

Forest Cooperative (CO-OP) Handbook 2017-2018

Forest Residence Center
Division of Residential Programs and Services
Indiana University

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Contact Information

Forest Center Desk	855-5311	foresctr@indiana.edu
Co-Op General Email		forestco@indiana.edu
Residence Manager	Paul Hafner	phafner@indiana.edu
Assistant Residence Manager	Alison Sinadinos	asinadin@indiana.edu
Forest CO-OP Advisor	Rachel Sarachman	rsarachm@indiana.edu
E. O. Supervisor	Ralph Evans	revans@indiana.edu
Resident Assistant	Valerie Friberg	vfriberg@indiana.edu
Floor Manager	Alex Schnurpel	aschnurp@umail.iu.edu

Note to Residents

The Forest staff, as a part of RPS, is excited to provide an alternative housing unit for students who are offered a reduced room rate in return for performing routine cleaning duties. We are committed to maintaining the integrity of the program and are excited to work with you to see that all aspects of the program run smoothly.

While living in the Co-Op, you will have the opportunity to interact with several Forest staff members, all of whom are listed above with their contact information. Your RA will work with you and your floormates to build community, while the Floor Manager will run the schedule and chore inspections. The Advisor to the community, one of our graduate student staff, will work with both your RA and Floor Manager to ensure that all aspects of the community are working to the best of their abilities. Together, with the Manager, Assistant Residence Manager and Environmental Operations Supervisor, we strive to work together to hold members within the community responsible for the duties that are theirs to complete.

Together, members of our team will work together to:

1. Select and train the Floor Manager
2. Meet regularly with the Floor Manager
3. Discuss the needs of the residents in the CO-OP unit
4. Send letters to or meet with students who have been reported for not performing their assigned duties
5. And decide when students should be reassigned to other living environments because they have consistently not performed their assigned duties.

The Forest CO-OP Program is similar to a part-time job for residents. While it is not actually employment, some similar obligations are in effect. It is extremely important that all cleaning responsibilities be met in a timely fashion. We encourage residents to keep this in mind when making class schedules and planning outside activities.

It is our wish that each of our residents has a successful enjoyable experience during their time in the Co-Op.

Best of luck this academic year!
Forest Staff

Responsibilities of the Resident

1. To attend biohazard training during the offered trainings at the beginning of the academic year. Residents who move in after the start of the academic year must make arrangements with the Floor Manager at their floor meeting or within the first seven days of being assigned to the community to make arrangements for training. Failure to meet this opening expectation will result in a first warning of the disciplinary process.
2. To perform the assigned duties by midnight (12:00 a.m.) each day they are assigned, except for vacuuming which must be done between the hours of 9am-9pm.
3. To record the time finished with a chore by emailing the Floor Manager via the Forest Co-Op email account. **Forgetting to email the manager or lying about chores completed may result in an automatic documentation by the floor manager.**
4. To complete chores in a thorough manner. It is at the discretion of the Floor Manager to decide if a chore has been completed thoroughly. Expectations for cleanliness will be outlined during training.
5. To secure a substitute if unable to do an assigned job. Report the substitution to the Floor Manager, via email, at least 24 hours before the scheduled job time. If the Floor Manager is not informed of the switch by both parties and the substitute fails to do the job, both parties involved will be documented.
6. To note and use suggested quantities of soap and disinfectant according to the manufacturer's directions. **All chemicals are to be used for proper purposes and NEVER mixed.**
7. To rinse and hang all mops, sponges, and rags used; to empty buckets; and to put away cleaning products.
8. To report to the Floor Manager any damages in the vicinity of the resident's rooms. If the damage causes an immediate problem and the Floor Manager or RA cannot be contacted, the resident should report the problems directly to the Center Desk by calling 855-5311.
9. To know his/her duties, including general clean-ups. The schedule will be posted in advance on the bulletin board outside of room 218.
10. To fulfill assigned duties as specified in this manual and in accordance with the housing contract.
11. As covered later in greater detail, the Floor Manager will assess the floor's condition daily to maintain a high standard of cleanliness and overall accountability on the floor.
12. The floor checks by the Floor Manager will be supplemented by a once a week check by the Environmental Operations support staff to ensure that the Indiana University and RPS standards are being maintained.
13. Jobs must be completed whenever assigned, including before and after spring break, etc. We have allowed for Forest's Environmental Operations staff to complete cleaning during the following times for your convenience.
 - Prior to August 21st, to allow for residents to get moved in and trained.
 - Nov. 20th – Nov. 27th for Thanksgiving break.
 - Dec. 12th – Dec. 16th to allow residents to concentrate on their first semester finals,
 - Jan. 6th – Jan. 10th to allow residents to get settled in after break and allow new students to complete training,
 - March 12th – March 20th for Spring break
 - May 1st - May 5th to allow residents to concentrate on their final exams and move out.

