

# LONGWOOD UNIVERSITY

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June 22, 2018

## ADDENDUM 3 TO ALL OFFERORS:

Reference Request for Proposals (RFP): LU214-18-012  
Commodity: Custodial Services  
Dated: May 25, 2018  
For Delivery To: Longwood University  
Materiel Management  
Farmville, Virginia 23909

Optional Pre-Proposal Conference (OPPC): June 12, 2018 at 11:00 a.m. Local Time  
Written Pre-Proposal Questions Due: June 28, 2018 at 12:00 Noon Local Time  
Proposal Due Date: July 19, 2018 at 2:00 p.m. Local Time

This Addendum 3 is being issued to answer additional questions received from prospective offerors.

1. Can all the concerned 2,581,202 sq ft of campus Buildings drawings (scaled evacuation plans) be made available electronically for the purpose of evaluation, staffing & routing of contract services?

**RESPONSE:** Because of security concerns, we cannot provide campus building drawings.

2. Can the building sites be further verified in breaking out flooring surfaces: VCT, Terrazzo, concrete, sheet flooring & carpets, etc.?

**RESPONSE:** See Attachment 1 to this Addendum 3.

3. Can you give the current in-house custodial staffing & number of employees associated with all proposed contracted building areas?

**RESPONSE:** This question was answered in Addendum 2.

4. Is there a wage determiner for current Longwood University custodial staff & what is a beginning wage and a "top-out" wage?

**RESPONSE:** The University does not dictate the wages paid by the contractor, except that they meet Federal minimum pay guidelines.

5. Confirm that Longwood University or Contractor will provide all consumable restroom paper products & hand soaps?

**RESPONSE:** The Contractor supplies all consumable restroom paper, hand soaps, hand sanitizers, and paper towels.

6. If Contractor supplies consumables please give monthly or annual quantities of products?

**RESPONSE:** This question was answered in Addendum 2.

*Office of the Director of Materiel Management,  
Central Stores, and Property Control*



7. Confirm that Contractor or Longwood University will provide all chemicals, material supplies & hand sanitizers?

**RESPONSE:** The Contractor will provide all chemicals, material supplies & hand sanitizers.

8. Can Longwood University give count of sanitizer dispensers & amount of product used monthly?

**RESPONSE:** The count of hand sanitizers is 75. Product usage was provided in Addendum 2.

9. Please explain the expectation for contractor uniforms (shirts, pants, hats, smocks, etc.) & ID badges (require employee photo)?

**RESPONSE:** Reference paragraph G. on page 17 of the RFP.

10. Would additional site storage of bulk materials, supplies & equipment be provided or is the expectation for the contractor to provide mobile storage on site?

**RESPONSE:** The Contractor will be assigned a building (Meeks Building) on campus that will be used as their "home base" of operations. The Contractor may choose to use a portion of this building for additional storage.

11. Will Longwood University provide office space for the proposed Contract Dedicated Manager & admin?

**RESPONSE:** Reference response to question 10 above.

12. Will Longwood University provide computer & Printer access for the Contract Management staff?

**RESPONSE:** The University will provide access to the campus IT system; the Contractor provides computers and printers.

13. How many students & faculty is current at Longwood University?

**RESPONSE:** As of the past academic year, Longwood University had approximately 5,000 students and approximately 600 faculty and staff members.

14. Will Longwood University provide any transportation for the contractor i.e. vehicles, carts. UTV's?

**RESPONSE:** No.

15. Can you provide the Longwood University observed Holidays & other dates that contract services will be suspended or not provided?

**RESPONSE:** The University holiday calendar can be found on the Human Resources website at <http://solomon.longwood.edu/offices--departments/human-resources/>. The calendar is periodically updated, so Contractor should check it frequently for changes.

16. When (times & days of week) can the major project floor work occur on campus?

**RESPONSE:** It depends on the building and the type of building.

17. Confirm that Longwood University requirement is to provide Level #2 of the APPA Custodial Service Standards?

**RESPONSE:** Reference paragraph C. on page 6 of the RFP.

18. Confirm that all "Extra" or "Catastrophic" Service is considered separate from the daily housekeeping program contract & will be additionally invoiced?

**RESPONSE:** Depends on the type of service, and can be mutually agreed to in contract negotiations.

19. Can Longwood University give the current annual budget or in-house Housekeeping program cost?

**RESPONSE:** As of May 1, 2018, \$1,625,004.11 annually.

20. Confirm 2/yr window cleaning for interior & exterior windows & can Longwood University provide the annual cost and/or budget for campus exterior & interior window cleaning?

**RESPONSE:** Confirming 2 window cleanings per year. Annual cost and the vendor to use are the Contractor's choice.

21. Can you give the current window contractor information?

**RESPONSE:** The current Contractor uses Spotless Window Cleaning Service.

22. Can you provide a total window count of all contracted buildings?

**RESPONSE:** On the main campus there are an estimated ~1,174 windows on 1<sup>st</sup> floor or below and ~2,409 above 1<sup>st</sup> floor. The greenhouse in Chichester is an additional ~300 windows. Contractor (or the vendor or their choosing) shall be responsible for roof scaffolding, if necessary, for the high rise buildings.

23. Confirm the Longwood University dedicated Contract Project Manager requirement or expectations; i.e. dedicated Contract Manager, Supervisors & Administrative staff?

**RESPONSE:** The Contractor shall provide a project or account manager, an operations manager, shift supervisors, and a work order center administrative assistant; however, the Contractor shall decide staffing requirements.

24. What are the Longwood University contract payment terms? Will they accept net 30 from date of invoice?

**RESPONSE:** The Commonwealth of Virginia policy on prompt pay is 30 days from receipt of the invoice.

25. Confirm that there are not any requirements for contract Bid or Performance bonding?

**RESPONSE:** It is confirmed, there is no bonding requirements for this contract. There are insurance requirements set forth in the RFP under General Terms and Conditions T. **INSURANCE**.

26. What custodial equipment does Longwood University currently own?

**RESPONSE:** With the except of one Kiavac floor cleaner, which is in the Campus Health and Fitness Center and utilized for their floors, the University does not own any of the custodial equipment. The Contractor is responsible for providing the proper equipment to clean and maintain the University campus.

27. Site Communications: Does Longwood University own/provide radios and cell phones to the custodial staff currently? What is the Longwood University expectation for site communications equipment utilized by the proposed contract staff?

**RESPONSE:** The University provides communication radios, not to exceed four (4), to the Contractor. We do not provide cell phones to the Contractor.

28. Are background checks and drug screening required for contract staff? If so, what is the Longwood University expectation for background checks and drug screens?

