Wright Cooperative (CO-OP) Handbook
2017-2018

Wright Residence Center
Division of Residential Programs and Services
Indiana University
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### Contact Information

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Preface

The Wright Cooperative (CO-OP) Program provides an alternative housing unit for students who are offered a reduced room rate in return for performing routine cleaning duties. The Residence Manager (RM), Assistant Residence Manager (ARM), the Wright CO-OP Advisor and the House Manager are committed to maintaining the integrity of the program and work together to see that all aspects of the program run smoothly.

The Wright CO-OP Advisor is primarily responsible for coordinating the custodial work of the program. The Wright CO-OP Advisor is responsible for inspecting the units on a regular basis each week and maintaining the physical needs of the building. All obvious maintenance requirements either in a resident's room or in the public areas of the building should be reported to the Center Desk.

The RM/ARM, CO-OP Advisor, and Residence Assistants are also responsible for seeing that the residents of the house are provided a living environment that is conducive to good study habits, strong community development, and overall student satisfaction.

The RM/ARM and CO-OP Advisor will work together to:
1. Select and train the House Manager
2. Meet regularly with the House 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 Wright 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. Residents should keep this in mind when making class schedules and planning outside activities.
Responsibilities of the Resident

1. To attend biohazard training and House Manager training before completing chores. Group biohazard training will be conducted at the beginning of the year. If you are not able to attend or move in after these sessions have occurred, please contact the Residence Manager to schedule for biohazard training. The House Manager will also conduct group training at the beginning of the year. Again if you are unable to attend or are a mid-semester move in, please contact your House Manager and arrange to meet with them one-on-one.

2. To perform the assigned duties by 9pm each day they are assigned, including vacuuming which must be done between the hours of 9am-9pm.

3. To complete chores in a thorough manner. It is at the discretion of the House Manager to decide if a chore has been completed thoroughly. Please talk to your House Manager about their expectations, as not completing a chore thoroughly can result in documentation.

4. To secure a substitute if unable to do an assigned job. Report the substitution to the House Manager at least 24 hours before the scheduled job time (their e-mail addresses are listed in the front of this booklet). If the House Manager is not informed of the switch by both parties and the substitute fails to do the job, both parties involved will be documented.

5. 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.

6. To rinse and hang all mops, sponges, and rags used; to empty buckets; and to put away cleaning products.

7. To report to the House Manager any damages in the vicinity of the resident’s rooms. If the damage causes an immediate problem and the House Manager or RA cannot be contacted, the resident should report the problems directly to the Center Desk by calling 855-6558.

8. To know his/her duties, including general clean-ups. The House Manager will post the cleaning schedule before the beginning of each week on the B-board on each floor (see Scheduling section). Schedules are typically posted on the wall as you enter the bathroom on your floor. Check with your House Manager for the specific location.

9. To fulfill assigned duties as specified in this manual and in accordance with the housing contract.

10. ROOM TRASH MUST BE TAKEN TO THE TRASH CANS ON THE FLOOR.

11. Jobs must be completed whenever assigned, including before and after spring break, etc. We have allowed for Wright’s Environmental Operations staff to complete cleaning during the following times for your convenience.
   - First two weeks in the fall semester to allow for residents to get moved in and trained.
   - Fall finals week to allow residents to concentrate on their first semester finals.
   - First two weeks in the spring semester to allow residents to get settled in after break and allow new students to complete training.
   - Spring finals week to allow residents to concentrate on their final exams and move out.

12. To attend mandatory monthly meetings run by both the RA and House Manager to discuss Co-Op related topics. These meetings will take place on Sunday’s and students will be given the meeting times at least one week ahead of time.
**Cleaning Supplies**

This is a general list of the supplies that Wright Campbell House residents will use to complete their chores. If you have a question about any of these items, please ask your House Manager. House 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 or the Center Desk know immediately.

- Brooms
- Dust Pans
- Vacuum Cleaner
- Doodlebug Scrubbers
- Dust mops *(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.)*
- Mops *(16 oz.)*
- Toilet mops
- ScotchBrite pads *(green scratch pads)*
- Sponges with white scratch pad
- Dust rags
- Toilet Tissue
- Room trashcan liners
- Gray trash bag liners
- Black trashcan liners
- Rubber gloves *(latex and non-latex)*
- Face masks
- Goggles
- Paper Towels
- Wet floor signs
- Hose
- Foam guns
- Grout brush
- Germicidal Cleaner *(Forward DC or Stride Neutral Cleaner)*
- General Purpose Cleaner *(Stride Neutral Cleaner)*
- Glass Cleaner *(Glance)*
- Furniture Polish *(Shine Up)*
- CDC-10 Shower Cleaner
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.

