

EVC Campus Operation Responsibilities

COLLEGE FACILITIES

Yesenia Ramirez
College Facilities Coordinator
Ext. 6405

Processes all internal and external facility requests for campus special events

Coordinates with other campus departments for all campus events

Maintains and oversees campus classroom-bookings and the campus event schedule

Coordinates selection and maintenance of classroom and office furniture with equipment vendors

Coordinates with Campus Police for all campus emergency operations, responses, and safety processes

CUSTODIAL

Custodial Supervisor
Ext. 6710

Clean and maintain restrooms, showers, locker rooms, offices, cafeteria, and related facilities

Shampoo and spot carpet; clean ceilings, air vents, and light fixtures

Interior Grounds Pest Control

Assemble, set up, and move furniture to include: desks, file cabinets, and chairs - heavy items include fireproof cabinets, weight room equipment, and computer equipment

Set-up and breakdown for internal and external events

Assist Grounds and Maintenance as required

GROUNDS

Tom Quade
Grounds Supervisor
Ext. 6722

Maintain the landscape, irrigation systems, tree trimming, ponds, and water features

Maintain athletic fields which includes preparation of the athletic fields for field marking

External Grounds Pest Control

Set up benches, chairs, barriers, and scoreboards for athletic events

Perform concrete work, black top repair, and fencing for the campus

Assist Custodial and Maintenance as required

MAINTENANCE (DISTRICT OFFICE)

Elaine Chapman
Operations Coordinator
Ext. 3706

DO Maintenance Department provides all facility-related repairs and ongoing services to the following areas:

- Electrical
- Heating Ventilation
- Air-Conditioning
- Painting
- Carpenter
- Locksmith
- Vehicle Mechanic
- Building Maintenance
- Elevator Repairs
- Plumbing
- Assist Custodial and Grounds as required