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## Res Scholars Contact Information

<table>
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<th>Role</th>
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<tbody>
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<td>Ashton Center Desk</td>
<td>812.855.1415</td>
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Residence Scholars Resident Information

Preface
The Johnston Residence Scholars Program provides an alternative housing unit for students who are offered a reduced room rate in return for performing routine cleaning duties. Along with residents, the Residence Manager, Resident Scholars Advisor, and the Floor Managers are committed to maintaining the integrity of the program and working together to see that all aspects of the program run smoothly.

The Residence Scholars Advisor and Floor Managers are primarily responsible for coordinating the custodial work of the program. The Floor Manager does daily routine checks of chores. The Residence Manager, Residence Scholars Advisor, and the Floor Managers aim to provide residents with a living environment that is conducive to good study habits, strong community development, and overall student satisfaction.

The Residence Manager and Residence Scholars Advisor will work together to:
1. Select and train the Floor Managers
2. Meet regularly with the Floor Managers
3. Discuss the needs of the residents in the Residence Scholar unit
4. Send email memos to and/or meet with students when necessary who have been reported for not performing their assigned duties
5. Decide when students should be reassigned to other living environments for consistently not performed their assigned duties and/or maintaining 3.0 GPA.

The Johnston Residence Scholars Program is similar to a part-time job. While it is not actually employment, some similar obligations are in effect. It is extremely important that a 3.0 GPA is maintained and all cleaning responsibilities are completed fully and by the deadline. Residents should keep this in mind when making class schedules and planning out activities. If these responsibilities are not met, removal from the Residence Scholars Community will result. If you have any questions, please find your RA or your Floor Manager.
Responsibilities of the Residence Scholars Resident
The following is a detailed list of the responsibilities of living in the Residence Scholars Community.

Academics
- To maintain a 3.0 cumulative grade point average.

Trainings and Meetings
- To attend training provided by your Floor Manager at the beginning of each semester.
- To attend group biohazard training at the beginning of the academic year.
  - If you are not able to attend or move-in after sessions have occurred, please contact the Residence Scholars Advisor to schedule make-up training sessions.

Job Duties
- To know and understand duties, including general clean-ups, detailed in this handbook. Please let your Floor Manager know of any questions or concerns as soon as possible.
- To fulfill duties specified in this handbook and accordance with the housing contract.
- To note and use suggested quantities of soap and disinfectant according to the manufacturer’s directions. Use all chemicals for proper purposes and to never mix.
- To rinse and hang all mops, sponges, and rags; empty buckets; and put away supplies.

Job Completion
- To complete chores in a thorough manner. It is the Floor Manager’s discretion to decide if a chore has been completed thoroughly. Please talk to your Floor Manager about their expectations, as not completing a chore thoroughly can result in documentation.
- To perform the assigned duties by midnight each day that they are assigned.
- To complete vacuuming between the hours of 9AM-9PM. If a vacuum is not readily available on your floor, secure one from the Center Desk. Not finding a vacuum is not an excuse for leaving a job responsibility unfulfilled.
- To find a substitute if unable to do an assigned job. Report this substitution to your Floor Manager at least 24 hours in advance via email. If the Floor Manager is not informed of the switch by both parties and the substitute fails to do the job, both will be documented.

Maintenance
- To report to the Floor Manager any damages noticed while completing jobs or near the vicinity of your room. If the damage causes an immediate problem and the Floor Manager cannot be contacted, report the problem directly to the Center Desk by emailing ashtofix@indiana.edu.

Academic Year Job Schedule
- To complete jobs whenever assigned, including before and after breaks, etc. We have allowed for Ashton’s Environmental Operations staff to complete cleaning during the following times for your convenience:
  - Prior to August 29th: to allow for residents to get moved in and trained
  - Oct. 7th – 9th: to allow for residents to leave for Fall Break
  - Dec. 12th – 16th: to allow residents to concentrate on finals
  - Prior to 18th: to allow for residents to get settled in after break and allow for spring semester training
  - May 2nd – 7th: to allow residents to concentrate on finals and move out
Cleaning Supplies

This is a general list of the supplies that Johnston residents use to complete 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 supplies. If you cannot locate an item, please let your Floor Manager know immediately.

