained and streaked. Gum, stains, dirt, dust balls and trash are broadcast.	

All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges and fingerprints, all of which will be difficult to remove. Lack of attention is obvious.
Light fixtures are dirty, with dust balls and flies. Lamps (more than 5 percent) are burned out.
Trash containers and pencil sharpeners have old trash and shavings. They are stained and marked. Trash containers smell sour.

Grounds

APPA GROUND GUIDELINES

LEVEL I. *State-of-the-art maintenance applied to a high-quality diverse landscape. Associated with high-traffic urban areas, such as public squares, malls, government grounds, or college/university campuses.*

TURF CARE. Grass height 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.

FERTILIZER. Adequate fertilization applied to plant species according to their optimum requirements. Application rates and times should ensure an even supply of nutrients for the entire year. Nitrogen, phosphorus, and potassium percentages should follow local recommendations. Trees, shrubs, and flowers should be fertilized according to their individual requirements of nutrients for optimum growth. Unusually long or short growing seasons may *modify* the chart slightly.

IRRIGATION. Sprinkler irrigated-electric automatic commonly used. Some manual systems could be considered adequate under plentiful rainfall circumstances and with adequate staffing. Frequency of use follows rainfall, temperature, season length, and demands of plant material.

LITTER CONTROL. Minimum of once per day, seven days per week. Extremely high visitation may increase the frequency. Receptacles should be plentiful enough to hold all trash usually generated between servicing without overflowing.

PRUNING. Frequency dictated primarily by species and variety of trees and shrubs. Length of growing season and design concept also a controlling factor-i.e., clipped vs. natural-style hedges. Timing is scheduled to coincide with low demand periods or to take advantage of special growing characteristics.

DISEASE AND INSECT CONTROL. At this maintenance level, the objective of controlling is to avoid public awareness of any problems. It is anticipated at Level 1 that problems will either be prevented or observed at an early stage and corrected immediately.

SNOW REMOVAL. Snow removal starts the same day when accumulations of .5 inches are present. At no time will now be permitted to cover transportation or parking surfaces longer than noon of the day after the snow stops. Application of snow-melting compound and/or gravel is appropriate to reduce the danger of injury due to falls.

SURFACES. Sweeping, cleaning, and washing of surfaces should be done so that at no time does an accumulation of sand, dirt, or leaves distract from the looks or safety of the area.

REPAIRS. Repairs to all elements of the design should be done immediately when problems are discovered, provided replacement parts and technicians are available, to accomplish the job. When disruption to the public might be major and the repair is not critical, repairs may be postponed to a time that is least disruptive.

INSPECTIONS. A staff member should conduct inspection daily.

FLORAL PLANTINGS. Normally, extensive or unusual floral plantings are part of the design. These may include ground-level beds, planters, or hanging baskets. Often, multiple plantings are scheduled, usually for at least two blooming cycles per year. Some designs may call for a more frequent rotation of bloom. Maximum care, including watering, fertilizing, disease control, disbudding, and weeding, is necessary. Weeding flowers and shrubs is done at least once per week. The desired standard is essentially weed free.

LEVEL 2 High-level maintenance. Associated with well-developed public areas, malls, government grounds, or college/university campuses. Recommended level for most organizations.

TURF CARE. Grass cut once every five working days. Aeration as required, but not less than two times per year. Reseeding or sodding when bare spots are present. Weed control practiced when weeds present a visible problem or when weeds represent 5 percent of the turf surface. Some pre-emergent products may be used at this level.

FERTILIZER. Adequate fertilizer level to ensure that all plant materials are healthy and growing vigorously. Amounts depend on species, length of growing season, soil, and rainfall. Rates should correspond to at least the lowest recommended rates. Distribution should ensure an even supply of nutrients for the entire year. Nitrogen, phosphorus, and potassium percentages should follow local recommendations. Trees, shrubs, and flowers should receive fertilizer levels to ensure optimum growth.

IRRIGATION. Sprinkler irrigated--electric automatic commonly used. Some manual systems could be considered adequate under plentiful rainfall circumstances and with adequate staffing. Frequency of use follows rainfall, temperature, season length, and demands of plant material.

LITTER CONTROL. Minimum of once per day, five days per week. Offsite movement of trash depends on size of containers and use by the public. High use may dictate daily or more frequent leaning.

PRUNING. Usually done at least once per season unless species planted dictate more frequent attention. Sculpted hedges or high-growth species may dictate a more frequent requirement than most trees and shrubs in natural-growth plantings.

DISEASE AND INSECT CONTROL. Usually done when disease or insects are inflicting noticeable damage, are reducing vigor of plant material, or could be considered a bother to the public. Some preventive measures may be used, such as systemic chemical treatments. Cultural prevention of disease problems can reduce time spent in this category. Some minor problems may be tolerated at this level.

SNOW REMOVAL. Snow removed by noon the day following snowfall. Gravel or snowmelt may be used to reduce ice accumulation.

SURFACES. They should be cleaned, repaired, repainted, or replaced when their appearance has noticeably deteriorated.

REPAIRS. Should be done whenever safety, function, or appearance is in question.

INSPECTIONS. Some staff members should conduct inspections at least once a day when regular staff is scheduled.

FLORAL PLANTINGS. Normally, no more complex than two rotations of bloom per year. Care cycle is usually at least once per week, but watering may be more frequent. Health and vigor dictate cycle of fertilization and disease control. Beds kept weed free.

LEVEL 3. Moderate-level maintenance. Associated with locations that have Moderate to low levels of development or visitation, or with operations that, because of budget restrictions, cannot afford a higher level of maintenance.

TURF CARE. Grass cut once every ten working days. Normally it is not aerated unless turf quality indicates a need or in anticipation of an application of fertilizer. Reseeding or re-sodding is done only when major bare spots appear. Weed control measures are normally used when 50 percent of small areas are weed infested or when 15 percent of the general turf is infested with weeds.

FERTILIZER. Applied only when turf vigor is low. Low-level application is done once per year. Rate suggested is one-half the level recommended.

IRRIGATION. Dependent on climate. Locations that receive more than twenty-five inches of rainfall a year usually rely on natural rainfall with the possible addition of portable irrigation during periods of drought. Dry climates that receive less than 25 inches of rainfall usually have some form of supplemental irrigation. When irrigation is automatic, a demand schedule is programmed. Where manual service is required, the norm would be two to three times per week.

LITTER CONTROL. Minimum service of two to three times per week. High use may dictate higher levels during the warm season.

PRUNING. When required for health or reasonable appearance. With most tree and shrub species, pruning would be performed once every two to three years.

DISEASE AND INSECT CONTROL. Done only to address epidemics or serious complaints. Control measures may be put into effect when the health or survival of the plant material is threatened or when public comfort is an issue.

SNOW REMOVAL. Snow removal is done based on local law requirements but accomplished by the day following snowfall. Some crosswalks or surfaces may not be cleared at all.

SURFACES. Cleaned on a complaint basis. Repaired or replaced as budget allows.

REPAIRS. Should be done whenever safety or function is in question.

INSPECTIONS. Inspections are conducted once per week.

FLORAL PLANTINGS. Only perennials or flowering trees or shrubs.

LEVEL 4. *Moderately low-level maintenance. Associated with locations affected by budget restrictions that cannot afford an elevated level of maintenance.*

TURF CARE. Low-frequency mowing is scheduled based on species. Low growing grasses may not be mowed. High grasses may receive periodic mowing. Weed control is limited to legal requirements for noxious weeds.

FERTILIZER. Not fertilized.

IRRIGATION. No irrigation.

LITTER CONTROL. Once per week or less. Complaints may increase level above one service.

PRUNING. No regular trimming. Safety or damage from weather may dictate actual work schedule.

DISEASE AND INSECT CONTROL. None except where the problem is epidemic, and the epidemic condition threatens resources or the public.

SNOW REMOVAL. Snow removal is done based on local law requirements but accomplished by the day following snowfall. Some crosswalks or surfaces may not be cleared at all.

SURFACES. Replaced or repaired when safety is a concern and when budget is available.

REPAIRS. Should be done whenever safety or function is in question.

INSPECTIONS. Inspections are conducted once per month.

FLORAL PLANTINGS. None. May have wildflowers, perennials, flowering trees, or shrubs in place.

LEVEL 5. *Minimum-level maintenance. Associated with locations that have severe budget restrictions.*

TURF CARE. Low-frequency mowing is scheduled based on species. Low growing grasses may not be mowed. High grasses may receive periodic mowing. Weed control is limited to legal requirements for noxious weeds.

FERTILIZER. Not fertilized.

IRRIGATION. No irrigation.

LITTER CONTROL. On demand or complaint basis.

PRUNING. No pruning unless safety is involved.

DISEASE AND INSECT CONTROL. No control except in epidemic or safety situations.

SNOW REMOVAL. Snow removal is done based on local law requirements but accomplished by the day following snowfall. Some crosswalks or surfaces may not be cleared at all.

SURFACES. Serviced only when safety is a consideration.

REPAIRS. Should be done whenever safety or function is in question.

INSPECTIONS. Inspections are conducted once per month.

FLORAL PLANTINGS. None. May have wildflowers, perennials, flowering trees, or shrubs in place.

LEVEL 6. *Natural areas that are not developed.*

TURF CARE. Not mowed. Weed control only if legal requirements demand.

FERTILIZER. Not fertilized.

IRRIGATION. No irrigation.

LITTER CONTROL. On demand or complaint basis.

PRUNING. No pruning unless safety is involved.