Safety

1. Wash your hands after you complete each task.
2. Wear goggles.
3. Wear gloves—latex and non-latex gloves are available via your House 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 812-855-6558 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. Also, there is an informational booklet (MSDS) that you can obtain from your floor manager upon request.

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 IN THE MOP ROOMS—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 Floor Area 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 except when noted otherwise (*).

HALLWAY:
1. Pick up debris and vacuum carpet. **If the vacuum cleaner is broken**, notify the House Manager. The House Manager will fill out a work order at the Center Desk. Take the vacuum to the Center Desk and they will provide you with a replacement one until the original one is fixed. Dust fireboxes, heating units, vents, and windowsills.
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 (*every other day).
5. Clean spots and drips on the wall with germicidal spray (*once a week).
6. Clean up slop sink area, arrange supplies, sweep and mop the area.

STAIRWELLS (inside): TO BE DONE EVERY OTHER DAY
1. Dust and sweep the Campbell stairwell from top landing to base of stairs on the 3rd floor. Remember to clean the landings as well.
2. Dust and sweep entrance area, windowsills, handrails, railings, and landings.
3. Display wet floor signs.
4. Spot clean walls with germicidal spray.
5. Clean handrails with germicidal spray.
6. 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 (*once a week).
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. Once per week clean the showers with the blue CDC shower cleaner. 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 top and work your way down 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.
13. Notify the House Manager or Center Desk if any lights need changing.
**BATHROOMS (including both toilets and sinks):** 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 (*once a week).
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 the Floor Manager or Center Desk 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 (*once a week).
11. Mop the entire bathroom—pay attention to area under the soap dispensers and the hallway in front of the showers.
12. Notify the Floor Manager or Center Desk if any lights need changing.
13. 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. TRASH MUST STILL BE TAKEN OUT ON SKIP DAYS.

**PLEASE NOTE:**
Bathroom floors are to be mopped with germicidal cleaner. You can use Stride or Forward DC.

**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 (*every other day).
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.
Description of Public Area Duties

All duties are to be performed daily except when noted otherwise (*).

**TRASH / RECYCLING:**
1. Carry trash bags to dumpster by Teter and replace liners in trashcan. There should be a black 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.
3. Wash down walls with germicidal cleaner.

**Recycling bins are located in the following areas:**
1. Lounges
2. Across Campbell street on Teter side
House Manager
The House Manager coordinates the cleaning activities on the floor. The House Manager is exempt from actual cleaning duties due to time demands of scheduling and inspecting. The House Manager must also attend mandatory monthly meetings.

Appointment of House Manager
1. Wright CO-OP residents interested in becoming a House Manager should apply at the Wright Center Desk. Applications should be available in April for selection for the next school year unless an unexpected vacancy occurs. Applicants must have lived in the Wright CO-OP for at least one year.
2. After returning the completed application to the Center Desk, each applicant may be interviewed by the RM/ARM or Wright CO-OP Advisor.
3. At the conclusion of the interviews, the RM/ARM and Wright CO-OP Advisor will select and appoint the House Manager for the house.
4. In case of the resignation or removal of a House Manager, the above process will be repeated for the house concerned.

Responsibilities of the House Manager
The appointed House Manager is expected to:
1. Organize and hold a meeting with all floor members as soon as possible after the semester has begun. You can hold your training at the same time. Plan an agenda focusing on the job schedule, job descriptions, and how to carry out the jobs. This should be a formal meeting to ensure that residents understand the seriousness of your position and of completing chores.
2. Make sure each of your residents has had biohazard training and training by you or another House Manager.
3. Assist your Resident Assistant in collecting signed Wright CO-OP Responsibility and Agreement Form and CO-OP Safety Information and Procedures (see pgs. 14 and 15) from each resident.
4. 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.
5. Prepare and post duty rosters as soon as they are prepared, but final rosters must be in place by midnight on the Sunday before chores begin.
6. Post job descriptions next to chore charts. Cover these with contact paper which can be obtained by your RA or from the Center Desk.
7. Inspect respective floor areas, restroom and rotating public area duties assigned to floor daily, marking the time of inspection on the posted duty schedule. Written comments, if any, to the workers should be made immediately. 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 House 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 Wright 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 and the Wright CO-OP Advisor. The Wright Co-op advisor is your primary contact.
12. Inventory supplies and report needed supplies to the House Manager. The House Manager should e-mail their orders to John Groomer (jgroomer@indiana.edu). Orders should be placed each Thursday by 12:00 noon 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.
13. Train residents, with the guidance of Environmental Operations, throughout the year as to their responsibilities and cleaning procedures. Ensure that the new residents receive and are familiar with the CO-OP Manual. Copies are available through the CO-OP Advisor.
14. Report damages and maintenance concerns in the building to the Center Desk.
15. 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.