- Brooms
- Dust Pans
- Vacuum Cleaner
- Doodlebug Scrubbers
- Mops (16 oz.)
- Toilet mops (Johnny mops)
- ScotchBrite pads (green scratch pads)
- Sponges with white scratch pad
- Dust rags
- Toilet Tissue
- Room trashcan liners
- Blue trashcan liners
- Gray trashcan liners
- Rubber Gloves (non-latex)
- Paper Towels
- Face masks
- Goggles
- Non-slip foot pads (on request)
- Wet floor signs
- Hose
- Grout brush
- Germicidal cleaner (Triad II)
- Glass cleaner (Glance)
- Furniture Polish (Shine Up)

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 keep the area neat.

When mopping, mop from side to side in a Figure 8-like pattern to pick up more dirt.

Make sure the vacuum cleaner bag is to pick up more dirt.

Safety

- Do NOT clean biohazards – call the Center Desk immediately at for assistance. Try to rope off the area or use wet floor signs to caution others of the danger.
- Wash your hands after you complete each task.
- Wear googles and gloves – non-latex gloves are available via your Floor Manager.
- Clean up spills immediately.
- Use “Wet Floor” signs and put signs away when the floor is dry.
- Do not lift anything that is too heavy—ask for assistance.
- Do not lift trash bags over your shoulder. Carry bags in hand, to the side, or in front.
- Do NOT mix chemicals or use chemicals in unmarked bottles.
- Shoes must be worn when using chemicals and face masks will be provided upon request.
- If you come into contact with a chemical in a harmful way, call 911 immediately. Ask someone to obtain the container the chemical was in and read the instructions to you.

Care of Equipment

- Empty mop bucket and rinse it out.
- Rinse mop and hang mop on rack. Change mop head if soured, stained, or soiled. The better the mop head is cleaned after each use, the longer it will last. Do not throw away.
- Clean up spills in slop sink closet.
- Rinse out slop sink and clean vent.
• TURN OFF THE WATER TO SLOP SINKS—if this does not happen, the hot water tank will be emptied, which results in no hot water for several hours.
• Empty vacuum cleaners every other day.

**Description of Chore Duties**

Residents will be assigned to perform the duties listed below on their respective floors on a rotational basis. All duties are to be performed daily unless otherwise. You must email your Floor Manager when the chore is completed (e.g., I have just finished my chore, which was deep cleaning the shower).

**HALLWAY**

- Pick up debris and vacuum carpet. If the vacuum is broken, notify a Floor Manager. Until the vacuum is fixed, check-out a vacuum from the Center Desk.
- Dust heating units, vents, and windowsills.
- Clean windows and entry door glass with glass cleaner.
- Sweep edge of carpet and behind doors with a broom to get the dust away from the walls.
- Clean up slop sink area, arrange supplies, sweep and mop the area.
- Empty vacuum cleaner bag every other day.
- Clean spots and drips on the wall with germicidal spray once per week.

**STAIRWELLS**

Inside & Outside: TO BE DONE EVERY OTHER DAY (rotated with kitchen and laundry areas)

1. Dust, sweep and mop stairwell from top landing to base of stairs.
2. Wipe down and clean off the landings and railings on the stairs.
3. Clean the inside and outside of the doors, especially where the door handle is.
4. Dust and sweep entrance area, windowsills, handrails, railings, and landings.
5. Display wet floor signs when needed.
7. Clean handrails with germicidal spray.
8. Mop stairwells completely with 2 gallons of water mixed with Triad cleaner. **DO NOT LEAVE PUDDLES.** This may need to be done more often during the winter or rainy periods.
9. Vacuum carpets in the entranceways.
10. Sweep entrance walks and outside entrance steps of all three wings.
11. Empty trashcan at north door and replace the liner. Take the trash to the dumpsters on Sunrise Drive.
12. Pick up any trash or debris near building entrances and green areas. Pay particular attention to the south entrance door area. **WEAR PROTECTIVE GLOVES WHILE DOING THIS!**
13. Sweep leaves and sand from steps.