**RESPONSE:** Reference paragraph D. on page 15 of the RFP.

29. Contract Security Requirements; Building Keys issued/electronic codes/ Times buildings available to contractor?

**RESPONSE:** Reference paragraphs H.1. through H.5. on pages 17 and 18 of the RFP. Campus Police normally unlocks those buildings that are not utilizing the Lanel ID Card Reader system.

30. What buildings/current custodial services areas cause you the most headaches or problems at this campus?

**RESPONSE:** It is difficult to answer this question, but that said, all APPA Level 1 areas are the major concern because of their importance on our campus.

31. Why is this current service being considered for outsourcing at this time (Budget/Finances, Poor In-House Service Quality, Labor/Staffing Issues, Other)?

**RESPONSE:** This question was answered in Addendum 2.

32. Describe the outsourcing evaluation & decision process, what process will be involved in making a final decision to outsource?

**RESPONSE:** The decision to outsource has already been made by the issuing of the RFP for Custodial Services. The University did a cost analysis of performing the service in house versus outsourcing and it was determined it was more cost efficient to outsource the service.

33. Mats: "They must be of sufficient size to allow 4-5 steps before stepping on the floor surface when entering the building; what is the total number & specific size of floor mats required for this contract?"

**RESPONSE:** This question was answered in Addendum 2.

34. If contractor furnishes new matting at start of contract, what is the replacement expectation as matting wears out or needs replacing?

**RESPONSE:** The Contractor manages the mat system on campus and decides when to clean and to replace.

35. What is the total number of shower stalls on campus & confirm that the contractor replaces the shower curtains once per year?

**RESPONSE:** This question was answered in Addendum 2.

36. Who is the current incumbent janitorial contracting company?

**RESPONSE:** This question was answered in Addendum 2.

37. Will the University provide parking areas for contractor carts, UTV's & vehicles?

**RESPONSE:** The University will work with the Contractor on equipment spaces and needs. The Contractor employees are expected to purchase a parking pass through the University Parking Services office and can park in any staff parking area with that University-issued parking pass.

38. Can you specifically explain the Pest Control requirements for this contract?

**RESPONSE:** This question was answered in Addendum 2.

39. Does the Contractor need to be licensed for Pest Control Services?

**RESPONSE:** Pest Control Services have been outsourced by the Contractor in the past. For minimal service (e.g., ants, roaches, etc.), we have not required the Contractor to be licensed. However, if the issue escalates, we expect the Contractor will call for service from a licensed pest control company of their choice.

40. Are the current pest control services subcontracted and can you provide the current subcontractors information?

**RESPONSE:** The present Contractor uses PermaTreat out of Charlottesville, VA. In the event there is a bed bug issue, the present Contractor uses Bug Busters located in Farmville, Virginia.

41. Is Longwood University's intent to award one overall janitorial contract to one capable firm or will multiple awards be considered?

**RESPONSE:** The intent is to award a contract to a single firm for custodial services.

42. "Athletic facilities will need weekend custodial service when events are being held; Athletic schedules will be provided." Please provide the Athletic schedules?

**RESPONSE:** The 2018-19 Athletics year does not begin until mid-August, so the schedule is not available at this time. The 2017-18 schedule is provided as Attachment 2 to this Addendum 3 for your planning purposes.

43. "The Contractor shall provide recycling collection, transportation and processing of paper, newspaper/magazines, cardboard, plastics #1-7, aluminum, and Universal Wastes to include batteries and light bulbs." Please describe how this is currently being done?

**RESPONSE:** The University created a recycling plan for the present Contractor, which is included as Attachment 3 to this Addendum 3. All recycling is taken to the University recycling center and broken down by type and bundled or bagged. The Contractor calls the University's Materiel Management Warehouse to arrange for pick up by the outside recycling vendors. Light bulbs and batteries are processed through the Office of Environmental Health and Occupational Safety (OEHS) in accordance with their procedures. Link to OEHS's Standard Operating Guideline #SG-7 for Fluorescent Lamp Recycling Program [http://solomon.longwood.edu/media/environmental-health-and-safety/solomon/Standard\\_Operating\\_Guideline\\_SG7.pdf](http://solomon.longwood.edu/media/environmental-health-and-safety/solomon/Standard_Operating_Guideline_SG7.pdf)

44. "Contractor shall provide plastic liners for the recycling receptacles that require them, sized appropriately for the receptacles. Contractor shall place additional recycling receptacles when requested." What size of liners & what current quantities are used monthly?

**RESPONSE:** The recycling receptacle liners are 40" x 48". The monthly quantities used is not available at this time.

45. "Filter maintenance shall be based on the academic and housing schedule to provide minimal interference with classes and student housing." What is the current schedule and approximately how many hours will be needed per filter cycle?

**RESPONSE:** The Office of Residential and Commuter Life controls the student residence halls, University Energy Management department and Electricians Shop control all other buildings. See Attachment 4 to this Addendum 3 for the Air Filter Change Out Schedule.

46. "Contractor shall provide on-demand services to support a wide variety of University requirements. These services shall be invoiced separately under the contract." Can you give a monthly average or annual volume of contractor devoted to this function and can you give the annual dollar volume of these requested services?

**RESPONSE:** These are not reportable by the current Contractor, so we would need to formally request this information from them. These services are infrequent.

47. "Buffing schedules need to meet the cleaning standards of APPA Level 1 for certain areas and APPA Level 2 for all other areas as noted in the RFP." Can you specifically list areas requiring Level 1 & 2?

**RESPONSE:** Reference paragraph C. on page 6 of the RFP.

48. How many outdoor / indoor events after hours occurred in the last year?

**RESPONSE:** The number of events will vary from year to year, but there are set annual events such as Commencement ceremonies (2 indoor/1 outdoor); 4 signature outdoor events (Oktoberfest, Spring Weekend, Family Weekend and Mega Reunion); the Longwood Center for Visual Arts Gala (indoor); and Athletics' scheduled home games, indoor and outdoor (see Attachment 2 for the 2017-18 Athletic Home Event Schedule).

49. The Dorrill Dining Hall as a whole is not covered under the Custodial Services contract; however, there is an area of approximately 1,500 square feet on the south end lower level of Dorrill Hall that houses the Campus Police offices that is the Contractor's responsibility to clean.

50. Reference Section IX, Pages 26-27, Paragraph 6, Line ii: What equipment will be available from the previous contractor?

**RESPONSE:** None.

51. Reference Section IX, Page 27, Paragraph 6, Line c: What would be an example of phase in/phase out operations?

**RESPONSE:** Snow removal costs or a lapse in service between the transition from old Contractor to new Contractor and subject to mutual discussion.