DISEASE AND INSECT CONTROL. No control except in epidemic or safety situations.

SNOW REMOVAL. Only as necessary.

SURFACES. Serviced only when safety is a consideration.

REPAIRS. Should be done whenever safety or function is in question.

INSPECTIONS. Inspections are conducted once per month.

FLORAL PLANTINGS. None.

Plant Operations and Maintenance (POM)

APPA POM GUIDELINES

Level 1. Showpiece Facility

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

Level 2. Comprehensive Stewardship

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

Level 3. Managed Care

- Maintenance activities are organized, but they remain dependent on people.
- Equipment and building components are mostly functional but they suffer occasional breakdowns.
- Service and maintenance call response times are variable and sporadic without apparent cause.
- Building and equipment are periodically upgraded to current standards and usage, but not enough to control the effects of normal usage and deterioration.

Level 4. Reactive Management

- Maintenance activities are chaotic, and they are people dependent.
- Equipment and building components are frequently broken and inoperative.
- Service and maintenance calls are typically not responded to in a timely manner.
- Normal usage and deterioration continue unabated, making buildings and equipment
- Inadequate to meet present usage needs.

Level 5. Crisis Management

- Maintenance activities appear chaotic and without direction.
- Equipment and building components are routinely broken and Inoperative.
- Service and maintenance calls are never responded to in a timely manner.
- Normal usage and deterioration continue unabated, making buildings and equipment inadequate to meet present usage needs.

Exhibit B: Insurance Requirements

General	
Type of Insurance	Coverage Required
Workman's Compensation/ Employers Liability	Statutory /\$1,000,000 each employee/each accident/policy limit.
Commercial General Liability	\$1,000,000 combined single limit bodily injury and property damage each occurrence and, in the aggregate, including personal injury, products/completed operations.
Automobile Liability	\$1,000,000 combined single limit bodily injury and property damage each accident for all owned, non-owned and hired vehicles.
Umbrella or Excess Liability	\$1,000,000 each occurrence and \$1,000,000 each aggregate.
Certificates of Insurance	Must be furnished within 21 working days after acceptance of the contract and should include ATHENS STATE as additional insured on all policies excluding WC. All policies should be primary & non-contributory and include a waiver of subrogation in favor of ATHENS STATE.
Change in coverage or cancellation of insurance	Provider must provide ten (10) days' notice of an insurance change or cancellation and must obtain approval from college or university.
Commercial Crime	\$500,000 each occurrence for employee dishonesty with a third party/client coverage extension

In addition:

The Contractor agrees to save the University (and/or its employees, agents, and officers) harmless from any and all claims, demands, actions, debts, liabilities, judgments, costs and attorney's fees arising out of, claimed on account of, or in any manner predicated upon loss of or damage to property or injuries to or by death if any and all persons whatsoever, in any manner, caused or contributed to by the Contractor, his agents, servants, or employees, while in, or about the University premises on which the work under this contract is to be done, or while going to or departing from same, and to save the University (and/or its employees, agents, and officers) harmless from and on account of, damages of any kind which the University (and/or its employees, agents, and officers) may suffer as the result of the acts of any of the Contractor's agents, servants, or employees in or about the performance of any contract between the contractor and the University.

The Contractor shall indemnify and hold harmless the University (and/or its employees, agents, and officers) for any liability incurred by the University (and/or its employees, agents, and officers) as a result of the non-payment, for any reason, of any debt or obligation for which the contractor has agreed to bear responsibility for payment, including the same's attorney fees, costs of litigation and the amount of any judgment or extra judicial settlement entered into by the same, including interest

Appendix/Attachments

- A. Signature Page
- B. Building List and Square Footage
- C. Current Department Budgets
- D. Campus Map
- E. Personnel Information (staffing, wages, benefits)
- F. Equipment and Vehicle List
- G. Current Job Descriptions
- H. Events, Set-Ups and Moves

By submitting this proposal, the potential provider certifies the following:

This proposal is signed by an authorized representative of the provider.

The provider has read and understands the conditions set forth in this RFP, and agrees with no exceptions, unless specifically noted.

Therefore, in compliance with this RFP and subject to all conditions herein, the undersigned offers and agrees, if this proposal is accepted within 90 days from the date of the opening, to furnish the services.

PROVIDER: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____

BY: _____ TITLE: _____

SIGNATURE (Typed or Printed): _____

DATE: _____

Property	Gross	Net	Acreage
119/121 Marion Street Boys & Girls Clubs of North Alabama 7/28/2010	9,041	8,679	0.149
212 North Beaty Street (Nazaretian)	2,695	2,307	0.275
307 North Beaty Street	5,589	3,843	0.358
311 North Beaty Street			0.260
417 Hargrove Street Ralph Freehauf 9/17/2007 (Removed 2021)			0.440
421 Hargrove Street White House 6/1/2007	1,474	1,078	0.390
Brown Hall	8,832	5,837	
Bryan House	924	706	
209 East Bryan Street Rafael Estrade 4/26/2006	5,243	4,194	0.360
Carter Physical Ed.	44,487	32,823	
Chasteen Hall 161 North Clinton Street First Baptist Church 1990	8,699	5,597	0.914
Classroom Building	20,702	12,283	
College Street Center 111 E. College St., College Street Partners, LLC 11/10/2010	18,620	17,875	2.523
Founders Hall	37,466	18,295	
415 Hargrove Street Ralph Freehauf 9/8/2005	1,241	780	0.130
Library	33,452	27,206	
Maintenance Building	7,470	7,038	
McCain Hall	16,649	7,538	
McCandless Hall	22,882	9,404	
Moran Building 1115 Highway 31, S. Wayne Moran	39,840	38,478	4.050 South end area 9,750 gross sq.ft.)
413 Hargrove Street Frank Patton 1/16/2006	1,732	1,262	0.160
Pryor Street House 431 East Pryor Street	2,912	2,708	1.870
Sanders Hall	17,171	7,655	
Sandridge Student Union Building	34,517	23,508	
Smith House Danny Brock 12/16/2005	2,011	1,480	0.210
Waters Hall	40,761	24,488	
Facilities Building 423 East Pryor Street	11,950	10,903	
Main Campus			30.054
207 Pryor Street Athens Bible School 3/21/2002			0.53
430 & 430 1/2 East Pryor Street Wright Buchanan September 2006			1.5
431 Hargrove Street Jesse Lee Shoulders 10/10/2006			0.25
Beasley Property Beasley, Day & Beasley 1/22/2009			36.01
Elkton Street Ballfield			3.52
427 Hargrove Street (Angea Baines, Clarissa Belle Crutcher & Callie Mae Franklin)			0.837
TOTAL SQUARE FEET	396,360	275,965	84.790 TOTAL ACREAGE

Account Title	Administration	Facilities	Custodial	Grounds	Plant	Totals
PROFESSIONAL SALARIES - C	\$ 187,665.00	\$ -	\$ -	\$ -		\$ 187,665.00
SUPPORT PERSONNEL - E & H	\$ 63,360.00	\$ 510,870.00	\$ -	\$ 276,984.00		\$ 851,214.00
PART TIME EMPLOYEES - BENEFITS	\$ -	\$ -	\$ -	\$ -		\$ -
PART TIME EMPLOYEES - NO BENEFITS	\$ -	\$ -	\$ -	\$ 15,000.00		\$ 15,000.00
CONTRACT SERVICES	\$ -	\$ -	\$ -	\$ 57,868.00		\$ 57,868.00
FICA MATCHING	\$ 19,415.00	\$ 39,367.00	\$ -	\$ 22,465.00		\$ 81,247.00
RETIREMENT MATCHING	\$ 33,416.00	\$ 66,807.00	\$ -	\$ 35,570.00		\$ 135,793.00
HEALTH INSURANCE	\$ 28,800.00	\$ 76,800.00	\$ -	\$ 57,600.00		\$ 163,200.00
OTHER STAFF BENEFITS	\$ 1,440.00	\$ 1,680.00	\$ -	\$ 600.00		\$ 3,720.00
LIFE INSURANCE	\$ 639.00	\$ 1,704.00	\$ -	\$ 1,278.00		\$ 3,621.00
IN - STATE TRAVEL	\$ 2,000.00	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 5,000.00
OUT - OF - STATE TRAVEL	\$ 3,000.00	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 6,000.00
COMMUNICATIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
POSTAGE AND FREIGHT	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00
MAINTENANCE & REPAIRS	\$ 10,000.00	\$ 127,900.00	\$ -	\$ -	\$ -	\$ 137,900.00
SERVICE CONTRACTS/EQUIPMENT	\$ 5,000.00	\$ 25,000.00	\$ -	\$ -	\$ -	\$ 30,000.00
ELECTRICITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GAS & HEATING OIL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WATER & SEWER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GASOLINE & OIL - VEHICLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SANITATION	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00
EQUIPMENT RENTAL	\$ -	\$ 25,000.00	\$ -	\$ -	\$ -	\$ 25,000.00
SUBSCRIPTIONS	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00
MEMBERSHIPS	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00
PRINTING & BINDING	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00
UTILITY TAX/FEEs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENGINEERING & ARCHITECTURAL	\$ -	\$ 75,000.00	\$ -	\$ -	\$ -	\$ 75,000.00
OTHER PROFESSIONAL FEES	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00
OTHER CONTRACTUAL SERVICES	\$ 5,000.00	\$ 65,000.00	\$ 544,522.00	\$ -	\$ 100,000.00	\$ 714,522.00
MATERIALS & SUPPLIES	\$ 10,000.00	\$ 177,900.00	\$ -	\$ -	\$ 150,000.00	\$ 337,900.00
COMPUTER SOFTWARE	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00
TECHNOLOGY < \$5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 10,000.00
FURNITURE & FIXTURES-NON CAPITALIZE	\$ 2,000.00	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 22,000.00
ADVERTISING & PROMOTIONS	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00
OTHER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 376,735.00	\$ 1,247,228.00	\$ 544,522.00	\$ 467,365.00	\$ 250,000.00	\$ 2,885,850.00