**SHOWER AREA**

Wipe Down Chores- **WEAR APPROVED UTILITY GLOVES, SHOES, & GOGGLES**

1. Dust the vents over the showers with a paper towel.
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 to not harm the grout in the shower.
4. For the wipe down shower chores, clean the showers using the Triad disinfectant.
   - Disinfect shower walls and floor with Triad disinfectant. 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. SCRUB BEHIND THE SHOWER DOOR AS WELL! No mildew or tile buildup occurs when showers are deep cleaned properly
   - Use the grout brush to clean the grout between the blocks while spray is still on the walls.
   - Clean all stainless steel and/or chrome. Make sure to scrub with a green scratch pad.
   - Rinse the walls, door, and chrome with water.
5. Clean bench area and hooks outside of showers with cleaner.
6. Remove hair from drains daily with a paper towel and deposit it in the trash can—not in the toilet.
7. Make sure to empty the water out of the hose before putting it away.
8. If puddles occur outside of the shower area during your cleaning, make sure to mop them up.
9. Notify the Center Desk if any lights are out.

Deep Clean Chores: WEAR APPROVED UTILITY GLOVES, SHOES, & GOGGLES
1. Deep clean days are on a rotating schedule every six days. Please consult the schedule to see when it is your day to deep clean the shower, and follow the procedure listed below.
2. Dust the vents over the showers with a paper towel.
3. Remove any items that have been left behind by others from the area.
4. 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.
5. For the deep clean chores, clean the showers with the red shower cleaner.
   - 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! No mildew or tile buildup occurs when showers are deep cleaned properly.
   - Use the grout brush to clean the grout between the blocks while spray is still on the walls.
   - Clean all stainless steel and/or chrome. Make sure to scrub with a green scratch pad.
   - Rinse the walls, door, and chrome with water.
6. Clean bench area and hooks outside of showers with shower cleaner.
7. Remove hair from drains daily with a paper towel and deposit it in the trash can—not in the toilet.
8. Make sure to empty the water out of the hose before putting it away.
9. If puddles occur outside of the shower area during your cleaning, make sure to mop them up.
10. Notify the Center Desk if any lights are out.
BATHROOMS
WEAR APPROVED UTILITY GLOVES, SHOES, & GOGGLES

TOILETS:
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.
8. Mop the floor around toilets and in front of stalls with germicidal solution and water.
9. Notify a Floor Manager if any lights need changing.

SINKS:
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. Mop the entire bathroom —pay attention to area under the soap dispensers and the hallway in front of the showers.
12. Notify a Floor Manager if any lights need changing.
13. Empty and clean trash can, replace liner, clean spills on walls by trash can, and take trash to Ashton dumpster. TRASH MUST STILL BE TAKEN OUT A MINIMUM OF ONCE A DAY OR MORE, IF NEEDED.

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. Use germicidal spray and rag on tables before you use furniture polish.
2. Dust and polish the furniture. Use furniture polish for wooden surfaces and glass cleaner for plastic surface.
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).