Cleaning Supplies

This is a general list of the supplies that B Tower 2nd Floor residents will use to complete their chores. If you have a question about any of these items, please ask your Floor Manager. Floor Managers are responsible for ordering and picking up these items. If you cannot locate an item that you need to complete your chore, please let your Floor Manager know immediately.

Brooms	Blue trashcan liners
Dust Pans	Rubber gloves (<i>latex and non-latex</i>)
Vacuum Cleaner	Face masks
Doodlebug Scrubbers	Goggles
Dust mops (<i>Do not throw away dirty dust mop heads. Floor Managers will designate a place for them to be dropped off so they can be picked up for cleaning.</i>)	Non-slip foot pads (<i>on request</i>)
Mops (<i>16 oz.</i>)	Wet floor signs
Toilet mops	Hose
Scotch Brite pads (<i>green scratch pads</i>)	Foam guns
Sponges with white scratch pad	Grout brush
Dust rags	Germicidal Cleaner (<i>Forward DC or Stride Neutral Cleaner</i>)
Toilet Tissue	General Purpose Cleaner (<i>Stride Neutral Cleaner</i>)
Room trashcan liners	Glass Cleaner (<i>Glance</i>)
Gray trash bag liners	Furniture Polish (<i>Shine Up</i>)
	CDC-10 Shower Cleaner
	Paper Towels

General Cleaning Information:

- When dusting, spray the furniture polish on the rag over the surface to be cleaned. Do not spray over the floor. This will help prevent slips and will keep the area neater.
- When mopping, mop from side to side in a Figure 8-like pattern to pick up more dirt.
- Make sure that the vacuum cleaner bag is emptied before you begin using it. If it is empty, it will pick up more dirt particles.
- Notify the Floor Manager if any lights need changing.

Safety

1. Wash your hands after you complete each task to prevent cross chemical reactions, and reduce prolonged exposure.
2. Wear goggles during the use of cleaning chemicals. **YOU WILL BE DOCUMENTED IF YOU DO NOT COMPLY.**
3. Wear gloves—latex and non-latex gloves are available via your Floor Manager.
4. Shoes must be worn when using chemicals and face masks will be provided for those who request them.
5. Use "Wet Floor" signs—put signs away when the floor is dry.
6. **DO NOT MIX CHEMICALS** or use chemicals in unmarked bottles.
7. Clean up spills immediately.
8. Don't lift anything that is too heavy—ask for assistance.
9. Don't lift trash bags over your shoulder; carry them in your hand, to the side of your body or in front of you.
10. **DO NOT CLEAN BIOHAZARDS**—call the Center Desk immediately at 855-5311 for assistance. Try to rope off the area or use wet floor signs to caution others of the danger.
11. If you come into contact with a chemical in a harmful way---call 911 immediately. Ask someone to obtain the container that the chemical was in and read the instructions to you. An informational booklet (MSDS) is available in the supply closet, this booklet contains safety information on the primary cleaning chemicals Co-Op residents will utilize.