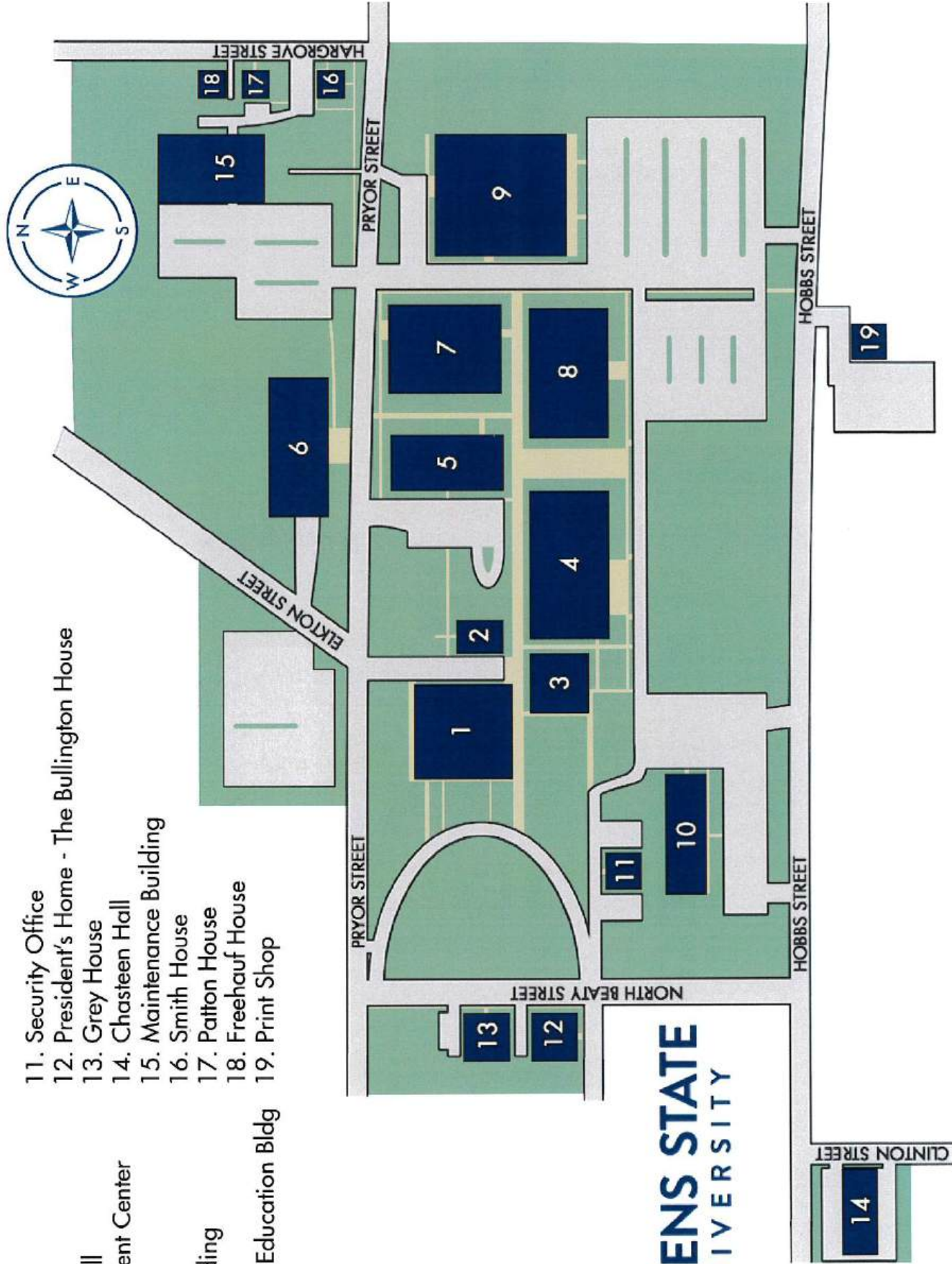
Budget

Account Title	Administration	Facilities	Custodial	Grounds	Plant	Totals
PROFESSIONAL SALARIES - C	\$ 177,976.70	\$ -	\$ -	\$ -		\$ 177,976.70
SUPPORT PERSONNEL - E & H	\$ 62,911.41	\$ 402,352.23	\$ -	\$ 230,883.08		\$ 696,146.72
PART TIME EMPLOYEES - BENEFITS	\$ -	\$ -	\$ -	\$ -		\$ -
PART TIME EMPLOYEES - NO BENEFITS	\$ -	\$ 44,826.24	\$ -	\$ 8,400.75		\$ 53,226.99
CONTRACT SERVICES	\$ -	\$ 90,597.24	\$ -	\$ 7,141.14		\$ 97,738.38
FICA MATCHING	\$ 18,369.61	\$ 32,304.21	\$ -	\$ 17,179.14		\$ 67,852.96
RETIREMENT MATCHING	\$ 29,641.05	\$ 48,907.70	\$ -	\$ 27,462.79		\$ 106,011.54
HEALTH INSURANCE	\$ 28,000.00	\$ 57,788.64	\$ -	\$ 48,800.00		\$ 134,588.64
OTHER STAFF BENEFITS	\$ 1,408.80	\$ 1,888.80	\$ -	\$ 725.08		\$ 4,022.68
LIFE INSURANCE	\$ 686.84	\$ 119.88	\$ -	\$ 1,082.75		\$ 1,889.47
IN - STATE TRAVEL		\$ 1,316.00	\$ -	\$ -	\$ -	\$ 1,316.00
OUT - OF - STATE TRAVEL			\$ -	\$ -	\$ -	\$ -
COMMUNICATIONS	\$ -	\$ 229.50	\$ -	\$ -	\$ -	\$ 229.50
POSTAGE AND FREIGHT	\$ -	\$ 350.19	\$ -	\$ -	\$ -	\$ 350.19
MAINTENANCE & REPAIRS	\$ 2,100.00	\$ 230,744.68	\$ -	\$ -	\$ -	\$ 232,844.68
SERVICE CONTRACTS/EQUIPMENT		\$ 9,801.71	\$ -	\$ -	\$ -	\$ 9,801.71
ELECTRICITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GAS & HEATING OIL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WATER & SEWER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GASOLINE & OIL - VEHICLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SANITATION	\$ -	\$ 6,734.57	\$ -	\$ -	\$ -	\$ 6,734.57
EQUIPMENT RENTAL	\$ -	\$ 29,119.87	\$ -	\$ -	\$ -	\$ 29,119.87
SUBSCRIPTIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MEMBERSHIPS	\$ -	\$ 1,059.00	\$ -	\$ -	\$ -	\$ 1,059.00
PRINTING & BINDING	\$ -	\$ 585.60	\$ -	\$ -	\$ -	\$ 585.60
UTILITY TAX/FEEs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENGINEERING & ARCHITECTURAL	\$ -	\$ 3,626.80	\$ -	\$ -	\$ -	\$ 3,626.80
OTHER PROFESSIONAL FEES	\$ -	\$ 550.00	\$ -	\$ -	\$ -	\$ 550.00
OTHER CONTRACTUAL SERVICES	\$ 5,078.20	\$ 13,687.40	\$ 514,522.44	\$ -	\$ -	\$ 533,288.04
MATERIALS & SUPPLIES	\$ 2,249.83	\$ 251,209.40	\$ -	\$ -	\$ 130,509.43	\$ 383,968.66
COMPUTER SOFTWARE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TECHNOLOGY < \$5,000.00		\$ 8,702.16	\$ -	\$ -	\$ -	\$ 8,702.16
FURNITURE & FIXTURES-NON CAPITALIZE		\$ 45,078.26	\$ -	\$ -	\$ -	\$ 45,078.26
ADVERTISING & PROMOTIONS	\$ -	\$ 249.30	\$ -	\$ -	\$ -	\$ 249.30
OTHER	\$ -	\$ 73,888.30	\$ -	\$ -	\$ -	\$ 73,888.30
	\$ 328,422.44	\$ 1,355,717.68	\$ 514,522.44	\$ 341,674.73	\$ 130,509.43	\$ 2,670,846.72

Actual

1. Founders Hall
2. Brown Hall
3. McCandless Hall
4. Sandridge Student Center
5. Sanders Hall
6. Kares Library
7. Classroom Building
8. Waters Hall
9. Carter Physical Education Bldg
10. McCain Hall

11. Security Office
12. President's Home - The Bullington House
13. Grey House
14. Chasteen Hall
15. Maintenance Building
16. Smith House
17. Patton House
18. Freehauf House
19. Print Shop