LAUNDRY ROOM AND KITCHEN AREAS
TO BE DONE EVERY OTHER DAY (rotated with stairwells)
1. Sweep floor including between and behind washers and dryers, (DO NOT MOVE WASHERS/DRYERS) and sweep up lint from hallway.
2. Empty and clean trash can, replace liner, clean spills on walls by trash can, and take trash to Ashton dumpster.
3. Dust furniture and vending machines.
4. Place any clothing that has been left behind neatly on the table.
5. Clean tops of washers and dryers with germicidal.
6. Clean detergent and soap off rims inside washer.
7. Dust inside of dryer doors.
8. Clean lint traps.
9. Dust and clean ALL surfaces of the stove, microwaves, refrigerator, walls, etc. with germicidal. The inside of the refrigerator should be wiped out daily with germicidal and a yellow sponge. The refrigerator should be cleaned thoroughly when indicated by your Floor Manager. Please make sure to wear gloves.
10. Clean sink with germicidal. (NOTE: Dishes left in sink by other students are not your responsibility.)
11. Mop kitchen and laundry room floor.
12. Notify Floor Manager if light bulbs need to be replaced.

COMPUTER ROOM
1. In the Computer Room (Room 100), sweep and vacuum area.
2. Empty and clean trash can, replace liner, and take trash to Ashton dumpster.
3. Empty the recycling bin.
4. Dust the tables, computers, printers, and chairs.

TRASH ROOM / RECYCLING
1. Carry trash bags to dumpster by Ashton and replace liners in trashcan. There should be a blue trash bag and a gray liner in each trash can and make sure to properly knot them around the top of the trash can.
2. Empty recycling containers and replace with blue trash bags. Put items in recycling bins outside.
3. Sweep and mop trash room floor—use germicidal cleaner to mop with.
4. Wash down walls with germicidal cleaner.
5. Remember that room trash must be taken to the dumpster by its owner. DO NOT PLACE ROOM TRASH IN COMMUNAL TRASH ROOM.

Recycling Locations
- Cardboard Closest location is Union Street Center by their loading dock.
- Comingle Deposit comingle (glass, cans, and plastics 1-7) in appropriately container on Sunrise Drive.
- Paper Deposit in appropriately marked container located on Sunrise Drive or in center desk area.
- Pizza Boxes Deposit in trash can, non-recyclable. Please dispose of your own pizza boxes in the dumpster.

**Floor Manager Information**

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.

**Appointment of Floor Managers**

- Applications will become available via the Residence Scholars advisor in prior to Spring Break for the next school year’s selection or sooner if a vacancy occurs. Applicants must have lived in Residence Scholars for at least one year.
- After returning the completed application, each applicant may be interviewed by the Residence Scholars Advisor and/or Residence Manager.
- At the conclusion of the interviews, the Residence Manager and Residence Scholars Advisor will select and appoint Floor Managers for each floor of the building.
- 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 Johnston Residence Scholars Floor Manager position requires 7-10 hours/week time commitment. The following is a detailed list of the expectations and responsibilities of the Floor Manager position.

**Training**

- Organize and hold a training meeting with all floor members as soon as possible after the semester has begun. Plan an agenda focusing on the job schedule, descriptions, and procedures. This should be a formal meeting to ensure that residents understand the seriousness of your position and the importance of completing jobs.
- Discuss with your residents regarding your expectations, especially regarding the thorough completion of chores.
- Provided feedback from the Residence Scholars Advisor, train residents throughout the year as to their responsibilities and cleaning procedures. Ensure that new residents receive and are familiar with the handbook.

**Biohazard Training**

- Attend and ensure each of your residents has completed biohazard training.

**Agreement Forms**

- Ensure the collection of signed Residence Scholar Responsibility and Agreement and Safety Information and Procedures forms from each resident.

**Job Scheduling**

- 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. Send an electronic copy of the schedules to the Residence Scholar Advisor as soon as possible.
- Prepare and post job duty schedules as soon as they are prepared, but final schedules must be in place by the midnight on the Sunday before chores begin.
- Post job descriptions next to schedules. Cover these with contact paper, which can be obtained by your RA or from the Center Desk.
Daily Floor Walkthroughs
- Inspect respective floor areas, restrooms, and rotating public area duties assigned to the floor on a daily basis, marking the time of the inspection on the posted duty schedule.
- Written comments, if any, to the residents should be made immediately.
- Note and report any maintenance needs to the Center Desk via ashtofix@indiana.edu. If plumbing equipment (e.g. sink, toilet, urinal, or water fountain) is out of order, place an “Out of Order” sign on the affected equipment and place a trash bag over to prevent use.