Care of Equipment

1. Empty mop bucket and rinse it out.
2. Rinse mop and hang mop on rack.
3. Clean up spills in slop sink closet.
4. Rinse out slop sink and clean vent.
5. **TURN OFF THE WATER TO THE SOLUTION CENTER**—if this does not happen, the hot water tank will be emptied and there will be no hot water for several hours after the problem is located.
6. Empty vacuum cleaners every other day.
7. Change mop head if soured, stained, or soiled. The better the mop head is cleaned after each use, the longer it will last.

Description of Co-Op Cleaning Duties:

Residents will be assigned to perform the duties listed below on their respective floors on a rotational basis.

HALLWAY:

1. Pick up debris and vacuum carpet. **If the vacuum cleaner is broken, notify the Floor Manager.**
2. Clean windows and entry door glass with glass cleaner.
3. Sweep edge of carpet and behind doors with a broom to get the dust away from the walls.
4. Empty vacuum cleaner bag.
5. Clean spots and drips on the wall with germicidal spray.
6. Clean up slop sink area, arrange supplies, sweep and mop the area.
7. Sweep and mop in front of the elevator.

STAIRWELLS (inside):

1. Dust and sweep the third floor north and south stairwells from top landing to base of stairs. Remember to clean the landings as well.
2. Dust and sweep entrance area, windowsills, handrails, railings, and landings.
3. Display wet floor signs.
4. Clean handrails with germicidal spray.
5. Mop stairwells completely with 2 gallons of water mixed with Stride cleaner. **DO NOT LEAVE PUDDLES.** This may need to be done more often during the winter or rainy periods.

SHOWER AREA: WEAR APPROVED UTILITY GLOVES, SHOES, & GOGGLES

1. Dust the vents over the showers with a paper towel daily.
2. Remove any items that have been left behind by others from the area.
3. Connect the hose to the appropriate sink and add the RTD and cleaner to the other end. Make sure that the sprayer with the germicidal spray has a large opening at the setting so as to not harm the grout in the shower.
4. Monday clean the showers with the red shower cleaner, unless requested by the floor manager. All other days, clean the showers using the Stride disinfectant.
5. Disinfect shower walls and floor with shower cleaner and leave it there for ten minutes. When spraying the walls, start from the bottom and work your way up so as not to leave streaks. Use the doodlebug to scrub the walls and floor. Make sure you create a foamy lather to ensure that proper cleaning is being done. **SCRUB BEHIND THE SHOWER DOOR AS WELL!**
6. Use the grout brush to clean the grout between the blocks while spray is still on the walls daily.
7. Clean all stainless steel and/or chrome. Make sure to scrub with a green scratch pad.
8. Rinse the walls, door, and chrome with water.
9. Clean bench area and hooks outside of showers with shower cleaner.
10. Remove hair from drains daily with a paper towel and deposit it in the trash can—not in the toilet.
11. Make sure to empty the water out of the hose before putting it away.
12. If puddles occur outside of the shower area during your cleaning, make sure to mop them up.

TOILETS: WEAR APPROVED UTILITY GLOVES, SHOES, & GOGGLES

1. Spray on germicidal spray and wait ten minutes.
2. While waiting, check toilet paper and restock if needed.
3. Sweep out the stalls and the area in front of the toilets.
4. Wipe toilet dividers and doors with germicidal solution. Wipe clean with a paper towel to prevent smearing. Also wipe down stall door-inside and outside.
5. Dust the vents over the toilet with a paper towel.
6. Using toilet mop (inside only), clean toilet seat (lift lid), and chrome flush valves. On all outside toilet surfaces use germicidal spray and a paper towel.
7. Using paper towel, dry off the seats and surfaces—leave seat up to ensure quick drying.

SINKS: WEAR APPROVED UTILITY GLOVES, SHOES, & GOGGLES

1. Spray germicidal cleaner on sink surface, marble ledge, and window sill and wait ten minutes.
2. While waiting, check paper towel and soap dispensers—restock if needed.
3. Clean mirrors with glass cleaner.
4. Sweep the sink area.
5. Using sponge, wash sinks (inside and out), the underside of the sink, chrome, and ledge.
6. Rinse off these areas.
7. Dry the underside of sinks and ledge.