52. Reference Section IV, Page 6, Paragraph D, Line a: Would furniture set up be assembling new furniture?

**RESPONSE:** Yes, for residential housing; it may also be for adjusting furniture for residential housing.

53. Reference Section IV, Page 5, Paragraph A: Number of mats?

**RESPONSE:** This was provided in Addendum 2.

54. Reference Section IV, Pages 6-7, Paragraph D, Line 3: Will the tarping of the floor in Willett require a fork lift driver?

**RESPONSE:** No.

55. Reference Section IV, Page 9, Paragraph F: Is there record of frequency of mishap cleanings?

**RESPONSE:** No.

56. Reference Section IV, Page 10, Paragraph L: Is there record of frequency of filter changes?

**RESPONSE:** See response to question 45 above.

57. Reference Section IV, Pages 10-11, Paragraph M: Are you all satisfied with your present exterminator?

**RESPONSE:** The present exterminator is contracted by the current contractor. They have been very responsive.

58. Reference Section IV, Page 11, Paragraph N: To be clear as it is stated 2 ways in the RFP, both interior and exterior are to be cleaned by the contractor?

**RESPONSE:** Yes.

59. Reference Section IV, Page 12, Paragraph O, Line 5: What is the preferred toiletry package (i.e., what is in it) and do the beds need to be dressed with linens?

**RESPONSE:** Toiletry package should, at a minimum, include soap, garbage bag, shampoo, and a wash cloth). Yes for special events; otherwise, a linen pack is provided and the guest makes their own bed.

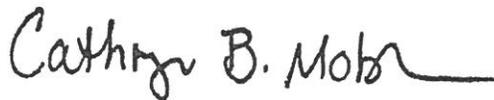
60. Reference Section IV, Page 10, Paragraph K: Is there a record of the frequency on relamping?

**RESPONSE:** No; the frequency is based on when bulbs burn out.

All other general terms, conditions, and specifications shall remain the same.

**Note:** A signed acknowledgement of this addendum **must** be submitted with your bid. Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed.

Very truly yours,



Cathryn B. Mobley, CPA, CUPO, VCCO, VCO  
Associate Vice President for Administration and Finance

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date





## Academic Building

			sqft	flooring
00G01	W06	PUBLIC COORIDOR	261	SV
00G02	210	CLASS LAB	915	SV
0G02A	215	CLASS LAB SERVICE	129	SV
0G02B	215	CLASS LAB SERVICE	152	SV
0G02C	215	CLASS LAB SERVICE	99	SV
0G01Z	Y04	MECH	290	concrete
00G03	W06	PUBLIC COORIDOR	170	SVT
00G04	W06	PUBLIC COORIDOR	218	SV
0G04A	215	LAB SERVICE	109	SV
00G05	W06	PUBLIC COORIDOR	130	SV
00G06	215	LAB SERVICE	191	SV
00G07	215	LAB SERVICE	104	SV
00G08	215	LAB SERVICE	97	SV
00G09	215	LAB SERVICE	106	SV
00G10	215	LAB SERVICE	123	SV
00G11	215	LAB SERVICE	109	SV
0G03A	X02	JANITOR CLOSET	35	concrete
0G03B	X03	RESTROOM	93	CT
G03X	W07	STAIR	196	RUBBER
00100	W05	LOBBY	1127	TZ
00101	110	CLASSROOM	2165	CARPET
00102	115	CLASS SERVICE	156	CARPET
00104	115	CLASS SERVICE	158	CARPET
00105	115	CLASS SERVICE	148	CARPET
00107	W06	PUBLIC COORIDOR	1030	SVT
00108	210	CLASS LAB	968	SVT
00109	110	CLASSROOM	617	CARPET
00110	210	class lab	706	SVT
00111	w06	PUBLIC COORIDOR	454	SVT
0111A	y04	MECH	8	concrete
00112	350	CONFERENCE ROOM	341	CARPET
00113	310	OFFICE	131	CARPET
00114	310	OFFICE	134	CARPET
00115	310	OFFICE	127	CARPET
00116	310	OFFICE	129	CARPET
00117	310	OFFICE	134	CARPET
00118	310	OFFICE	135	CARPET
00119	210	class lab	175	CARPET
00120	310	OFFICE	133	CARPET
00122	Y04	MECH	184	concrete
00123	Y04	MECH	184	concrete
0101A	115	CLASS SERVICE	23	VCT
0101B	115	CLASS SERVICE	33	VCT
0100X	W07	STAIR	259	TZ
0107A	WWW	VENDING	70	SVT
0108A	215	LAB SERVICE	103	VCT
0108B	215	LAB SERVICE	155	VCT
0107C	X03	RESTROOM	172	CT
0107B	X02	JANITOR CLOSET	24	CT
0107D	X03	RESTROOM	224	CT
0107X	W07	STAIR	255	RUBBER
0110A	215	LAB SERVICE	147	VCT
0110B	215	LAB SERVICE	131	SVT
00200	W06	PUBLIC COORIDOR	1623	SVT
00201	210	CLASS LAB	711	CARPET
00202	350	CONFERENCE ROOM	475	CARPET
00203	W06	PUBLIC COORIDOR	418	CARPET
0203A	310	OFFICE	98	CARPET
0203B	310	OFFICE	98	CARPET
0203C	310	OFFICE	134	CARPET
0203D	310	OFFICE	146	CARPET
0203E	310	OFFICE	146	CARPET
0203F	Y04	MECH	25	VCT
0200A	Y04	MECH	123	TILE
00204	215	LAB SERVICE	141	CARPET
0200X	W07	STAIR	260	TZ
00205	115	CLASS SERVICE	287	CARPET
00206	215	LAB SERVICE	140	CARPET
00207	115	CLASS SERVICE	148	CARPET
00208	110	CLASSROOM	1195	CARPET
00209	110	CLASSROOM	534	CARPET
00210	110	CLASSROOM	1175	CARPET
0200B	X02	JANITOR CLOSET	24	CT
0200C	X03	RESTROOM	171	CT
0200D	X03	RESTROOM	225	CT
0200Y	w07	STAIR	263	RUBBER
00211	W06	PUBLIC COORIDOR	521	SVT
00212	310	OFFICE	174	CARPET
00213	310	OFFICE	127	CARPET
00214	310	OFFICE	124	CARPET
00216	310	OFFICE	121	CARPET
00217	310	OFFICE	126	CARPET
00218	310	OFFICE	126	CARPET
00219	310	OFFICE	135	CARPET
00220	310	OFFICE	147	CARPET
00221	310	OFFICE	118	VCT
0200E	215	LAB SERVICE	133	CARPET
00215	310	OFFICE	124	CARPET
00300	W06	PUBLIC COORIDOR	1325	SVT
00301	215	LAB SERVICE	297	CARPET
00302	315	OFFICE SERVICE	735	VCT
00303	315	OFFICE SERVICE	144	SVT
00304	310	OFFICE	156	CARPET
00306	310	OFFICE	155	CARPET
0306A	310	OFFICE	179	CARPET
00308	110	CLASSROOM	951	CARPET
0308A	115	CLASS SERVICE	204	VCT
0300X	W07	STAIR	253	TZ
0300Y	W07	STAIR	141	RUBBER
00310	310	OFFICE	820	CARPET
0310A	315	OFFICE SERVICE	278	SVT
00312	310	OFFICE	158	CARPET
00311	310	OFFICE	209	CARPET
00313	W06	PUBLIC COORIDOR	508	SVT
00314	350	CONFERENCE ROOM	380	SVT
00315	310	OFFICE	124	CARPET
00316	310	OFFICE	124	CARPET
00317	310	OFFICE	121	CARPET
00318	310	OFFICE	127	CARPET
00319	310	OFFICE	125	CARPET
00320	310	OFFICE	125	CARPET
00321	310	OFFICE	162	CARPET
00322	315	OFFICE SERVICE	54	VCT
00324	Y04	MECH	410	VCT
0324A	Y04	MECH	158	VCT
0300B	X02	JANITOR CLOSET	25	CT
0300C	X03	RESTROOM	170	CT
0300D	X03	RESTROOM	225	CT
0300W	W02	ELEVATOR	67	SVT
0G03W	W02	ELEVATOR	67	SVT
0107W	W02	ELEVATOR	67	SVT
0200W	W02	ELEVATOR	67	SVT