Maintenance Concerns
- Report damages and maintenance concerns in the building to the Center Desk via ashtofix@indiana.edu. If it is any emergency fix (unclog-able toilet, leaking water, etc.), call the Center Desk to ask for emergency maintenance. Look for light bulbs and EXIT signs that have been burnt out and report them to the center desk.

Documentation
- Report a resident’s failure to perform his/her assigned jobs within 48 hours.
- The Floor Manager must follow procedures and warning protocol outlined in this manual or risk being document by the Residence Scholar Advisor. It is important that Floor Managers are consistent with documentation to ensure less hassle for everyone.
- Keep track of the resident’s documentations on a tracking sheet provided by the Residence Scholars Advisor.

Supply Inventory
- Inventory supplies and report needed supplies to the EO Supervisor, Curt Fender (cfender@indiana.edu) and copy the Residence Scholars Advisor. Supplies can take up to approximately two weeks to be delivered.
- Work with the EO Supervisor to clean mop heads on a monthly basis.
- Orders should be placed each Monday by 12PM.

Floor Supply Closets
- Clean and arrange the supply closets and the slop sink areas on each floor in an orderly fashion on a weekly basis. Please note that spray bottles with germicidal or glass cleaner need to be filled in the slop sink. Make sure all bottles are properly labeled.

Communication
- Maintain communication with your RA, fellow Floor Managers, Residence Manager, and the Residence Scholars Advisor. The Advisor is your primary contact.

Meetings with Advisor
- Meet biweekly, or more if needed, with fellow Floor Managers and the Residence Scholars Advisor. Meeting times will be established at the beginning of each semester.

Meetings with Residents
- Co-schedule and facilitate mandatory monthly meetings with your RA for residents to discuss Residence Scholars related topics. If possible, come up with the meeting times and dates at the beginning of the year and give them to residents so they can plan ahead.

Finals Week
- 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.).

Johnston Leadership Council
- Each Floor Manager will serve as an active member of the Johnston Residence Scholar Leadership Council. Floor Managers are expected to attend every meeting. Meeting
times will be established at the beginning of each semester.

- Share in the leadership of creating residential programs and experiences of the Residence Scholars Community with the purpose of involving residents in the community.
- Report and provide feedback to the Leadership Council to help improve the community.

Other Duties as Assigned

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 Residence Scholars Advisor.
2. A floor, floor member, or RPS 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 Residence Scholars 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 Residence Scholars Advisor will make this decision.

Ordering Supplies
Each Floor Manager will be given the responsibility of ordering the supplies of their designated unit. Before ordering supplies, floor managers should check all supply closets on each floor to replenish their floor supply and to ensure that ordering new supplies is needed. Submit orders via email to Curt Fender, Ashton EO Supervisor (cfender@indiana.edu), and copy the Residence Scholars Advisor (eborra@indiana.edu), via e-mail.

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:
   a. Find a replacement to complete the chore
   b. Inform the Floor Manager who the replacement is via email
   c. If the replacement fails to complete the chore, as long as the email was sent to the floor manager, the replacement who was scheduled to complete the chore will be documented.
3. Detailed in this manual, you will find when the Ashton Environmental Operations staff will be cleaning the building, it’s typically the beginning and end of semesters.
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.

Documenting Residents
Floor Managers will develop a sheet at the beginning of the year to track residents who fail to complete their chores properly. This is only for records purposes and should not be posted on the
floor. When a resident does not complete a chore, you will write their name and under the warning level, record the date which they did not complete their chore.

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, Residence Scholars Advisor, Custodial Supervisor, or Residence Manager.
3. Forgetting to notify your floor manager or emailing at a time before completely finishing a chore.
4. Failure to meet any of the requirements outlined in this handbook (i.e. not wearing shoes while using chemicals, failure to wear gloves when specified, etc.)