8. Wipe off paper towel dispenser with sponge.
9. Clean wall space under the sinks with germicidal spray and sponge.
10. Use glass cleaner to clean the chrome pipes under the sink.
11. Empty and clean trash can, replace liner, clean spills on walls by trash can, and take trash to dumpsters in the back of the building.

PLEASE NOTE:

Bathroom floors are to be mopped with germicidal cleaner. The RTD cleaner will have a setting that automatically mixes the proper amount of chemical for mopping when hooked up to the sink. Use this setting to fill the mop bucket.

LOUNGE*:

1. Dust and polish the furniture. Use furniture polish for wooden surfaces and glass cleaner for plastic surface.
2. Use germicidal spray and rag on tables before you use furniture polish.
3. Return any furniture that has been misplaced or removed to its proper place. If the lounge is in disarray it is your responsibility to clean it up.
4. Clean drinking fountain with germicidal. Run the water after cleaning to rinse away any cleaner from the spout.
5. Vacuum the carpet (must be completed between 9am-9pm).
6. If lounge furniture is missing, report it to your RA.
*The lounge is subject to be used for supplemental housing. The lounge space may not be on the cleaning rotation until further notice.

LOUNGE TRASH/ RECYCLING (Behind Forest):

1. Carry trash bags from the lounge to dumpster and replace liners in trashcan. Make sure that the liners fit on the trash cans securely.
2. Empty recycling containers and replace with blue trash bags. Carry recycling down to the recycling bins behind A Tower.
3. Vacuum the hallways in the instance that you may have scattered debris.
4. Remember that room trash must be taken to the dumpster by its owner. DO NOT PLACE ROOM TRASH IN BATHROOM TRASH CAN.

Recycling bins are located in the following areas:

1. Lounges
2. Back of Forest A Tower

Floor Manager

The Floor Manager coordinates the cleaning activities on the floor. The Floor Manager is exempt from actual cleaning duties due to time demands of scheduling and inspecting. The Floor Manager must also attend mandatory monthly meetings with Forest Management.

Appointment of Floor Managers

1. Forest CO-OP residents interested in becoming Floor Managers should apply during the spring semester for selection for the next school year, when the application process is advertised. Applicants must have lived in the Forest CO-OP for at least one year.
2. After returning the completed application to the Center Desk, each applicant will be interviewed by members of Forest Management. At the conclusion of the interviews, Forest Management will select and appoint Floor Manager for the Co-Op floor.
3. In case of the resignation or removal of a Floor Manager, the above process will be repeated for the floor concerned.

Responsibilities of the Floor Manager

The appointed Floor Manager is expected to:

1. Organize training opportunities within the first two weeks after opening to allow each resident proper training on Co-Op procedures. The job schedule, descriptions and expectations will be explained during training.
2. Assist your Resident Assistant in collecting signed Forest CO-OP Responsibility and Agreement Form and CO-OP Safety Information and Procedures (see pgs. 19 and 20) from each resident.
3. Assign duties to residents on a rotating basis. Jobs as described in this manual may be combined, when necessary, to work with the number of residents on the floor.
4. Prepare and post duty rosters as soon as possible.
5. Inspect respective floor areas, restroom and rotating public area duties assigned to floor daily between 11:30 p.m. and midnight.
6. Report missing lights, and outages to the center desk.
7. Note and report maintenance needs (repairs, etc) to the Center Desk as soon as possible. If plumbing equipment (e.g. sink, toilet, or urinal) is out of order, place an "Out of Order" sign on the affected equipment and place a trash bag over the affected equipment to prevent its use.
8. It is important that the Floor Manager is consistent in his/her documentation, as this will cause less hassle for everyone.
9. Keep track of the resident's failures to perform chores on a tracking sheet provided by the Forest CO-OP Advisor.
10. Clean and arrange the supply closets and the slop sink area on each floor in an orderly fashion every Thursday. Please note that you should fill spray bottles with germicidal or glass cleaner in the slop sink closet. Once filled, the spray bottles will be ready for use. Make sure all spray bottles are properly labeled.
11. Maintain communication with your RA, the Forest CO-OP Advisor, the E.O. Supervisor, and the management.
12. Maintain and post cleaning responsibilities for the floor in an open and accessible format.
13. Inventory supplies and report needed supplies to the designated Floor Manager. Orders should be emailed to Ralph Evans and copy Rachel Sarachman, CO-OP Advisor (revans@indiana.edu, rsarachm@indiana.edu). **Orders should be placed each Sunday by 12:00 pm for the following week.** Order supplies in advance on a rotating basis (refer to the schedule). When ordering, designate a time on the Friday of pick up that you will meet a member of Environmental Operations to retrieve the ordered supplies.
14. Ensure that the new residents receive and are familiar with the CO-OP Manual and receive training within seven days of their arrival to the community.
15. Report damages and maintenance concerns in the building to the Center Desk.
16. Meet formally once a month (or more if needed) with the CO-OP Advisor. Mandatory monthly meetings will be determined at the beginning of each semester.
17. While it has been arranged for EO to do cleaning during openings and finals weeks and you will not need to check chores, please remember to complete all other responsibilities (ordering supplies, training, reporting damages, etc).