## Res halls

room	use	name	sqft
0101A	W05	LOBBY	158
0101S	W06	public cooridor	86
00101	W06	public cooridor	364
00105	650	LOUNGE	470
0105A	630	KITCHEN	141
0101X	W07	STAIRS	173
0101V	W07	STAIRS	182
00102	Y04	MICH	487
0102A	Y04	MICH	50
0102D	Y04	MICH	91
0101K	X02	835 TRASH	52
0101J	X02	IC	55
00104	W06	public cooridor	301
0101V	W02	ELEVATOR	81
0101D	Y04	MICH	48
0101C	W06	public cooridor	92
00106	835	LAUNDRY	199
0101T	X03	RR	63
0101E	W06	public cooridor	253
00108	835	Sleep/Study Service	141
0108A	910	sleep/study	170
0108B	910	sleep/study	185
0108T	919	rr	57
00110	935	Sleep/Study Service	180
0110A	910	sleep/study	183
0110B	910	sleep/study	174
0110S	919	rr	28
0110T	919	rr	16
00109	935	Sleep/Study Service	139
0109S	919	rr	25
0109T	919	rr	17
0109A	910	sleep/study	178
0109B	910	sleep/study	186
00111	935	Sleep/Study Service	20
0111A	910	sleep/study	170
0111B	910	sleep/study	174
0111S	919	rr	23
0111T	919	rr	16
201	W06	public cooridor	535
201J	X02	janitor closet	60
201V	W02	ELEVATOR	87
201X	W07	STAIRS	179
201Y	W07	STAIRS	175
302	835	Sleep/Study Service	134
202A	910	sleep/study	174
202B	910	sleep/study	171
202S	919	rr	29
202T	919	RR	16
203	935	Sleep/Study Service	142
203A	910	sleep/study	176
203B	910	sleep/study	172
203S	919	RR	24
203T	919	RR	16
204	835	Sleep/Study Service	114
205	650	LOUNGE	321
206	835	Sleep/Study Service	150
206A	910	sleep/study	178
206B	910	sleep/study	178
206S	919	RR	24
206T	919	RR	19
207	835	Sleep/Study Service	138
207A	910	sleep/study	182
207B	910	sleep/study	177
207S	919	RR	26
207T	919	RR	13
208	835	Sleep/Study Service	124
208A	910	sleep/study	168
208B	910	sleep/study	178
208T	919	RR	61
209	935	Sleep/Study Service	122
209A	910	sleep/study	181
209B	910	sleep/study	176
209S	919	RR	26
209T	919	RR	17
210	835	Sleep/Study Service	136
210A	910	sleep/study	172
210B	910	sleep/study	172
210T	919	RR	16
210S	919	RR	28
211	835	Sleep/Study Service	133
211A	910	sleep/study	171
211B	910	sleep/study	172
211S	919	RR	26
211T	919	RR	16
301	W06	public cooridor	535
301J	X02	janitor closet	60
301V	W02	ELEVATOR	87
301X	W07	STAIRS	179
301Y	W07	STAIRS	175
302	835	Sleep/Study Service	134
302A	910	sleep/study	174
302B	910	sleep/study	171
302S	919	rr	29
302T	919	RR	16
303	835	Sleep/Study Service	132
303A	910	sleep/study	176
303B	910	sleep/study	172
303S	919	RR	24
303T	919	RR	16
304	835	Sleep/Study Service	114
305	650	LOUNGE	321
306	835	Sleep/Study Service	150
306A	910	sleep/study	178
306B	910	sleep/study	178
306S	919	RR	24
306T	919	RR	19
307	835	Sleep/Study Service	138
307A	910	sleep/study	182
307B	910	sleep/study	177
307S	919	RR	26
307T	919	RR	13
308	835	Sleep/Study Service	124
308A	910	sleep/study	168
308B	910	sleep/study	178
308T	919	RR	61
309	835	Sleep/Study Service	122
309A	910	sleep/study	181
309B	910	sleep/study	176
309S	919	RR	26
309T	919	RR	17
310	835	Sleep/Study Service	136
310A	910	sleep/study	172
310B	910	sleep/study	172
310T	919	RR	16
310S	919	RR	28
311	835	Sleep/Study Service	133
311A	910	sleep/study	171
311B	910	sleep/study	172
311S	919	RR	26
311T	919	RR	16
301	W06	public cooridor	535
401J	X02	janitor closet	60
401V	W02	ELEVATOR	87
401X	W07	STAIRS	179
401Y	W07	STAIRS	175
402	835	Sleep/Study Service	134
402A	910	sleep/study	174
402B	910	sleep/study	171
402S	919	rr	29
402T	919	RR	16
403	835	Sleep/Study Service	132
403A	910	sleep/study	176
403B	910	sleep/study	172
403S	919	RR	24
403T	919	RR	16
404	835	Sleep/Study Service	114
405	650	LOUNGE	321
406	835	Sleep/Study Service	150
406A	910	sleep/study	178
406B	910	sleep/study	178
406S	919	RR	24
406T	919	RR	19
407	835	Sleep/Study Service	138
407A	910	sleep/study	182
407B	910	sleep/study	177
407S	919	RR	26
407T	919	RR	13
408	835	Sleep/Study Service	124
408A	910	sleep/study	168
408B	910	sleep/study	178
408T	919	RR	61
409	835	Sleep/Study Service	122
409A	910	sleep/study	181
409B	910	sleep/study	176
409S	919	RR	26
409T	919	RR	17
410	835	Sleep/Study Service	136
410A	910	sleep/study	172
410B	910	sleep/study	172
410T	919	RR	16
410S	919	RR	28
411	835	Sleep/Study Service	133
411A	910	sleep/study	171
411B	910	sleep/study	172
411S	919	RR	26
411T	919	RR	16