05/08/2024

SUMMARY OF BENEFITS

If you have questions, please contact Human Resources

BENEFIT	FACULTY	EXECUTIVE/SENIOR ADMINISTRATIVE & STAFF	AMSTI
Health Insurance (PEEHIP) PEEHIP Member Handbook ***for complete details on rates for 2023-2024, please go to the RSA website	Choice of: 1) Hospital/Medical (BCBS): \$207 Family (no spouse) \$282 individual plus spouse only, \$307 Family plus spouse, \$30 Individual out-of-pocket. 2) Supplemental PEEHIP - \$0.00 out-of-pocket 3) 4 Optional Plans (Dental, Vision, Indemnity, Cancer)- \$0.00 out-of-pocket	Same	Same
Teachers Retirement System TRS Member Handbook	TRS Tier 1 Active Member: Any member who had service credit with the ERS or TRS prior to January 1, 2013. Employee contributions are 7.5% and employer contributions are 13.57%. TRS Tier 2 Active Member: Any member who had no service credit with the ERS or TRS prior to January 1, 2013. Employee contributions are 6.2% and employer contributions are 12.60%. Full-time permanent employees (30 hours per week or more) are eligible for up to \$50,000 Basic Term Life Insurance	Same	Same
Life Insurance	1/3 waived after 1 st year 2/3 waived after 2 nd year 3/3 waived after 3 rd year	Same	N/A
Tuition Assistance (Eligible Employees and Eligible Dependents)	1 Day Per Month N/A (off between terms)	Same	1 day per month
Sick Leave Annual Leave	N/A	Same	N/A
Personal Leave	N/A	Executive/Senior Admin - 5 Days Per year; Staff - 2 Days Per Year	2 Days Per Year (Not eligible to be rolled from year to year and not payable if unused.)
Holidays	The University Observes the following holidays: New Year's Day Martin Luther King Day Memorial Day Juneteenth **Additional closures may be added to the University calendar i.e., Spring Break, Fall Break, Winter Break	Same	Same



SUMMARY OF SUPPLEMENTAL VOLUNTARY BENEFITS

Collateral Educator Services offers a variety of plans such as:

Dental	Long-Term Disability
Vision	Accident
Voluntary Term Life Insurance	Voluntary AD&D
Whole Life Insurance	Freedom ID
Cancer	Medical Transport
Critical Illness	



05/08/2024

	AFLAC offers plans such as: Dental Disability Rider Life Insurance AD&D Insurance
	VSP Vision Insurance offers a silver plan and gold plan. Both plans cover your basic needs such as: Wellness Exam Essential Medical Eye Care Prescription Glasses

If you have questions, please contact the Office of Human Resources:

- Kathryn.Doaty@athens.edu, 256-216-3311
- Jeff.Powers@athens.edu, 256-233-8124
- Magen.Johnson@athens.edu, 256-216-3311
- Michel.McAllister@athens.edu, 256-216-3302

Physical Plant Vehicles

Description	S/N	Date	Cost	Decal#
GMC Sierra 350 DUMP TRUCK	1GDJR34K6KF702696	4/13/1989	14052	5485 BEIGE GROUNDS
1991 C/K 2500 CHEV PICK-UP	1GCFC24H5MZ199240	12/21/1998	10275	8506 MAINTENANCE Blue
1991 C/K 2500 CHEV PICK-UP	1GCFC24HXMZ194275	12/21/1999	10375	9974 BEIGE GROUNDS
1998 CHEV PICK-UP	1GBGC24R3WE166877	11/22/2005	9000	12566 WHITE PAINTERS
2006 DODGE CHARGER	2BEKA43676H315695	12/15/2005	18678	12695 Maintenance
2006 FORD CROWN VIC	2FAFP74V56X122471	1/18/2006	23616	12696 Maintenance
1999 DODGE RAM	3B6KC26ZXXM585201	3/12/2007	9300	17288 GRAY Maintenance
2000 FD BUCK TRUCK	3FDWF6582YMA48999	2/6/2008	15000	17526 WHITE MAINTENANCE
2013 CHEVROLET SILVERADO	1GC0CVC67DF199077	6/21/2013	25371	21006 WHITE HVAC
2018 CHEVROLET SILVERADO	1GCNCNEC6JZ153119	11/16/2017	26175.9	22721 Plumbers/Electricians
2014 YAMAHA G29 GOLF CART	-	11/8/2018	3325	23131 MAINTENANCE
UTV 4WD DSL CLUB CAR	SY1410-443395	11/20/2018	4995	23139 MAINTENANCE
2019 FORD F250 TRUCK	1FD7X2A61KEE57894	4/12/2019	32229	23277 MAINTENANCE
2019 FORD F250 TRUCK	1FD7X2A6XKED56403	4/12/2019	32119	23278 MAINTENANCE
2020 FORD F250 TRUCK	1FDBF2A65LEC51282	1/30/2020	31114	23864 MAINTENANCE
2015 CLUB CAR UTV	SY1511538444	6/25/2020	5600	24012 GROUNDS
2023 FORD F-150 XL TRUCK - GRAY	1FTEWICB7PKF99713	1/24/202	36117	27907 GROUNDS TAG #S5665C
2023 FORD F-150 XL TRUCK - WHITE	1FTEWIC84PKF29106	1/24/202	38647	27908 GROUNDS TAG #S5666C

Ford	2023	F150	1FTEW1CB7PKF99713
Ford	2023	F150	1FTEW1C84PKF29106
Ford	2020	F250	1FDBF2A65LEC51282
Ford	2019	F250	1FD7X2A61KEE57894
Ford	2019	F250	1FD7X2A6XKED56403
Chevy	2018	Silverado 1500	1GCNCNEC6JZ153119
Chevy	2013	Silverado C2500	1GC0CVCG7DF199077
Ford	2006	Crown Victoria	2FAFP74V56X122471
Dodge	2006	Charger	2B3KA43G76H315695
Ford	2005	Box Truck (E350)	1FDWE35L45HA31496
Dodge	1999	RAM Pick-UP	3B6KC26ZXXM585201
Chevy	1998	2500 – Truck	1GBC24R9W3166877
Ford	1989	GMC – One Ton Dump	1GDJR34K6KF702696

Item Desc	Serial Cod	Acq Date	Notation
2014 YAMAHA G29 GOLF CART	-	11/8/2018	
Axis 500 4x4 Utility Vehicle	A6HMDTZ4ENB008798	10/16/2023	
2015 CLUB CAR UTV	SY1511538444	6/25/2020	
UTV 4WD DSL CLUB CAR	SY1410-443395	11/20/2018	
TORO LAWNMOWER	407622595	8/11/2020	
KUBOTA TRACTOR	54501	6/10/2009	
HONDA HRX 201CC 21 INCH SELF PROPELLED LAWNMOWER	NA	4/7/2023	
ECHO Blower Handheld PB2520	P47815629455	10/31/2022	
FERRIS ZERO LAWN MOWER	2017022094	8/27/2015	
CYCLONE RAKE - LEAF & LAWN VACUUM FOR FERRIS	-	2/6/2024	
61" BAD BOY ROGUE ZERO TURN LAWNMOWER WITH ADVANCE CHUTES	BRG6135KA04210059	4/28/2021	
61" BAD BOY ROGUE ZERO TURN LAWNMOWER WITH ADVANCE CHUTES	BRG6135KA04210046	4/28/2021	
HYUNDAI FORKLIFT	HHKHH088KF000369	5/18/2023	
ECHO BACK-PACK BLOWER	F5241P52415	10/26/2020	
ECHO BACKPACK BLOWER	P48615023966	8/15/2019	
			PURCHASED ATTACHMENTS: TRIMMER-#63.99- SERIAL #S06400667040,EDGE R-\$119.99-SERIAL #S08500027125,HED GE TRIMMER-\$135.99- SERIAL
ECHO WEEDEATER	U00515045158	8/15/2019	#T96800029701.
ECHO POLE SAW	U43515011745	6/2/2023	
MANTIS TILLER-CULTIVATOR	1180035064	4/22/2019	
MI-T-M PRESSURE WASHER	10914017	4/17/2019	
Echo Backpack Blower	p48615023582	10/14/2019	
BEARCAT GENERATOR	T6450018050110922	12/2/2020	
Z-SPRAY MAX - 60 GAL TANK	405528959	4/1/2020	