Residents should report the substitution to the Floor Manager at least 24 hours before the scheduled job time. If both parties do not inform the Floor Manager of the switch and the job is not completed, the original resident scheduled for the chore will be documented.

1st time – Within 48 hours

- E-mail the resident (cc: the floor RA; Residence Scholars Advisor) (see example)
- Note the resident on the log

All other times - Within 48 hours

- Email the resident describing what happened (cc: the floor RA; Residence Scholars Advisor)
- Meet with Floor Manager and the Residence Scholars Advisor, and RM if needed.
- Note this in the log

NOTE: If residents disregard cleaning obligations, he/she will be removed from Res Scholars and be reassigned to traditional housing at a higher rate.
Enforcement of Cleaning Duties – The Four Level System

Level One (Email from Floor Manager)
Upon a resident’s initial failure to perform their assigned duties or failure to send an email stating a chore was completed, he/she will receive an e-mail within 48 hours from the Floor Manager (cc: the floor RA, the Residence Scholars Advisor) stating that the chore was not completed or completed fully (see example included). The Floor Manager will also notate on their log that the resident has received a warning.

Level Two (Email from Floor Manager and Advisor)
The second time a resident does not complete their assigned duty, a formal documentation will be made within 48 hours. The Floor Manager will send an email to the resident, the floor RA, and the Residence Scholars Advisor detailing the missed chore. The Floor Manager will notate on their log that the resident has been documented for level two. Within 72 hours, the resident will receive an email from the Residence Scholars advisor (cc: the Floor Manager, Floor RA, and Residence Manager).

Level Three (Emails and Meeting)
The third time a resident fails to perform his/her assigned duties, a formal documentation will be made within 48 hours. The Floor Manager will email the resident, the floor RA, and the Residence Scholars Advisor detailing the missed chore. The Floor Manager will notate on their log that the resident has been documented for level three. The Residence Scholars Advisor will issue a letter (see example included) stating a date, time, and location that he/she will be required to meet with both the Residence Manager and the Residence Scholars Advisor (and if available, the Floor Manager) 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 Residence Scholars Program.

Level Four (Emails and Reassignment Meeting)
The fourth time a resident fails to perform his/her assigned duties, a formal documentation will be made within 48 hours via email that the resident has been documented for level four. The Residence Scholars Advisor will issue a letter (see example on pg. 24) stating a date, time, and location that he/she will be required to meet with both the Residence Manager and Residence Scholars 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 or reset at the end of the first semester.

Reprieve
At the discretion of the Floor Manager and the Residence Scholars Advisor, those residents who are on the first or second warning level during the semester may be given the opportunity to remove themselves from Level One or Level Two by performing extra assigned duties or work. Reprieves will be coordinated by the Residence Scholars Advisor and Floor Managers, and will occur on a date to be determined by the Residence Scholars Advisor. Residents are allowed only one level of reprieve- sufficient reprieves are left to the discretion of the Floor Manager and the Residence Scholars Advisor.

Appeal
There is no appeal process in the Residence Scholars Community. All students must bring up any concerns he/she has at every warning level within 48 hours of the original email sent to the Residence Scholars Advisor or Residence Manager. Once the student is reassigned based on violation of their contract for Res Scholars, they must move to their new assignment. If a resident receives a fourth level warning and is reassigned to another center, the move must be completed within the guidelines given.
Samples of Documentations

Sample Notification “Level One” E-mail from Floor Manager to Student
To: (name)
Cc: (Floor RA); (Residence Scholars Advisor)
Subject: Chores

Dear (name):
On (date) you failed to (description of assigned duty not performed). This notification serves as a level one warning. Please note that if you acquire three more warnings you will be removed from the Johnston Residence Scholars community. If you desire further explanation please refer to the Residence Scholars Handbook and/or come discuss this with me when you have a chance.