Admissions building

room	use	name	sqft	FLOORING
0106B	X03	RR-WOMEI	249	POR TILE
0106C	X03	RR-MENS	179	POR TILE
0106D	X03	RR-FAMILY	74	POR TILE
0221A	X03	RR - WOMI	79	POR TILE
0221B	X03	RR-MENS	73	POR TILE

University Center

	Type	use code	flooring
G01	4179 Hallway	w06	carpet
G01A	381 lobby	w05	vct
G01B	240 Men rr	x03	ct
G01C	264 women rr	x03	ct
G01D	69 unisex rr	x03	ct
G01E	72 electr	y04	vct
G01I	66 ft closet	y04	vct
G01J	111 janitor cl	x02	vct
G01W	68 elevator	w02	vct
G02	3753 dining	630	carpet
G02A	1729 dining	630	carpet
G02B	1398 food concept	630	vct
G03	3949 Lounge	650	vct
G03A	150 storage	655	vct
G03AB	42 storage	655	vct
G03B	69 storage	655	vct
G03C	108 lobby	w05	vct
G04	2190 kitchen	630	vct
G04A	111 office	310	vct
G04B	145 office	310	vct
G06	448 Hallway	w06	vct
G06A	102 janitor cl	x02	vct
G06B	79 unisex rr	x03	ct
G06C	132 storage	635	vct
G08	231 Hallway	w06	vct
G08A	193 electr	y04	vct
G08B	140 mechanical	y04	vct
G09	2644 mechanical	y04	vct
G09A	235 mechanical	y04	vct
G09B	259 mechanical	y04	vct
100	5234 Hallway	w06	vct
100A	306 women rr	x03	ct
100B	224 Men rr	x03	ct
100C	73 unisex rr	x03	ct
100D	59 janitor cl	x02	vct
100E	103 janitor cl	x02	vct
100G	68 electr	y04	vct
100L	108 lobby	w05	vct
100W	67 elevator	w02	vct
100F	65 ft closet	y04	vct
100Z	125 ft closet	y04	vct
101	1995 Lounge	650	carpet
101A	35 unisex rr	x03	ct
101B	53 lobby	w05	vct
102	1038 office	310	carpet
102A	113 office	310	carpet
102B	62 storage	315	carpet
102X	372 stairway	w07	vct
104	2221 meeting space	680	vct
104A	121 electr	y04	vct
104B	115 storage	685	vct
104C	82 sound room	685	carpet
104W	104 elevator	w02	vct
105	107 office	310	carpet
106	182 office	310	carpet
107	4220 meeting space	680	wood
108	1958 Lounge	650	carpet
108X	347 stairway	w07	vct
109	200 meeting space	680	carpet
110	199 meeting space	680	carpet
111	602 office	310	carpet
111A	123 office	310	carpet
111B	125 office	310	carpet
111C	121 office	310	carpet
111D	132 office	310	carpet
111E	189 office	310	carpet
111F	105 office	310	carpet
111G	203 conference roo	350	carpet
111H	192 copy/break roo	315	vct
112	1118 office	310	carpet
112A	112 office	310	carpet
112AB	57 storage	315	vct
112B	185 conference roo	350	carpet
112C	95 office	310	carpet
113	794 Lounge	650	carpet
114	855 office	310	carpet
114A	87 office	310	carpet
114B	96 office	310	carpet
200	6327 Hallway	w06	vct
200A	304 women rr	x03	ct
200B	224 Men rr	x03	ct
200C	134 ft closet	y04	vct
200D	131 roof access	y04	vct
200E	104 janitor cl	x02	vct
200F	67 ft closet	y04	vct
200G	67 electr	y04	vct
200H	55 mechanical	y04	vct
200W	69 elevator	w02	vct
200X	519 stairway	w07	vct
200Y	346 stairway	w07	vct
201	1904 meeting space	680	carpet
202	569 Lounge	650	carpet
202A	149 office	310	carpet
203	458 meeting space	680	carpet
204	488 meeting space	680	carpet
205	661 Lounge	650	carpet
205A	87 storage	655	vct
205B	208 storage	655	vct
206	1837 meeting space	680	carpet
206A	124 office	310	carpet
206B	41 storage	685	carpet
207	377 meeting space	680	carpet
208	294 meeting space	680	carpet
209	433 meeting space	680	carpet
210	1221 office	310	carpet
210A	131 office	310	carpet
210B	135 office	310	carpet
210C	121 office	310	carpet
210D	119 office	310	carpet
210E	184 break room	315	carpet
210F	127 office	310	carpet
210G	143 office	310	carpet
210H	220 conference roo	350	carpet
210I	74 storage	315	vct
210J	867 conference roo	350	carpet
210IA	64 storage	355	vct
211	355 Hallway	w06	carpet
211A	440 storage	685	vct
211B	146 Hallway	w06	vct
211BA	92 mechanical	y04	vct
211BB	61 mechanical	y04	vct
211BC	184 mechanical	y04	vct
211BD	132 mechanical	y04	vct
212	318 meeting space	680	carpet
212A	83 storage	685	vct
213	397 meeting space	680	wood
214	591 meeting space	680	wood
215	331 meeting space	680	wood

SSC

ROOM FINISH SCHEDULE

ROOM NAME AREA, INTERIOR (SQ.FT)