DESCRIPTION	Serial Cod	Acq Date	Acq Cost	Inven Num
KUBOTA TRACTOR/MOWER	10139	3/23/1992	9963	5067
HAND TRUCK	-	2/21/2008	429.98	17515
HAND TRUCK	-	2/21/2008	429.98	17516
KUBOTA TRACTOR	54501	6/10/2009	25835.25	18031
POST HOLE DIGGER	1203678	1/20/2012	1150	20107
HAND TRUCK	-	4/10/2015	156.42	21864
HAND TRUCK	-	4/10/2015	156.42	21865
FERRIS ZERO LAWN MOWER	2017022094	8/27/2015	5800	22103
DAYTON HAND TRUCK	-	5/5/2016	232.8	22292
DAYTON HAND TRUCK	-	5/5/2016	232.8	22293
DAYTON HAND TRUCK	-	5/5/2016	232.8	22294
ECHO BLOWER	P44614134403	1/10/2017	299.99	22491
ECHO BLOWER	P44614134319	1/10/2017	299.99	22492
ECHO EDGER	T89715014982	6/20/2018	359.99	23013
MILWAUKEE HAMMER DRILL	F25BD14461005	6/21/2018	149.5	23015
ECHO CHAINSAW	C69015041118	9/10/2018	319.99	23104
PULL BEHIND SPRAYER	-	-	0	23120
MANTIS TILLER-CULTIVATOR	1180035064	4/22/2019	331.57	23276
BLUEBIRD BED EDGER	181427190	4/22/2019	1775	23280
MI-T-M PRESSURE WASHER	10914017	4/17/2019	1450	23300
ECHO WEEDEATER	U00515045158	8/15/2019	255.99	23602
ECHO BACKPACK BLOWER	P48615023966	8/15/2019	479.99	23603
ECHO Backpack Blower	p48615023582	10/14/2019	479.99	23773
DAYTON PRESSURE WASHER	11178550	1/30/2020	3,000.00	23938
Z-SPRAY MAX - 60 GAL TANK	405528959	4/1/2020	11285	23944
TRIMMER SHINDANWA	U1005007305	4/2/2020	399.99	23946
PLASTIC 325 GAL TANK	-	5/14/2020	667.85	23956
2015 CLUB CAR UTV	SY1511538444	6/25/2020	5600	24012
TORO LAWNMOWER	407622595	8/11/2020	399	24125
ECHO BACK-PACK BLOWER	F5241P52415	10/26/2020	480	24558
HUSQVARNA 4 GALLON BACKPACK SPRAYER	-	2/9/2021	75.89	25537
61" BAD BOY ROGUE ZERO TURN LAWNMOWER WITH ADVANCE CHUTES	BRG6135KA04210059	4/28/2021	9865.1	25607
61" BAD BOY ROGUE ZERO TURN LAWNMOWER WITH ADVANCE CHUTES	BRG6135KA04210046	4/28/2021	9865.1	25608
CRAFTSMAN 3000 PSI PRESSURE WASHER	1214035032	4/28/2021	369.55	25644
ECHO SRM-2320T WEEDEATER	U5881502661	3/17/2022	215.99	26413
ECHO SRM-2320T WEEDEATER	U29515030985	3/17/2022	215.99	26414
ECHO SRM-2320T WEEDEATER	U29515031005	3/17/2022	215.99	26415
ECHO Blower Handheld PB2520	P47815629455	10/31/2022	169.99	27047
CRAFTSMAN IMPACT SCREWDRIVER W/ BATTERY	-	12/7/2022	93.58	27060
CRAFTSMAN SCREWDRIVER W/ BATTERY	-	12/7/2022	93.59	27061
H-1480 Convertible Jr. Aluminum Hand Truck with nose extension	NA	2/22/2023	315	27186
HONDA HRX 201CC 21 INCH SELF PROPELLED LAWNMOWER	NA	4/7/2023	787.55	27364
24" ECHO CHAINSAW	C69215024280	7/19/202	487.99	27581
ECHO 18" CHAINSAW	C92115006786	7/19/202	303.99	27582
ECHO 18" CHAINSAW	C67215023116	9/15/2023	399.99	27651
CYCLONE RAKE - LEAF & LAWN VACUUM FOR FERRIS	-	2/6/2024	4199	27906
2023 FORD F-150 XL TRUCK - GRAY	1FTEWICB7PKF99713	1/24/202	36117	27907
2023 FORD F-150 XL TRUCK - WHITE	1FTEWIC84PKF29106	1/24/202	38647	27908

Item Desc	Serial Cod	Acq Date	Acq Cost	Inven Num
HOWARD Q670 COMPUTER	225661-4323	11/7/2023	1135	27821
HOWARD Q670 COMPUTER	225554-3823	9/29/2023	1135	27750
HOWARD COMPUTER	2151634917	12/8/2017	1027	22778
HOWARD COMPUTER	2178461119	3/28/2019	990	23247
HOWARD COMPUTER	2190663319	8/22/2019	955	23629
HOWARD COMPUTER	2194000320	2/3/2020	1235	23883
OPTIPLEX 9010 ULTRA	20085607549	11/11/2013	1160	21202
HOWARD COMPUTER	2151965117	1/4/2018	1027	22799
HOWARD NANO COMPUTER	201805-4313	10/31/2013	793	21177
HOWARD H410 LPKB COMPUTER	224428-1722	4/27/2022	1030	26441
HOWARD Q670 COMPUTER	225660	11/7/2023	1135	27820
HOWARD COMPUTER	2174194918	1/2/2019	1840	23166
HOWARD COMPUTER	2175270419	2/1/2019	990	23193
HP PFFICEJET PRO PRINTER	THP6I7602J	1/4/2021	349.99	25372
BROTHER LASER PRINTER	G9J313589	10/30/2009	219.98	18311
HP LASERJET PRINTER	PHBVD30270	2/6/2018	246.51	22827
HP DESIGNJET T830 24" MFP PLOTTER PRINTER	CN26ICM047	10/25/2023	2795	27793
HP LASERJET PRINTER	VNCKMIYGZB	9/31/19	0	23368
HP COLOR LASERJET PRO	CNCRQ5V11X	8/1/2022	642.51	26765
LG 24" MONITOR	912MXKDMT261	1/21/2020	160	23838
SAMSUNG CJ89 SERIES MONITOR	CX0EH4ZT301827Z	7/29/2022	953.09	26763
ASUS 23.6" MONITOR	H9LMQS117928	12/11/2017	135	22787
SAMSUNG CJ89 SERIES MONITOR	CX0EH4ZRC00495N	4/20/2022	953.09	26440
HP 27" MONITOR	6CM6180LT7	9/22/2016	219.19	22422
Viewsonic Gaming Monitor	WC3233242659	10/26/2023	231	27795
LG 29" MONITOR	811NTBK87189	1/3/2019	306	23173
LG 29" MONITOR	811NTRL87190	1/3/2019	306	23174
LG 24" MONITOR	906MXWEKF857	7/15/2019	160	23532
Viewsonic Gaming Monitor	WC3233242663	10/26/2023	231	27794
LG 27" MONITOR	702NTYTC2970	12/5/2017	169.95	22740
29" ULTRAWIDE MONITOR	603NTTQ69121	6/17/2016	279.99	22330
LG 24" MONITOR	011NTJJ52060	3/30/2021	122.87	25552
NEC 19" MONITOR	6911115GA	6/20/2007	211.76	13408

ATHENS STATE UNIVERSITY
JOB DESCRIPTION

Position Title: Director of Facility Operations
Supervisor's Title: Vice President of Financial Affairs
FLSA Status: Exempt

JOB SUMMARY:

The Director of Facility Operations is responsible for assisting the Vice President of Financial Affairs in all aspects of the University Physical Plant and day-to-day operations of maintenance and grounds.

ESSENTIAL FUNCTIONS:

- Plan, organize, coordinate, direct, and control all facilities operations functions including:
 - Maintenance, custodial, grounds purchase, generation, and distribution of utilities
 - Assisting the Vice President of Financial Affairs in the design of construction and renovation, coordination of design, and administration of contracts for new and existing facilities
 - Assisting the Vice President of Financial Affairs with planning and coordination of facilities projects and serving as a liaison with architects, engineers, and contractors/subcontractors engaged in plant expansion, renovations, or other major projects
 - Maintaining sufficient records, files, controls, and procedures to ensure management and work production
- Responsible for all physical facilities including:
 - Ensuring proper upkeep of facilities to include heating, ventilation, air conditioning, lighting, cleanliness, sanitation, general appearance of building and grounds, ice and snow removal, and emergency situations affecting the campus
- Responsible for physical plant budget including:
 - Evaluating and ensuring the efficient operation of the department, controlling operation expenses at a minimum level which is consistent with sound management practices
 - Preparing the annual budget requests for physical facilities
- Provide supervision of physical plant personnel including:
 - Providing administrative and technical direction and supervision to departmental staff in completing work assignments
 - Discussing plans and delegating major project assignments to supervisory staff; determining building and maintenance priorities that are of a significant scope
 - In consultation with the Vice President of Financial Affairs, Human Resources, and Affirmative Action make recommendations to the President concerning the hiring, promotion, and termination of plant staff

- Supervising maintenance, grounds, custodial personnel, tradesmen, contractors and/or their employees hired for specific work, and such other personnel as may be assigned or designated
 - Developing training sessions for physical plant employees
- Assist Vice President for Financial Affairs in the supervision of new construction and remodeling of facilities including:
 - Assisting with the negotiation and bids for construction and renovation contracts; and administering such contracts
 - Assisting in the coordination of work orders and renovations to ensure the timely and adequate accomplishment of the project
- Responsible for repair and maintenance, housekeeping, and supporting services of facilities including:
 - Supervising repairs and maintaining all facilities, buildings, and grounds
 - Coordinating the purchase of necessary supplies, equipment, and services from appropriate sources and maintaining proper inventory control over maintenance parts and consumable supplies
 - Providing systematic inspection, planning, and accomplishing repairs to facilities, equipment, and grounds
- Advise, discuss, and inform administration, department heads, and staff members on physical plant matters and problem areas
- Review the present Preventative Maintenance program and update it as needed
- Responsible for supervising Telecommunications
- Demonstrate flexibility and adaptability to changing work scope and tasks based on need.
- Actively work towards building cooperative and collaborative relationships with peers and internal faculty and staff
- Maintain “open door” to internal and external customers
- Identify opportunities for improvements to work practices and offer viable solutions for implementation
- Proactively engage in problem-solving related to tasks in this position with internal and external people
- Routinely practice self-monitoring by assessing self to make improvements or take corrective action to improve performance
- Complete other tasks as assigned

REQUIRED EDUCATION, EXPERIENCE, STANDARDS, AND TRAINING:

- Ten (10) years of supervisory/management experience in construction, equipment, maintenance and repair, A&E, or related areas
- Any combination of education, training, or experience which meets the University's needs
- Basic knowledge of office administration, plant management, reporting, budgeting and control, and business operations