Dismissal of a Floor Manager

1. Failure to perform the duties outlined in this handbook will result in the dismissal of a Floor Manager by the Residence Manager and the Forest CO-OP Advisor.
2. A floor, floor member, or Residential Programs and Services staff experiencing difficulties with a Floor Manager may file an official complaint in writing with the Residence Manager. Upon receiving such a complaint, the Residence Manager will convene a meeting with the Floor Manager and the Forest CO-OP Advisor to review the complaint. If it is determined that the Floor Manager has not fulfilled the obligations of the position, the first occasion will result in a formal written warning.
3. Floor Managers will be given a maximum of one formal warning. After a formal warning, if the Floor Manager does not fulfill the obligations, he or she will be dismissed, and return to regular cleaning duties. The Residence Manager and the Forest CO-OP Advisor will make this decision.

Ordering Supplies

The Floor Manager is assigned with the responsibility of ordering the supplies for the whole unit. Assigned floor managers will rotate according to the schedule below. Submit orders to Ralph Evans and copy Rachel Sarachman, Forest CO-OP Advisor, via e-mail at the following addresses:

revans@indiana.edu, rsarachm@indiana.edu

Orders should be placed each **Sunday BY 12:00 PM** for the following week

Scheduling Chores

1. The scheduling of weekly chores begins every Monday and ends on Sunday. Sunday is inclusive in the week and therefore chores must also be done on Sunday.
2. Residents that are to miss one of their duties must:
 - Find a replacement
 - Inform the Floor Manager who the replacement is
 - If the replacement fails to complete the chore, **both** the replacement and person originally scheduled to complete the chore will be documented.
3. If you are confused as to when Environmental Operations will be cleaning the building, refer to this manual or talk to the CO-OP Advisor.
4. Chore rotations are subject to change at the discretion of the Floor Manager. Residents are responsible to check their duties at the beginning of the week. While it the goal of the Floor Managers to have the chores up in time for residents to plan ahead, there are many instances where they may have to change the rotation unexpectedly. Floor Managers are to post final chore rotations by midnight on Sunday for the upcoming week. Chore rotations will also be emailed out to all of the residents.

Rotating Public Area Duties

The Co-OP unit will share the responsibilities of cleaning public areas. The Floor Manager will post the Public Area Duty Rotation Schedule. Individual residents will be assigned to perform the floor's public area duties on a weekly basis. A resident assigned to a public area duty will not be assigned floor duties in the same week. See the next page for the rotation schedule.

Forest Environmental Operations staff will complete chores during the following times:
Aug. 25th – Aug. 29th , Dec. 15th – Dec. 19th , Jan. 7th – Jan. 11th , May 4th - May 9th

Documenting Residents

You will receive a sheet at the beginning of the year to track your residents who fail to complete their chores properly. This is only for your records and should not be posted on your floor. When a resident does not complete a chore, you document the resident with the provided warning letters and track there delivery using the spreadsheet.