200	343 HALLWAY	W06	CARPET
200B	181 LOUNGE	650	CARPET
200C	248 LOUNGE	650	CARPET
200D	466 HALLWAY	W06	CARPET
200E	261 HALLWAY	W06	CARPET
200F	130 WOMENS RR	X03	CERAMIC TILE
200G	144 MENS RR	X03	CERAMIC TILE
200H	25 JANITOR	X02	VCT
200W	68 ELEVATOR	W02	VCT
200X	180 STAIR	W07	VCT
200Y	133 STAIR	W07	VCT
201	243 CONFERENCE	350	CARPET
202	257 OFFICE	310	CARPET
202B	189 HALLWAY	W06	CARPET
202C	170 HALLWAY	W06	CARPET
202A	204 HALLWAY	W06	CARPET
202D	40 STORAGE	315	VCT
202E	37 STORAGE	315	VCT
202F	40 STORAGE	315	VCT
203	182 OFFICE	310	CARPET
203K	155 HALLWAY	W06	CARPET
203C	140 HALLWAY	W06	CARPET
203G	237 HALLWAY	W06	CARPET
204	105 OFFICE	310	CARPET
205	129 OFFICE	310	CARPET
206	109 OFFICE	310	CARPET
207	132 OFFICE	310	CARPET
208	110 OFFICE	310	CARPET
209	121 OFFICE	310	CARPET
211	110 OFFICE	310	CARPET
212	115 OFFICE	310	CARPET
213	259 LOUNGE	650	CARPET
214	114 VAULT	315	CARPET
216	110 OFFICE	310	CARPET
217	743 OFFICE	310	CARPET
218	113 TESTING	215	CARPET
220	115 TESTING	215	CARPET
222	115 TESTING	215	CARPET
224	115 TESTING	215	CARPET
225	898 TESTING	215	CARPET
227	119 TESTING	215	CARPET
228	124 TESTING	215	CARPET
229	122 TESTING	215	CARPET
231	118 OFFICE	310	CARPET
232	171 OFFICE	310	CARPET
234	119 TESTING	215	CARPET
235	121 TESTING	215	CARPET
236	110 IT/DATA Y04	215	CARPET
237	119 TESTING	215	CARPET
100	1214 HALLWAY	W06	CERMIC TILE
100A	69 LOBBY	W05	CERMIC TILE
100B	247 LOUNGE	650	CARPET
100C	151 LOUNGE	650	CARPET
100D	223 HALLWAY	W06	CERMIC TILE
100E	724 LOUNGE	650	CARPET
100EA	123 VENDING	655	CERMIC TILE
100F	129 WOMENS RR	X03	CERMIC TILE
100G	140 MENS RR	X03	CERMIC TILE
100H	113 HALLWAY	W06	CERMIC TILE
100K	315 HALLWAY	W06	CERMIC TILE
100W	66 ELEVATOR	W02	VCT
100Y	154 STAIR	W07	CERMIC TILE
101	789 MEETING SPAC	680	CARPET
101A	43 STORAGE	685	VCT
102	217 LOUNGE	650	CARPET
100X	169 STAIR	W07	VCT
103	410 MEETING SPAC	680	CARPET
104	97 MEETING SPAC	680	CARPET
105	128 OFFICE	310	CARPET
106	90 MEETING SPAC	680	CARPET
107	461 OFFICE	310	CARPET
107A	60 STORAGE	315	CARPET
107B	119 OFFICE	310	CARPET
107C	116 OFFICE	310	CARPET
107D	117 OFFICE	310	CARPET
107E	118 OFFICE	310	CARPET
107F	120 OFFICE	310	CARPET
107G	141 OFFICE	310	CARPET
108	91 MEETING SPAC	680	CARPET
110	91 MEETING SPAC	680	CARPET
112	1307 OFFICE	310	CARPET
112A	132 OFFICE	310	CARPET
112B	120 OFFICE	310	CARPET
112C	115 OFFICE	310	CARPET
112D	117 OFFICE	310	CARPET
112E	173 OFFICE	310	CARPET
112F	122 OFFICE	310	CARPET
112G	117 OFFICE	310	CARPET
112H	25 JANITOR	X02	CARPET
114	240 OFFICE	310	CARPET
G01	198 vest	w06	Concrete
G02	51 elev mech	Y04	Concrete
G03	154 STORAGE	315	Concrete
G04	958 MECH	Y04	Concrete
G05	275 STORAGE	315	Concrete
G06	510 MECH	Y04	Concrete
G06A	270 MECH	Y04	Concrete
G07	167 MECH	Y04	Concrete
G08	239 MECH	Y04	Concrete
G01A	66 elevATOR	W02	Concrete

## 2017-18 Longwood University Athletics Home Event Schedule

<u>Day/Date</u>	<u>Event</u>	<u>Time</u>
Sat., Aug. 19	Richmond at Longwood Field Hockey	11:00am
Sun., Aug. 20	Howard at Longwood Women's Soccer	2:00pm
Thu., Aug. 24	Towson at Longwood Women's Soccer	7:00pm
Fri., Aug. 25	Villanova at Longwood Field Hockey VMI at Longwood Men's Soccer	4:30pm 7:00pm
Thu., Aug. 31	American at Longwood Women's Soccer	7:00pm
Fri., Sep. 1	VCU at Longwood Field Hockey	6:00pm
Sat., Sep. 2	VMI at Longwood Women's Soccer	2:00pm
Sun., Sep. 3	Dartmouth at Longwood Field Hockey	11:00am
Fri., Sep. 8	Liberty at Longwood Field Hockey	5:00pm
Sat., Sep. 16	LIU Brooklyn at Longwood Field Hockey	12 Noon
Wed., Sep. 20	William & Mary at Longwood Men's Soccer	6:00pm
Sat., Sep. 23	Central Michigan at Longwood Field Hockey High Point at Longwood Women's Soccer George Mason at Longwood Men's Soccer	1:00pm 4:00pm 7:00pm
Sun., Sep. 24	Georgetown at Longwood Field Hockey	1:00pm
Sat., Sep. 30	Appalachian State at Longwood Field Hockey Winthrop at Longwood Men's Soccer	12 Noon 6:00pm
Wed., Oct. 4	Campbell at Longwood Women's Soccer	7:00pm
Sat., Oct. 7	Presbyterian at Longwood Men's Soccer	3:00pm
Wed., Oct. 11	Radford at Longwood Women's Soccer	7:00pm
Sun., Oct. 15	Ball State at Longwood Field Hockey	12 Noon
Tue., Oct. 17	James Madison at Longwood Men's Soccer	6:00pm
Wed., Oct. 18	Liberty at Longwood Women's Soccer	7:00pm
Sat., Oct. 21	UNC-Asheville at Longwood Men's Soccer	6:00pm
Fri., Oct. 27	Charleston Southern at Longwood Women's Soccer	7:00pm