- Knowledge of terms, nature of related trades, blueprints, maintenance, purchasing, inventory control, fire, safety management, local, state, and federal building codes, and related matters in higher education
- Ability to plan, organize, coordinate, direct, and control all aspects of physical plant activities
- Ability to work with management systems and a variety of skilled/unskilled, professional, administrative, and industry personnel
- Ability to understand and follow oral and written instructions and to express ideals effectively orally and in writing
- Willingness to seek training
- Willingness to be accessible and available at the University in time and presence to ensure proper management and operation of plant activities

REQUIRED LICENSE, CERTIFICATION, OR SPECIAL CREDENTIALS:

- None

OTHER QUALIFICATIONS AND JOB REQUIREMENTS:

Preferred:

- Knowledge of changing regulations of the Americans with Disabilities Act (ADA)
- Knowledge of changing regulations of OSHA, NFPA, and Life Safety Code
- AutoCAD capabilities
- Certifications in maintenance and construction-related areas, a working knowledge of Alabama Building Commission processes

WORKING CONDITIONS:

- Ability to ascend/descend a ladder as needed
- Ability to move self in different positions to accomplish tasks in various environments including tight and confined spaces as well as the ability to spend time in low postures such as crawling, crouching, kneeling, or stooping
- Must be able to access and navigate all areas of the facilities
- Ability to adjust or move objects up to 50 pounds
- Communicates information and ideas on a frequent basis
- Frequently tasked with repeating motions that may include the wrists, hands, and/or fingers such as operating a computer and other office productivity machinery
- Occasionally operates machinery and/or power tools such as a drill or blower
- Ability to observe details 20 inches or less for tasks such as the use of computers and/or reading small print and ability to observe details 20 feet or more to recognize a person or object
- Ability to detect speech and/or sounds such as alarms, in-person speech, or other sounds
- Could be exposed to environmental conditions such as outdoor elements, noisy environments, and hazardous conditions

Reviewed by:

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

**ATHENS STATE UNIVERSITY
JOB DESCRIPTION**

Position Title: Carpenter
Supervisor's Title: Carpenter/Painter Supervisor
FLSA Status: Non-Exempt

JOB SUMMARY:

The carpenter position involves the performance of duties involving roughed and finished carpentry. These duties are essential in order to insure that the carpentry demands are accomplished as expeditious as possible. While performing these duties, all necessary precautions are taken to assure the safety of Athens State University faculty, staff, students and visitors.

ESSENTIAL FUNCTIONS:

- Repair and make alterations to walls, floors, roofs, stairways, doors, windows, etc.
- Construct partitions, concrete forms, wood fixtures, furniture, etc.
- Build cabinets, computer workstations, bookcases, etc.
- Pour and finish concrete
- Hang and finish sheetrock
- Repair and replace door locks and closures and various locksmith duties
- Apply paint, stain, varnish, enamel, or lacquer to decorate and protect interior and exterior surfaces
- General painting
- Manage work orders in E-space
- Install bulletin and chalkboards
- Cut and install paneling, trim, ceilings and flooring
- Perform other duties as assigned

REQUIRED EDUCATION, EXPERIENCE, STANDARDS, AND TRAINING:

- High School diploma or equivalent
- Minimum of five years of carpentry experience

REQUIRED LICENSE, CERTIFICATION, OR SPECIAL CREDENTIALS:

- Valid driver's license

OTHER QUALIFICATIONS AND JOB REQUIREMENTS:

- Ability to operate power-driven woodworking equipment such as power saws, jointers, planers, etc.
- Ability to repair hardware

- Ability to operate light earth-moving equipment such as trenchers, backhoes, front-end loaders, boom lifts, scissor lifts, etc.
- Ability to communicate with supervisor and co-workers
- Math skills to measure and determine required materials for tasks
- Ability to read drawings, blueprints, and specifications
- Knowledge of Alabama building codes and ADA codes
- Ability to follow routine verbal and written instructions
- Ability to work independently
- Maintain a safe work environment
- Ability to react to change productively

WORKING CONDITIONS:

- Must have full range of mobility in upper and lower body; be able to reach overhead; be able to work in various positions, including stooping, standing, bending over, sitting, kneeling, and squatting for extended periods of time; be able to lift, pull and push materials and equipment to complete assigned job tasks
- Ability to ascend and descend ladder, stairs, scaffolding, etc.
- Ability to adjust or move objects up to 70 pounds
- Occasionally works in low and/or high temperatures
- Occasionally works in outdoor elements such as precipitation and wind
- Occasionally exposed to noisy environments and hazardous conditions

Reviewed by:

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

**ATHENS STATE UNIVERSITY
JOB DESCRIPTION**

Position Title: Carpenter/Painter Supervisor

Supervisor's Title: Director of Facility Operations

FLSA Status: Non-Exempt

JOB SUMMARY:

Carpenter/Painter Supervisor supports Facilities Management's goal of providing consistent, cost-effective, and reliable maintenance and service to the university facilities and providing safe working conditions for Facilities Management. The incumbent provides supervision and is responsible for crews that are performing carpentry and painting work in the assigned zone(s), including critical repairs to historic structures that require special attention to detail for proper materials and procedures. The Carpenter/Painter Supervisor manages staff, provides coaching and performance management, and solves technical problems relating to remodeling or repair work. These duties are performed while endeavoring to comply with all ADA guidelines and ascertaining that all necessary precautions are taken to assure the safety of Athens State University faculty, staff, students, and visitors.

ESSENTIAL FUNCTIONS:

- Direct skilled and unskilled staff in the maintenance of buildings, grounds, and equipment
- Supervise and train employees who may specialize in several different trades
- Delegate assignments to ensure timely and efficient completion of projects
- Provide information for record-keeping and management of supply and equipment resources
- Plan and schedule building and maintenance work, making modifications as necessary
- Collaborate with architects, engineers, and project managers
- Solve technical problems and keep current on new products and techniques
- Foster a safe work environment by instructing and monitoring compliance with OSHA, federal, state, and local regulations
- Analyze alternative solutions and demolition methods to increase project efficiency
- Participate in creative brainstorming with the management team to improve the outcome
- Forecast project schedule, material, labor, and equipment demands
- Perform general carpentry work in the maintenance, repair, and renovation of floors, roofs, stairways, partitions, doors, windows, and screens from blueprints, sketches, and verbal instructions
- Install glass in windows, doors, and partitions; replace damaged roofing materials, ceiling tile, floor tile, and other construction materials
- Operate woodworking machines to saw plane, drill, or mortise lumber for doors, cabinets, shelves, molding, and related fixtures and services saws, planes, drills, jointers, and hand tools
- Perform general masonry work in laying block, brick, and tile in the construction of door jambs, brick veneer, partition walls, and chimneys

- Build forms; pour and finish concrete work
- Perform locksmith duties
- Schedule and assign work by work order or, in response to emergency calls; establish priorities; establish time, materials, and workforce needed for each job, and advise the Director accordingly
- Provide on-the-job training or functional guidance, as necessary, to department personnel; assign work according to priority and ability to perform; monitor progress and performance of work; provide instruction and close supervision on safety rules and regulations. Perform staff evaluation on time. Utilize HR policies to hold staff accountable and utilize the prescribed disciplinary steps when appropriate
- Coordinate work with other trades and crafts relative to project involvement. Work closely with other university units to provide coordination of activities and minimize disruption of assignments
- May make recommendations to the Director relative to changes in materials, process, procedure, technique, service agreements, or selected equipment, as appropriate
- Perform other duties as assigned

REQUIRED EDUCATION, EXPERIENCE, STANDARDS, AND TRAINING:

- High school diploma or equivalent
- A minimum of five years of carpentry experience and at least two years of supervisory or leadership experience. Experience working on historic structures and with historic building materials is highly preferred
- Ability to repair hardware
- Ability to work independently
- Ability to react to change productively
- Ability to read and interpret blueprints and construction drawings
- Ability to operate a variety of power and hand tools used in the trade
- Ability to follow routine verbal and written instructions

REQUIRED LICENSE, CERTIFICATION, OR SPECIAL CREDENTIALS:

- Valid driver's license

OTHER QUALIFICATIONS AND JOB REQUIREMENTS:

- Ability to operate power-driven woodworking equipment such as power saws, jointers, planners, etc.

WORKING CONDITIONS:

- Must be able to exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Frequently climb (ladders, scaffolds, or other).
- Must have a full range of mobility in upper and lower body; be able to reach overhead; be able to work in various positions, including stooping, standing, bending over, sitting,

kneeling, and squatting for extended periods of time; be able to lift, pull and push materials and equipment to complete assigned job tasks

- Will work in a variety of environments and weather with exposure to dust and fumes in both indoor and outdoor construction and carpentry

Reviewed by:

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

ATHENS STATE UNIVERSITY
JOB DESCRIPTION

Position Title: Groundskeeper-General Maintenance
Supervisor's Title: Groundskeeper Supervisor
FLSA Status: Non-Exempt

JOB SUMMARY:

The Groundskeeper-General Maintenance position performs semi-skilled work in the maintenance, care, and modification of university grounds and landscapes which includes the operation of electrically-powered and gasoline-powered grounds-keeping equipment and machines, and the use of small hand and power tools or equipment in planting, cultivating, and trimming grounds, and landscaping. The Groundskeeper also performs maintenance on groundskeeping equipment and tools and makes minor repairs (within demonstrated capability) as directed. The Groundskeeper-General Maintenance Worker changes light bulbs, paints walls, woodwork, furniture, and equipment, makes minor carpentry, plumbing, and electrical repairs, and delivers supplies, materials, and equipment as needed. Retrieves and documents transfer of accountability of surplus property and provides custodial services.

