

Operations and Maintenance

OSHA Training
 Vivid Training
 Critical on-call list for zones
 Shuttle
 Running tool crib
 Restroom inspections for PM
 Preventative maintenance inspections
 New equipment PM
 Organize and update files
 COVID-19 related changes-signage
 Rebalancing
 Lynda.com training
 Fountains Inventory
 Zone shop spreadsheet- inventory and audit
 Cleaning shop areas
 Various campus audits
 Disinfecting
 Daily walk throughs
 LOTO periodic inspections
 Equipment PM Building tab
 Master data audit
 MSDS/SDS Archive
 Lock audits
 LOTO procedure updates

Grounds

Shred
 LOTO - Periodic inspections
 LOTO - Update procedures
 OSHA training

Parking and Transportation

Data Entry
 Filing
 Disinfecting
 SDS Scanning
 Cashier opportunities
 Sort mail
 OSHA training
 Job teams

REM

MSDS to SDS Project
 Scan Injury Reports
 Training Records
 Inspection reports
 Licensure record
 Xerox Digitize project
 Digitize files
 Job-Teams
 Reconcile work orders
 Eye wash station checks
 Safety shower checks
 3 energy process
 SDS inventory check list
 Haz. Comm. Audits
 Equipment Audits and licensures
 Certification audits
 LOTO Procedures

Custodial

Dusting detail
 Disinfecting r/t Covid
 Self-audits ISP
 Stand guard outside bathrooms
 Scan training records into share drive
 SDS for new products
 OSHA training
 LOTO periodic inspections
 Vacuum-carpet work
 Job-Teams
 Use injured emp as trainer
 LOTO written procedure updates

Utilities

LOTO - written procedures update
 Scanning
 OSHA training
 Normal Campus rounds
 Chemicals needs help
 Update Flush book
 Meter reads
 CEU trainings
 Lynda.com
 Weekly Safety inspections
 Man-hole watch
 Calibration of instruments
 Substation check
 SIMS-daily calibration
 Compliance audits
 LOTO - periodic inspection