Wed., Nov. 1	High Point at Longwood Men's Soccer Lancer Madness (Men's & Women's Basketball)	6:00pm 8:00pm
Sat., Nov. 11	Stephen F. Austin at Longwood Men's Basketball	3:00pm
Tue., Nov. 14	Columbia at Longwood Men's Basketball	7:00pm
Sat., Nov. 18	UMass Lowell at Longwood Women's Basketball St. Francis (PA) at Longwood Men's Basketball	12 Noon 3:00pm
Sun., Nov. 26	Fairleigh Dickinson at Longwood Women's Basketball N.C. Wesleyan at Longwood Men's Basketball	12 Noon 3:00pm
Wed., Nov. 29	Bluefield State at Longwood Men's Basketball	7:00pm
Sat., Dec. 2	Fayetteville State at Longwood Men's Basketball	3:00pm
Sun., Dec. 3	Valparaiso at Longwood Women's Basketball	2:00pm
Wed., Dec. 13	Milligan at Longwood Women's Basketball	11:30am
Sat., Dec. 16	Cornell at Longwood Men's Basketball	2:00pm
Sat., Dec. 30	Norfolk State at Longwood Women's Basketball	12 Noon
Wed., Jan. 3	Presbyterian at Longwood Men's Basketball	7:00pm
Sat., Jan. 6	Gardner Webb at Longwood Men's Basketball Presbyterian at Longwood Women's Basketball	2:00pm 5:00pm
Tue., Jan. 9	Gardner Webb at Longwood Women's Basketball	11:30am
Mon. Jan. 15	Campbell at Longwood Men's Basketball	7:00pm
Tue., Jan. 16	Radford at Longwood Women's Basketball	7:00pm
Sun., Jan. 21	High Point at Longwood Men's Basketball	3:00pm
Tue., Jan. 23	Liberty at Longwood Women's Basketball	7:00pm
Wed., Jan. 24	Winthrop at Longwood Men's Basketball	7:00pm
Sat., Jan. 27	Bluefield State at Longwood Men's Tennis Bluefield State at Longwood Women's Tennis	12 Noon 3:00pm
Sat., Feb. 3	Liberty at Longwood Men's Basketball Charleston Southern at Longwood Women's Basketball	2:00pm 5:00pm

Tue., Feb. 6	High Point at Longwood Women's Basketball	7:00pm
Wed., Feb. 7	UNC-Asheville at Longwood Men's Basketball	7:00pm
Sun., Feb. 11	Lafayette at Longwood Women's Lacrosse	1:00pm
Thu., Feb. 15	Charleston Southern at Longwood Men's Basketball	7:00pm
Sat., Feb. 17	Campbell at Longwood Women's Basketball	12 Noon
Fri., Feb. 23	Niagara at Longwood Baseball	4:00pm
Sat., Feb. 24	UNC-Asheville at Longwood Women's Basketball	12 Noon
	Niagara at Longwood Baseball	12 Noon
	Mary Washington at Longwood Women's Tennis	1:00pm
	Radford at Longwood Men's Basketball	3:00pm
	Niagara at Longwood Baseball	3:15 pm
Wed., Feb. 28	Liberty at Longwood Men's Tennis	2:00pm
	VCU at Longwood Women's Lacrosse	3:00pm
	N. C. Central at Longwood Baseball	4:00pm
Sat., Mar. 3	Winthrop at Longwood Women's Basketball	12 Noon
	Mount St. Mary's at Longwood Women's Lacrosse	12 Noon
Sun., Mar. 4	George Mason at Longwood Men's Tennis	3:00pm
Fri., Mar. 9	West Virginia Wesleyan at Longwood Men's Tennis	11:30am
	Iona at Longwood Baseball	4:00pm
Sat., Mar. 10	Gardner Webb at Longwood Men's Tennis	11:00am
	Iona at Longwood Baseball	12 Noon
	Howard at Longwood Women's Lacrosse	1:00pm
	Iona at Longwood Baseball	3:15pm
Tue., Mar. 13	Lafayette at Longwood Baseball	4:00pm
Wed., Mar. 14	Winthrop vs. Longwood Women's Tennis	3:00pm
Fri., Mar. 16	Radford at Longwood Women's Tennis	3:00pm
	High Point at Longwood Baseball	4:00pm
Sat., Mar. 17	North Carolina A&T at Longwood Men's Tennis	12 Noon
	UMBC at Longwood Women's Lacrosse	1:00pm
	Radford at Longwood Softball	2:00pm
	North Carolina A&T at Longwood Women's Tennis	3:00pm
	Radford at Longwood Softball	4:00pm
	High Point at Longwood Baseball	4:00pm
	William & Mary at Longwood Women's Soccer	5:00pm

Sun., Mar. 18	Winthrop at Longwood Men's Tennis Radford at Longwood Softball High Point at Longwood Baseball	12 Noon 1:00pm 2:00pm
Tue., Mar. 20	Norfolk State at Longwood Baseball	5:00pm
Wed., Mar. 21	VMI at Longwood Women's Soccer	7:00pm
Sat., Mar. 24	James Madison at Longwood Men's Tennis	12 Noon
Sun., Mar. 25	Radford at Longwood Men's Tennis St. Francis (PA) at Longwood Women's Lacrosse	1:00pm 1:00pm
Tue., Mar. 27	Virginia Tech at Longwood Softball Virginia Tech at Longwood Softball	4:00pm 6:00pm
Fri., Mar. 30	Campbell at Longwood Softball	6:00pm
Sat., Mar. 31	Campbell at Longwood Softball Campbell at Longwood Softball	4:00pm 6:00pm
Tue., Apr. 3	Liberty at Longwood Women's Tennis Hampton at Longwood Softball VMI at Longwood Baseball	3:00pm 5:00pm 6:00pm
Wed., Apr. 4	Radford at Longwood Women's Lacrosse Elon at Longwood Softball George Mason at Longwood Baseball	4:00pm 5:00pm 6:00pm
Fri., Apr. 6	N.C. Central at Longwood Men's Tennis Liberty at Longwood Softball Liberty at Longwood Softball Radford at Longwood Baseball VCU at Longwood Women's Soccer	2:00pm 3:00pm 5:00pm 5:00pm 6:00pm
Sat., Apr. 7	Gardner Webb at Longwood Women's Lacrosse Gardner Webb at Longwood Women's Tennis Radford at Longwood Baseball Belmont Abbey at Longwood Men's Tennis	1:00pm 1:00pm 2:00pm 4:00pm
Sun., Apr. 8	Norfolk State at Longwood Men's Tennis Radford at Longwood Baseball Norfolk State at Longwood Women's Tennis Liberty at Longwood Softball	1:00pm 1:00pm 4:00pm 5:00pm
Thu., Apr. 12	James Madison at Longwood Women's Tennis	3:00pm
Fri., Apr. 13	UNC-Asheville at Longwood Baseball	6:00pm