Sincerely,
(Floor Manager name)

Sample “Level Two” Letter from Residence Scholars Advisor to Student
Dear (name):
We have recently been informed by (name) that on (date) you failed to (description of assigned duty not performed). As you are aware, you are able to live in the Residence Scholars unit at a reduced housing rate, provided you perform your assigned cleaning duties. Your failure to adequately perform these assigned duties is considered a breach of your Housing Contract. In response to your failure to fulfill your responsibilities, we are placing you on Level Two Warning. Should you continue to disregard your cleaning obligations, you may be removed from the Residence Scholar Program and be reassigned to traditional housing at a higher rate.
If you have questions or concerns regarding this situation, please contact us at 855-1415 before (date). If we do not hear from you, we will assume that you accept responsibility for your failure to perform your assigned duties.
Please note there is no appeal process in the Res Scholars Community, any concerns or issues must be brought to the attention to the Res Scholars Advisor or Residence Manager within 48 hours of this notice.
Sincerely,
Residence Manager
Residence Scholars Advisor
Ashton Center
Ashton Center

Sample “Level Three” Letter from Residence Scholars Advisor to Student
Dear (name):
We were recently informed by (name) that on (date) you failed to (description of assigned duty not performed). As you have previously failed to perform your duties and been placed on Level Two Warning, we have serious concerns regarding your behavior and continued residence in the Residence Scholars unit. Therefore, we are requesting that you meet with us on (date) at (time) to discuss the implications of your failure to accept and perform your contracted responsibilities. This meeting will be in (location).
If you are unable to meet with us at this time, please contact the Center Desk at 855-1415 before (date) to reschedule the meeting. If we do not here from you or you fail to attend this meeting, you should understand that you are now at a Level Three Warning. Any future failure to adequately perform your assigned cleaning responsibilities will result in your automatic reassignment to another hall at a higher cost. Please note there is no appeal process in the Res Scholars Community, any concerns or issues must be brought to the attention to the Res Scholars Advisor or Residence Manager within 48 hours of this notice.
Sincerely,
Residence Manager
Residence Scholars Advisor
Ashton Center
Ashton Center
Sample Letter of Reassignment

Dear (name):
We have recently been informed by (name) that on (date) you failed to perform your assigned duties. Specifically, you did not (description of assigned duty not performed).

It is our judgment that this reported behavior is a gross violation of the special terms of your Housing Contract. Therefore, you are to meet with us on (date) at (time) at (location) to discuss this matter, receive your new housing contract and establish a time for your moving from the Residence Scholar unit.

If you cannot meet with us at the specified time, please contact the Center Desk at 855-1415 to reschedule the appointment to meet with us. If you choose not to attend this meeting, your room assignment will be changed without your input, and you will be required to move immediately. Please note there is no appeal process in the Res Scholars Community, any concerns or issues must be brought to the attention to the Res Scholars Advisor or Residence Manager within 48 hours of this notice.

Sincerely,
Residence Manager Residence Scholars Advisor
Ashton Center Ashton Center
Student Copy

Residence Scholars Responsibility and Agreement Form

I have read the Ashton Residence Scholar Handbook, 2013-14, have gone through Biohazard and proper cleaning training, and have agreed to perform custodial jobs as assigned by the Floor Manager. I realize that my satisfactory work in the unit as well as maintaining a 3.0 GPA are conditions of my living in the Res Scholars Unit.

Johnston Hall, Room # ________ Resident’s Name (print) ____________________

Resident’s Signature _______________________________ Date ___________

The signed agreement must be returned to your Floor Manager no later than September 9, 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 Residence Scholar unit.

_________________________________________________________
Floor Manager Copy (to be kept on file all academic year)

Residence Scholars Responsibility and Agreement Form

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Johnston Hall, Room # ________  Resident’s Name (print) __________________

Resident’s Signature _______________________________  Date ___________

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______________________________________________________________________________
FALL 2015 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 amounts 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 Wright 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 remove all trash from the floor and place it in the outside dumpster in a safe manner.

Date_____________________.