16. Know how to change and assist residents in changing ALL light bulbs and tubes. This includes EXIT signs.

17. **Facilitate mandatory monthly meetings with the Co-Op residents along with the RA to discuss Campbell related topics.** If at all possible, come up with the meeting times and dates and give residents at the beginning of the years so they can plan ahead.

18. **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 House Manager**

1. Failure to perform the duties outlined in this handbook will result in the dismissal of a House Manager by the RM/ARM and the Wright CO-OP Advisor.

2. A floor, floor member, or Residential Programs and Services staff experiencing difficulties with a House Manager may file an official complaint in writing with the RM/ARM. Upon receiving such a complaint, the RM/ARM will convene a meeting with the House Manager and the Wright CO-OP Advisor to review the complaint. If it is determined that the House Manager has not fulfilled the obligations of the position, the first occasion will result in a formal written warning.

3. House Managers will be given a maximum of one formal warning. After a formal warning, if the House Manager does not fulfill the obligations, he or she will be dismissed, and return to regular cleaning duties. The RM/ARM and the Wright CO-OP Advisor will make this decision.

**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 House 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 House Manager. Residents are responsible to check their duties at the beginning of the week. While it’s the goal of the House 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. House Managers are to post final chore rotations by midnight on Sunday for the upcoming week.

**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.

**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 their 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 House Manager, RA, CO-OP Advisor, Custodial Supervisor, or RM/ARM.
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 House Manager at least 24 hours before the scheduled job time. If the House 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 within 24 hours of the chore (or other reason) not happening:

- E-mail the resident (cc: the floor RA; CO-OP Advisor, RM/ARM) with the appropriate letter (given to the House Manager)
- Make the appropriate notations on the Co-Op spreadsheet (for House Manager, floor RA, Co-Op Advisor, and RM/ARM 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 48 hours from the House Manager (cc: the floor RA, the Wright CO-OP Advisor, Wright RM/ARM) stating that the specific problem. The House Manager will also place a copy of the e-mail under the resident’s door and 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 House Manager (cc: the floor RA, the Wright Co-Op Advisor, and the Wright RM/ARM) stating the specific problem. The House Manager will also place a copy of the e-mail under the resident’s door and note on their spreadsheet that the resident has received their second warning. Within 72 hours the resident will receive an email from the Wright Co-Op Advisor (cc: the house Manager, Floor RA, RM/ARM.)

**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 house Manager (cc: the floor RA, the Wright Co-Op Advisor, and the Wright RM/ARM) stating the specific problem. The House Manager will also place a copy of the e-mail under the resident’s door and note on their spreadsheet that the resident has received their third warning. Within 72 hours the resident will receive an email from the Co-Op Advisor (cc: the house Manager, the Floor RA, RM/ARM.) stating a date, time, and location that the resident will be required to meet with both the RM/ARM, the Co-Op Advisor, and the House Manager 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 Wright 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 House Manager (cc: the floor RA, the Forest Co-Op Advisor, and the Wright RM/ARM) stating the specific problem. The House Manager will also place a copy of the e-mail under the resident’s door and note on their spreadsheet that the resident has received their third warning. Within 72 hours the resident will receive an email from the Co-Op Advisor (cc: the House Manager, the Floor RA, RM/ARM.) stating a date, time, and location that the resident will be required to meet
with both the RM/ARM, the Co-Op Advisor, and the House Manager 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 House 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. Residents who desire to exercise this option should notify their House 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 House Manager and the Wright CO-OP Advisor.
Responsibility and Agreement Form

I, ____________________________, have read the Wright CO-OP Handbook, 2015-2016, 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

____________________________________                          __________________________
Telephone 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 2015 WRIGHT 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 of 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 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_____________________.

________________________________.