ESSENTIAL FUNCTIONS:

- Perform tasks common to the care of grounds and landscapes by seeding, watering, mulching, fertilizing, and applying chemicals to outside plantings, lawns, and turf, as well as inside flowers and cuttings used in transplanting; inspecting plant materials for insects, disease, physical and mechanical damage and identifying replacements; transplanting, pruning, trimming, and cultivating trees, shrubs, ground cover, and flowers; and storing and caring for bulbs and cuttings in the winter season
- Perform regular and directed grounds and landscape maintenance by mowing lawns with riding or push mowers; trimming and edging around trees, shrubs, ground cover, flowers, sidewalks, and buildings; weeding, thinning, and cleaning flower beds and other grounds by hand or utilizing proper tools and equipment; and setting up, adjusting, repairing, and cleaning irrigation systems
- Perform campus-wide general maintenance and repairs by installing, removing, repairing, and maintaining landscape lighting, signs, fences, and walls; and repairing streets, and parking lots, as applicable
- Remove unsightly trash and debris from public areas by regularly inspecting grounds, drains, manhole covers, etc., for debris; raking, sweeping, and bagging leaves, debris, dirt, and trash from streets, sidewalks, parking lots, and transporting the trash to designated central collection points on a daily basis
- Assist in preventing accidents resulting from snow or ice-covered walkways by removing snow and spreading sand, chat, and salt on snow- or ice-covered surfaces
- Prepare outdoor locations for use by visitors, vendors, and the public as needed by campus operations
- Apply chemicals used in groundskeeping (horticulture, turf management, and floriculture) properly and safely by wearing prescribed protective clothing, masks,

and/or rubber gloves and boots, following either written or verbal directions for mixing chemical compounds according to specifications, applying the chemicals properly on grounds and landscapes designated for their use, and disposing of residual chemical products as directed or storing and labeling them for future use

- Ensure that grounds maintenance equipment and building maintenance equipment are operational by performing routine and preventative maintenance and cleaning of tools, equipment, and machines within reasonable capabilities
- May be required to supervise student workers or temporary employees
- Replace and dispose of light bulbs in interior building settings using ladders, lifts, or other tools
- Perform painting work in the preparation, patching, finishing, and maintenance of building structures, walls, woodwork, furniture, and equipment
- Assist with management and accountability of surplus property items by retrieving surplus property items as directed, and returning the surplus property items to the University warehouse
- Perform minor maintenance work using hand and power tools by making carpentry repairs such as nailing down loose boards, or replacing worn or rotten floorboards, performing minor plumbing repairs, and replacing defective electrical switches, light bulbs, fuses, and fluorescent ballasts
- Assist other maintenance groups
- Perform other duties as assigned

REQUIRED EDUCATION, EXPERIENCE, STANDARDS, AND TRAINING:

- High School diploma or its equivalent

REQUIRED LICENSE, CERTIFICATION, OR SPECIAL CREDENTIALS:

- Valid driver's license

PHYSICAL REQUIREMENTS:

- Ability to operate equipment (push mowers, tractors, weed eaters, leaf blowers, lawn vacuums, etc.).
- Ability to move objects up to one hundred (100) pounds.
- Ability to communicate both verbally and in writing with others.
- Ability to read sufficiently to understand written work orders and instructions as well as directions for the proper mixture, use, and disposal/storage of cleaners, solvents, chemicals, fertilizers, and similar products used in groundskeeping.
- Must have full range of mobility in upper and lower body; be able to reach overhead; be able to work in various positions, including stooping, standing, bending over, sitting, kneeling, and squatting for extended periods of time; be able to lift, pull and push materials and equipment to complete assigned job tasks

WORKING CONDITIONS:

- Exposed to low and high temperatures as well as outdoor elements such as precipitation and/or wind
- Frequently exposed to noisy environments
- Occasionally exposed to hazardous conditions

Reviewed by:

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

**ATHENS STATE UNIVERSITY
JOB DESCRIPTION**

Position Title: Groundskeeper Supervisor
Supervisor's Title: Director of Facility Operations
FLSA Status: Non-Exempt

JOB SUMMARY:

The Groundskeeper Supervisor position involves the independent performance of all phases of duties required of a groundskeeper and as a supervisor of groundskeeper personnel in order to assure that the grounds of Athens State University are maintained and properly groomed. While performing these duties, all necessary precautions are taken to assure the safety of Athens State University faculty, staff, students, and visitors.

ESSENTIAL FUNCTIONS:

- Landscape campus grounds
- Supervise grass-cutting
- Supervise the preparation of beds for flowers and shrubs
- Supervise pruning, spraying, and fertilizing of plants
- Monitor expenses with the budget
- Manage work orders in E-space
- Approve time sheets for grounds personnel
- Picks up trash

REQUIRED EDUCATION, EXPERIENCE, STANDARDS, AND TRAINING:

- High School diploma or equivalent
- Five years of relevant work experience
- Knowledge of seed germination, fertilizers, insecticides, etc.

REQUIRED LICENSE, CERTIFICATION, OR SPECIAL CREDENTIALS:

None

OTHER QUALIFICATIONS AND JOB REQUIREMENTS:

- Ability to operate power-driven equipment such as push mowers, tractors, weed eaters, leaf blowers, and lawn vacuums
- Ability to supervise grounds-keeping personnel
- Ability to plan daily activities
- Ability to work independently
- Ability to react to change productively
- Must be able to lift up to 100 pounds

WORKING CONDITIONS:

- Must be able to climb a ladder, bend, crouch, and/or kneel
- Prolonged periods of standing and/or sitting
- Frequently tasked with repeating motions that may include wrists, hands, and/or fingers
- Frequently works in outdoor weather conditions

Reviewed by:

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

**ATHENS STATE UNIVERSITY
JOB DESCRIPTION**

Position Title: MEP Supervisor
Supervisor's Title: Director of Facilities Operations

JOB SUMMARY:

The MEP Supervisor position involves the supervision of the HVAC Technician/Electrician and Plumber/Electrician and the performance of all phases of duties required of a journeyman hvac/r technician, journeyman electrician, and journeyman plumber that are essential in order to ensure that the environment of the facilities is as efficient, comfortable and as safe as possible using existing equipment; and that all electrical equipment is properly maintained so the facilities can operate safely and the individual can function normally. These duties are performed while endeavoring to comply with all ADA guidelines and ascertaining that all necessary precautions are taken to assure the safety of Athens State University faculty, staff, students, and visitors.

ESSENTIAL FUNCTIONS:

PERFORM AND SUPERVISE THE PERFORMANCE OF THE FOLLOWING:

- Maintain and repair HVAC equipment to include: changing air filters, oiling and greasing bearings, replacing belts, replacing compressors, repairing refrigerant leaks, and operating vacuum pumps and recovery equipment
- Maintain and repair refrigeration equipment including walk-in coolers, walk-in freezers, and ice machines
- Install HVAC/r equipment
- Perform sheet metal layout and fabrication duct work and flashing for new installation and repairs
- Install and maintain electrical equipment including control panels on HVAC/r equipment, motors, starters, and relays
- Install and repair electrical circuits in buildings
- Repair and install light fixtures including ballasts, bulbs, bulb sockets, and wiring
- Install breaker panels and replace circuit breakers in electrical panels
- Install, maintain, alter, and repair wiring, lighting, overhead circuits, underground conduits, etc.
- Service, repair, and replace plumbing fixtures
- Install and repair pipe fittings
- Operate pipe-threading, pipe-cutting, and reaming equipment
- Operate mechanical sewer cleaning equipment
- Operate the boiler by adjusting control valves to regulate the flow of gas or oil and inspect the boiler to ensure it is functioning properly

- Schedule and assign work by work order or, in response to emergency calls; establish priorities; establish time, materials, and workforce needed for each job, and advise the Director accordingly
- Provide on-the-job training or functional guidance, as necessary, to department personnel; assign work according to priority and ability to perform; monitor progress and performance or work; provide instruction and close supervision on safety rules and regulations. Perform staff evaluation on time. Utilize HR policies to hold staff accountable and utilize the prescribed disciplinary steps when appropriate
- Coordinate work with other trades and crafts relative to project involvement. Work closely with other university units to provide coordination of activities and minimize disruption of assignments
- May make recommendations to the Director relative to changes in materials, process, procedure, technique, service agreements, or selected equipment, as appropriate
- Perform other duties as assigned

REQUIRED EDUCATION, EXPERIENCE, STANDARDS, AND TRAINING:

- High School diploma or equivalent
- Extensive knowledge of the techniques and principles in the operation of refrigeration and air conditioning systems
- Extensive knowledge of the principles of ventilation
- Extensive knowledge in using and maintaining various equipment such as vacuum pumps, oxygen/acetylene torches, recovery equipment, volt-ohm multimeters, etc.
- Extensive knowledge of the principles of electricity and proper electrical procedures
- Extensive knowledge of principles and procedures of arc welding
- Extensive knowledge of plumbing and utility operating procedures
- Knowledge of using various testing equipment

REQUIRED LICENSE, CERTIFICATION, OR SPECIAL CREDENTIALS:

- Maintain EPA certification for refrigerant usage by attending seminars and passing written exams

OTHER QUALIFICATIONS AND JOB REQUIREMENTS:

- Ability to read schematics, wiring diagrams, and blueprints
- Ability to utilize computer equipment
- Ability to organize and plan daily work assignments
- Ability to work independently
- Ability to react to change productively

WORKING CONDITIONS:

- Ability to ascend/descend a ladder
- Must be able to crawl, crouch, and/or kneel in various environments including tight and confined spaces
- Prolonged periods of standing and/or sitting
- Ability to lift up to 75 pounds

Reviewed by:

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

**ATHENS STATE UNIVERSITY
JOB DESCRIPTION**

Position Title: Painter
Supervisor's Title: Carpenter/Painter Supervisor
FLSA Status: Non-Exempt

JOB SUMMARY:

The painter position involves the independent performance of all phases of duties required of a journeyman painter that is essential in order to complete the preparations, painting, and finishing of facilities on the campus of Athens State University. While performing these duties, all necessary precautions are to be taken to assure the safety of Athens State University faculty, staff, students, and visitors.

