

2021 FALL SEMESTER OVERVIEW FOR UNIVERSITY BUILDINGS

July 23, 2021

As we work together toward the start of Duke's fall 2021 semester, Facilities Management remains dedicated to its mission of creating and maintaining Duke's tomorrow, today. In all building and facility operations, safety will continue to be paramount.

Outlined below is an updated overview of our plan for the fall 2021 semester. Developed in accordance with the most current [Duke Guidelines](#), our operations will be carried out by Duke Facilities Management in partnership with key stakeholders. As always, we appreciate your patience and collaboration.



ROUTINE CLEANING

Cleaning and disinfecting

- Maintain cleaning and disinfecting practices in accordance with CDC & Duke OESO
- Perform routine cleaning of shared spaces, university labs* and office spaces
- Disinfect areas if possible cases arise, per direction from OESO and Employee Health
- Maintain hand-sanitizer stations and restock breakrooms and classrooms with cleaning products

**Does not include SOM wet labs*



PREPARE THE BUILDINGS

Operational inspections and mechanical checks

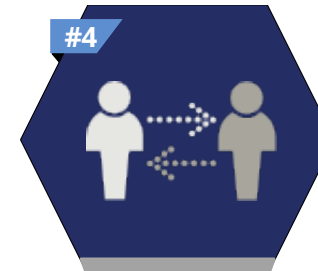
- Ready building mechanical, electrical, plumbing and monitoring systems
- Install CDC recommended MERV13 filters in buildings' HVAC systems where possible
- Increase Outside Air (OA) ventilation wherever building systems permit and outdoor air conditions allow
- Ready central utility plants for increased building demand



PREPARE THE GROUNDS

Maintain safe, clean and healthy landscape and grounds

- Inspect all campus areas - including around buildings and in parking lots - for litter and debris and remove accordingly
- Perform routine landscape maintenance



SUPPORT SPACE LAYOUTS

Assist customer / occupant space layouts

- Updated legal signs at the entrances to buildings remain in place until further notice
- Remove COVID-related distancing signs from building grounds, restrooms, elevators, water fountains, doors and walls
- Support emerging university signage and customer facility space usage, layout and signage as needed



OVERSIGHT OF CONTRACTORS AND VENDORS

Campus building and maintenance contractors

- Update all Facilities' contractors and vendors with Duke's current guidelines and communicate need for their continued compliance



CUSTOMER / OCCUPANT RESPONSIBILITIES

Customer / occupant actions

- Comply with Duke's most current COVID guidelines
- Remove building decals applied to floors and furniture as needed
- Report any building or grounds issues to Facilities' Customer Service

Facilities Management staff will abide by the protocols for healthy working conditions and behaviors in accordance with Duke's current guidelines as developed and directed by OESO.

This plan will be monitored, updated and shared as needed.

Duke Facilities Management

Cleaning Supplies: (919) 613 - 0720

Space Layout Support: (919) 660 - 1483

Other: [Request a Service](#) online or call (919) 684 - 2122