A resident may be documented for the following ...

1. Failure to complete a chore.
2. Failure to complete chore to satisfaction of Floor Manager, RA, CO-OP Advisor, Custodial Supervisor, or Residence Manager.
3. Forgetting to sign in or signing in at a time other than that which the resident has completely finished the chore.
4. Failure to meet any of the requirements outlined in this handbook (i.e. not wearing shoes while using chemicals, failure to wear goggles when specified, etc.)

Residents should report the substitution to the Floor Manager at least 24 hours before the scheduled job time. If the Floor Manager is not informed of the switch by both parties and the substitute fails to do the job, both parties involved will be documented.

Warning Letters:

Each time a resident needs to be documented the following process must happen with 24 hours of the chore (or other reason) not happening:

- E-mail the resident (cc: the floor RA; CO-OP Advisor, Res Manager) with the appropriate letter (given to the Floor Manager)
- Make the appropriate notations on the Co-Op spreadsheet (for Floor Manager, floor RA, Co-Op Advisor, and Res Manager use only)

Enforcement of Cleaning Duties – The Four Level System

First Warning:

Upon a resident's initial failure to perform their assigned duties, he/she will receive an e-mail within 24 hours from the Floor Manager (cc: the Forest CO-OP Advisor) stating that the specific problem. The Floor Manager note on their spreadsheet that the resident has received their first warning.

Second Warning:

The second time a resident does not complete their assigned duties, he/she will receive an email within 24 hours from the Floor Manager (cc: the Forest Co-Op Advisor,) stating the specific problem. The Floor Manager will note on their spreadsheet that the resident has received their second warning. Within 48 hours the resident will receive an email from the Forest Co-Op Advisor (cc: the Floor Manager, Floor RA, Res Mgr.) stating a date, time, and location that the resident will be required to meet with the Co-Op Advisor and Floor Manager to discuss the residents ability to continue to be a part of the Co-Op community.

Third Warning and Meeting:

The third time a resident does not complete their assigned duties, he/she will receive an email within 24 hours from the Floor Manager (cc: the floor RA, the Forest Co-Op Advisor, and the Forest Residence Manager) stating the specific problem. The Floor Manager will note on their spreadsheet that the resident has received their third warning. Within 48 hours the resident will receive an email from the Co-Op Advisor (cc: the Floor Manager, the Floor RA, Res Mgr.) stating a date, time, and location that the resident will be required to meet with both the Residence Manager and the Co-Op Advisor to discuss the residents ability to continue to be a part of the Co-Op community. At this point, the resident will be placed on notice that failure to perform the assigned duties once more will result in permanent removal from the Forest CO-OP Program.

Meeting and Reassignment

The fourth time a resident fails to perform his/her assigned duties, he/she will receive an email within 24 hours from the Floor Manager (cc: the floor RA, the Forest Co-Op Advisor, and the Forest Residence Manager) stating the specific problem. The Floor Manager will note on their spreadsheet that the resident has received their fourth warning. Within 48 hours the resident will receive an email from the Co-Op Advisor (cc: the Floor Manager, the Floor RA, Res Mgr.) stating a date, time, and location that the resident will be required to meet with both the Residence Manager and the Co-Op Advisor to receive his/her administrative reassignment for the breach of his/her Housing Contract.

The Warning System is continuous throughout the academic school year, as is the Housing Contract. **The Warning System does not end at the end of the first semester.**

Reprieve

At the discretion of the Floor Manager and the CO-OP Advisor, those residents who are on the second warning level by the end of the fall semester may be given the opportunity to remove themselves from Level One or Level Two by performing extra assigned duties or work. The primary days for this additional work are the Monday and Tuesday prior to Thanksgiving Break, however the Floor Manager and CO-OP Advisor may find additional opportunities to schedule at their discretion. Residents who desire to exercise this option should notify their Floor Manager of their interest before 4:00pm on the last day of regular classes, before finals week. Residents are allowed only one level of reprieve and reprieves are left to the discretion of the Floor Manager and the Forest CO-OP Advisor.