ESSENTIAL FUNCTIONS:

- Prepare surfaces for finishing by removing old finishes and caulking cracks and holes
- Use commercial equipment when required, such as sandblasting, etc.
- Apply paint, stain, varnish, enamel, or lacquer to protect and decorate interior and exterior surfaces
- Mix paint for the proper match on touch-up jobs
- Determine materials that are necessary for tasks
- Maintain upkeep of brushes and other painting equipment to ensure it remains useful and safe to operate
- Complete other duties as assigned

REQUIRED EDUCATION, EXPERIENCE, STANDARDS, AND TRAINING:

- High School diploma or equivalent
- Extensive knowledge of coating materials and required tools and equipment
- Extensive knowledge of the use of appropriate materials for various types of surfaces

REQUIRED LICENSE, CERTIFICATION, OR SPECIAL CREDENTIALS:

None

OTHER QUALIFICATIONS AND JOB REQUIREMENTS:

- Ability to finish sheet rock
- Ability to work off of and to set up scaffolding in a productive and safe manner
- Ability to organize and plan daily work assignments
- Ability to work independently
- Ability to react to change productively

WORKING CONDITIONS:

- Must have full range of mobility in upper and lower body; be able to reach overhead; be able to work in various positions, including stooping, standing, bending over, sitting, kneeling, and squatting for extended periods of time

- Ability to ascend and descend ladders, stairs, scaffolding, etc.
- Ability to adjust or move objects up to 50 pounds
- Must be able to distinguish among colors

Reviewed by:

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

**ATHENS STATE UNIVERSITY
JOB DESCRIPTION**

Position Title: Plumber/Electrician

Supervisor's Title: MEP Supervisor

FLSA Status: Non-Exempt

JOB SUMMARY:

The Plumber/Electrician position involves the performance of all phases of duties required of a journeyman plumber and journeyman electrician that are essential in order to ensure that the facilities are as efficient, comfortable, and as safe as possible. These duties are performed while endeavoring to comply with all ADA guidelines and ascertaining that all necessary precautions are taken to assure the safety of Athens State University faculty, staff, students, and visitors.

ESSENTIAL FUNCTIONS:

- Service, repair, and replace plumbing fixtures
- Install and repair pipe fittings
- Operate pipe-threading, pipe-cutting and reaming equipment
- Operate mechanical sewer cleaning equipment
- Operate the boiler by adjusting control valves to regulate the flow of gas or oil and inspect the boiler to ensure it is functioning properly
- Install and make electrical repairs on equipment
- Install breaker panels and replace circuit breakers in electrical panels
- Install, maintain, alter, and repair wiring, lighting, overhead circuits, underground conduits, etc.
- Perform other duties as assigned

REQUIRED EDUCATION, EXPERIENCE, STANDARDS, AND TRAINING:

- High school diploma or its equivalent required
- Knowledge of proper electrical, plumbing, and utility operating procedures
- Knowledge of using various testing equipment
- Ability to read schematics, wiring diagrams, and blueprints

REQUIRED LICENSE, CERTIFICATION, OR SPECIAL CREDENTIALS:

None

OTHER QUALIFICATIONS AND JOB REQUIREMENTS:

- Ability to work independently
- Ability to lift at least seventy-five (75) pounds.
- Ability to react to change productively

WORKING CONDITIONS:

- Occasionally ascends/descends a ladder for services and repairs
- Occasionally positions self in different positions to accomplish tasks in various environments including tight and confined spaces
- Frequently standing for up to 75% of the time
- Occasionally stoops, kneels, crouches, or crawls as needed
- Frequently moving about to accomplish tasks or move from one worksite to another
- Must be able to lift and adjust objects up to 75 pounds
- Frequently tasked with repeating motions that include the wrists, hands, and/or fingers
- Must be able to operate machinery and/or power tools
- Frequently tasked with operating motor vehicles or heavy equipment
- Must be able to see details of objects that are near and far
- Occasionally works in outdoor elements
- May be exposed to noisy environments, hazardous conditions, and poor ventilation

Reviewed by:

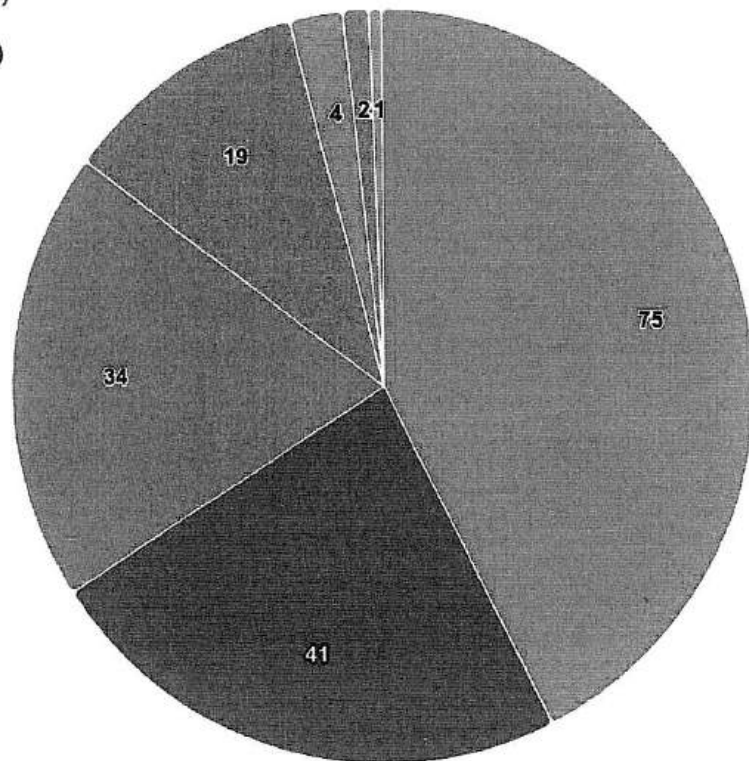
Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

SPACE USAGE FOR JANUARY 1, 2023 THRU DECEMBER 31, 2023

Carter Gym had a total of 196 events and was occupied for a total of 154 days. Some events were for a rain venue and were not actually occupied.

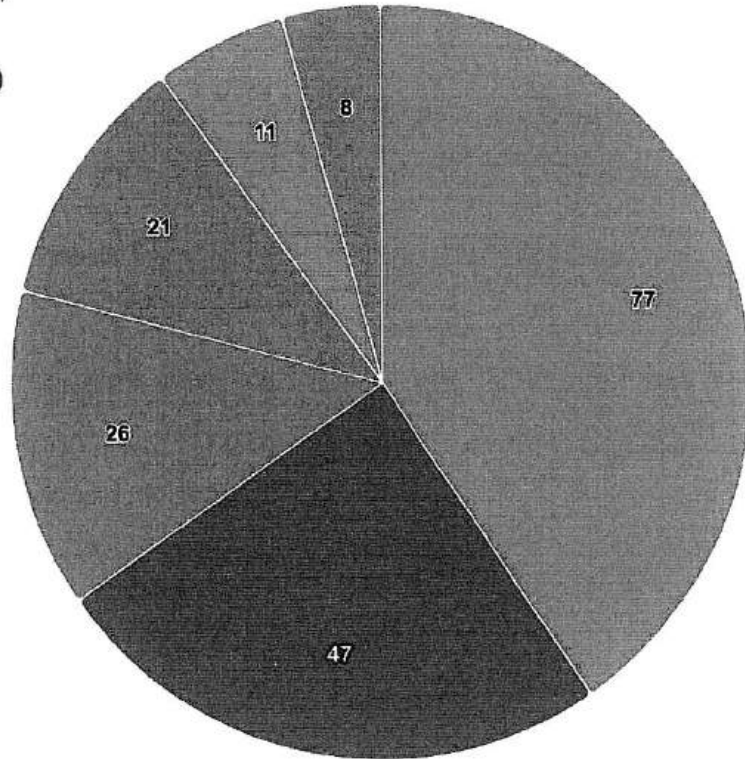
- Non-University Events (75)
- Special Events (41)
- University Events (34)
- AMSTI (19)
- In-Service Center (4)
- LaunchBox (2)
- Internal Meetings (1)



SPACE USAGE FOR JANUARY 1, 2023 THRU DECEMBER 31, 2023

Student Union Building, (Ballroom, Annex, & Bear cage) had a total of 169 events and was occupied for a total of 157 days.

- Non-University Events (77)
- University Events (47)
- Internal Meetings (26)
- Special Events (21)
- AMSTI (11)
- In- Service Center (8)



SPACE USAGE FOR JANUARY1, 2023 THRU DECEMBER 31, 2023

McCandless Hall had a total of 98 events and was occupied for a total of 99 days.

- Non-University Events (48)
- Special Events (18)
- University Events (18)
- Internal Meetings (9)
- In- Service Center (2)
- Fiddlers (1)
- AMSTI (1)