Tips and Tricks

(From former Co-Op residents)

General

- Set a specific time to do your chore each week that's most convenient for you, and try to stick with it. Time management will make your life easier when it comes to chores and you won't forget to do one!
- Don't wait until the last minute (11 pm!) to do your chore. You'll end up having to rush to get it done.
- Because you are dealing with chemicals, wear protective footwear, such as tennis shoes or rainboots. No flip-flops.
- If you have any problems, questions, concerns, please contact Laura by knocking on her door (B232) or emailing her.

Showers

- When draining the water out of the hose after you are done with the shower chore, drain the water into the shower, instead of in the sink.
- This chore can get you wet, so if you have rainboots, wear them!
- Getting the hose to screw on to the faucet can be difficult. If it's not going on tight enough, try taking a spare small glove and wrap it around the part where the hose and faucet connect, so water isn't spilling out.

Toilets and Sinks

- While waiting for the chemical (Triad) to sit after you put them on the sink and toilet, go ahead and refill the toilet paper and paper towel, and replace the "lady bin" liner. This will save you some time!
- There may be people wanting to come to use the restroom while you are cleaning. If this happens, please be patient with them! Also, don't forget that there is a public restroom facility on the first floor by the lounge, if it's an emergency.

Lounge

- Always take the trash out of the lounge trash bins, unless it is completely empty. This is a sanitary issue, as no one wants rotting food sitting in the lounge!
- Dusting first, and then vacuuming, is the most effective way to get the chore done, just in case while dusting some dust/objects fall to the floor.
- There might be people studying in the lounge, so out of courtesy, politely inform them that you need to vacuum so that you don't ruin their focus.

Hallways

- Don't forget to empty the vacuum bin after you vacuum each time. Although it may seem tedious, it will keep the vacuum working well.

Responsibility and Agreement Form

I, _____, have read the Forest CO-OP Handbook, 2016-2017, and have agreed to perform custodial jobs as assigned by the Floor Manager and realize that my satisfactory work in the unit is a condition of my living in the unit.

Resident's Name (print)

Building and Room Number (print)

Resident's Signature

Date

Cell Phone Number

I.U. email address

The signed agreement must be returned to your RA no later than the first day of the second week of classes in the fall semester, or within two business days if the resident moves in during the school year. This signed agreement must be on file as a condition of living in the CO-OP unit.

FALL 2016 FOREST CO-OP SAFETY INFORMATION AND PROCEDURES

Please read this page and sign at the bottom to acknowledge your acceptance of these safety conditions and requirements.

All cleaning supplies are hazardous materials. All hazardous materials have important safety information on the label and contained in their MSDS (material safety data sheets). In accordance with the OSHA policy these MSDS information sheets will be available on the co-op floor.

Safety goggles and protective gloves are required when cleaning with hazardous materials. Each student will receive safety goggles. Use of these goggles and provided gloves will be mandatory while using hazardous cleaning materials.

Blood and bodily fluid are a part of life and could be found in bathrooms. Due to the chance of exposure to blood borne pathogens, goggles and gloves are required while cleaning bath fixtures. Use of goggles and provided gloves will be mandatory while cleaning bathroom fixtures like sinks, showers and toilets.

Gross amounts of blood or bodily fluids could be found in the co-op bathrooms. The cleanup of gross amounts of blood or bodily fluids like feces or vomit require a staff member that has been trained for this type of clean up. Co-op students should not attempt to clean up gross amount of blood or bodily fluid. Co-op students are required to notify the front desk or night maintenance 5-2836 when gross amounts of blood or bodily fluid are encountered.

Trash removal is a part of the co-op duties. All trash must be removed from the building and placed in the outside dumpster in a safe manner.

I, _____, understand that personal protection equipment in the form of goggles and gloves will be provided by Forest for my protection during my duties on the co-op floor and the use of these goggles and gloves is mandatory. Also I accept the responsibility to removal all trash from the floor and place it in the outside dumpster in a safe manner.

Date _____.