Sat., Apr. 14	Presbyterian at Longwood Women's Lacrosse	1:00pm
	UNC-Asheville at Longwood Baseball	2:00pm
	UNC-Asheville at Longwood Baseball	5:15pm
Sun., Apr. 15	Howard at Longwood Women's Tennis	1:00pm
Tue., Apr. 17	James Madison at Longwood Baseball	6:00pm
Fri., Apr. 20	Winthrop at Longwood Softball	5:00pm
	Campbell at Longwood Baseball	6:00pm
Sat., Apr. 21	High Point at Longwood Women's Lacrosse	1:00pm
	Winthrop at Longwood Softball	1:00pm
	Winthrop at Longwood Softball	3:00pm
	Campbell at Longwood Baseball	3:00pm
Sun., Apr. 22	Campbell at Longwood Baseball	2:00pm
Sat., May 5	Duke at Longwood Softball	1:00pm
	Duke at Longwood Softball	4:15pm
Wed., May 9	Richmond at Longwood Baseball	6:00pm
Fri., May 18	Gardner Webb at Longwood Baseball	6:00pm
Sat., May 19	Gardner Webb at Longwood Baseball	3:00pm
Sun. May 20	Gardner Webb at Longwood Baseball	1:00pm

All times listed are Eastern.



GCA Recycling Weekly Plan for  
Longwood University  
Effective November 13, 2015



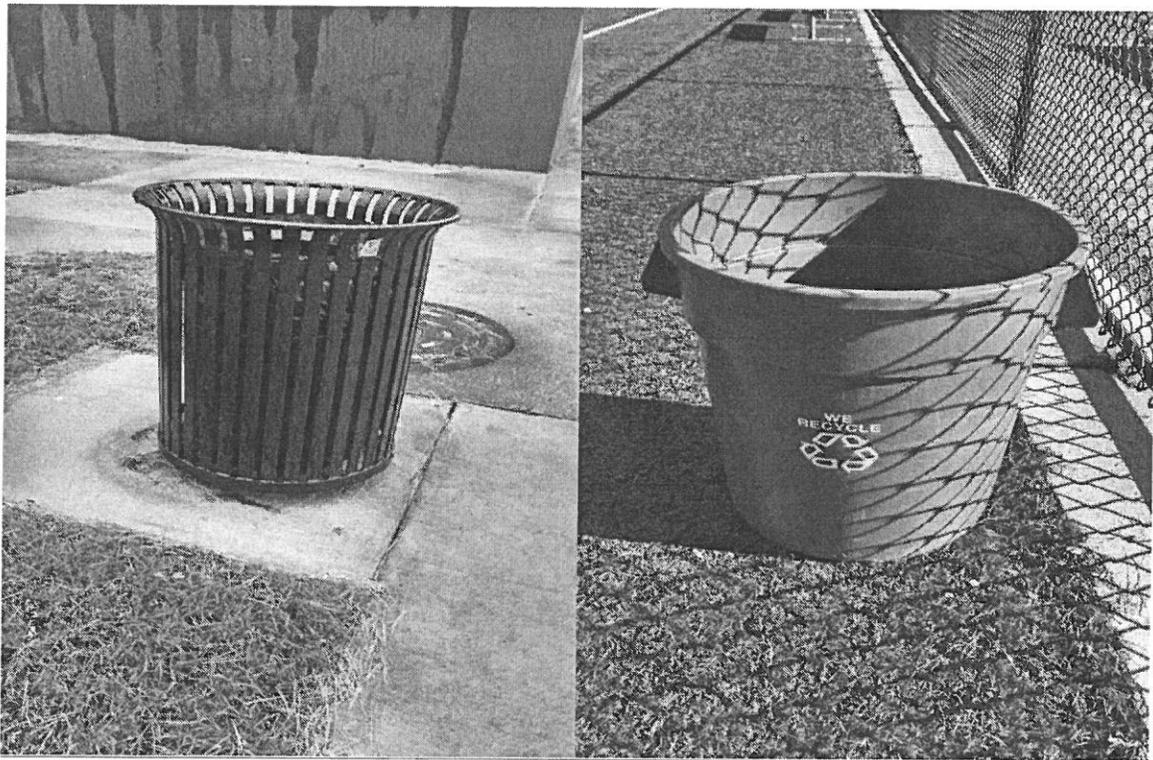
**Longwood Campus Weekly Recycling/ Pickup Plan (Revision #1 – 11/13/15)**

<b>DAY</b>	<b>BUILDING</b>
MONDAY	FRENCH
MONDAY	TABB
MONDAY	SOUTH RUFFNER
MONDAY	RUFFNER
MONDAY	BLACKWELL/MAUGANS
MONDAY	GRAINGER
MONDAY	LANCASTER
MONDAY	JARMAN
MONDAY	CHICHESTER
TUESDAY	WHEELER
TUESDAY	COX
TUESDAY	STEVENS/MCCORKLE/JEFFERS
TUESDAY	HINER
TUESDAY	COYNER
TUESDAY	GRAHAM
TUESDAY	BARLOW
TUESDAY	HEATING PLANT
WEDNESDAY	BRISTOW
WEDNESDAY	ILER
WEDNESDAY	WILLETT/WILLETT TENNIS COURTS
WEDNESDAY	HULL
WEDNESDAY	CURRY
WEDNESDAY	FRAZIER
WEDNESDAY	CAMPUS HEALTH AND FITNESS CENTER
WEDNESDAY	BROCK COMMONS
THURSDAY	STUBBS
THURSDAY	ARC
THURSDAY	LANKFORD STUDENT UNION
THURSDAY	GREENWOOD LIBRARY
THURSDAY	WYGAL
THURSDAY	BEDFORD
THURSDAY	CSTAC
THURSDAY	507 PINE STREET/509 PINE STREET/511 PINE STREET
FRIDAY	CLARK HOUSE
FRIDAY	MOTON MUSEUM
FRIDAY	BASEBALL AND SOFTBALL FIELDS
FRIDAY	RACE STREET TENNIS COURTS
FRIDAY	HARDY HOUSE
FRIDAY	LCVA
FRIDAY	LANCER PARK (INCLUDING ENVIRONMENTAL SCIENCE BUILDING)
FRIDAY	LONGWOOD LANDINGS
FRIDAY	LONGWOOD VILLAGE
FRIDAY	JOHNSTON DRIVE (ATHLETIC FIELD) & LOG CABIN
FRIDAY	309-315 WEST THIRD STREET

Recycling Receptacles That **Should Not** Be Recycled by GCA



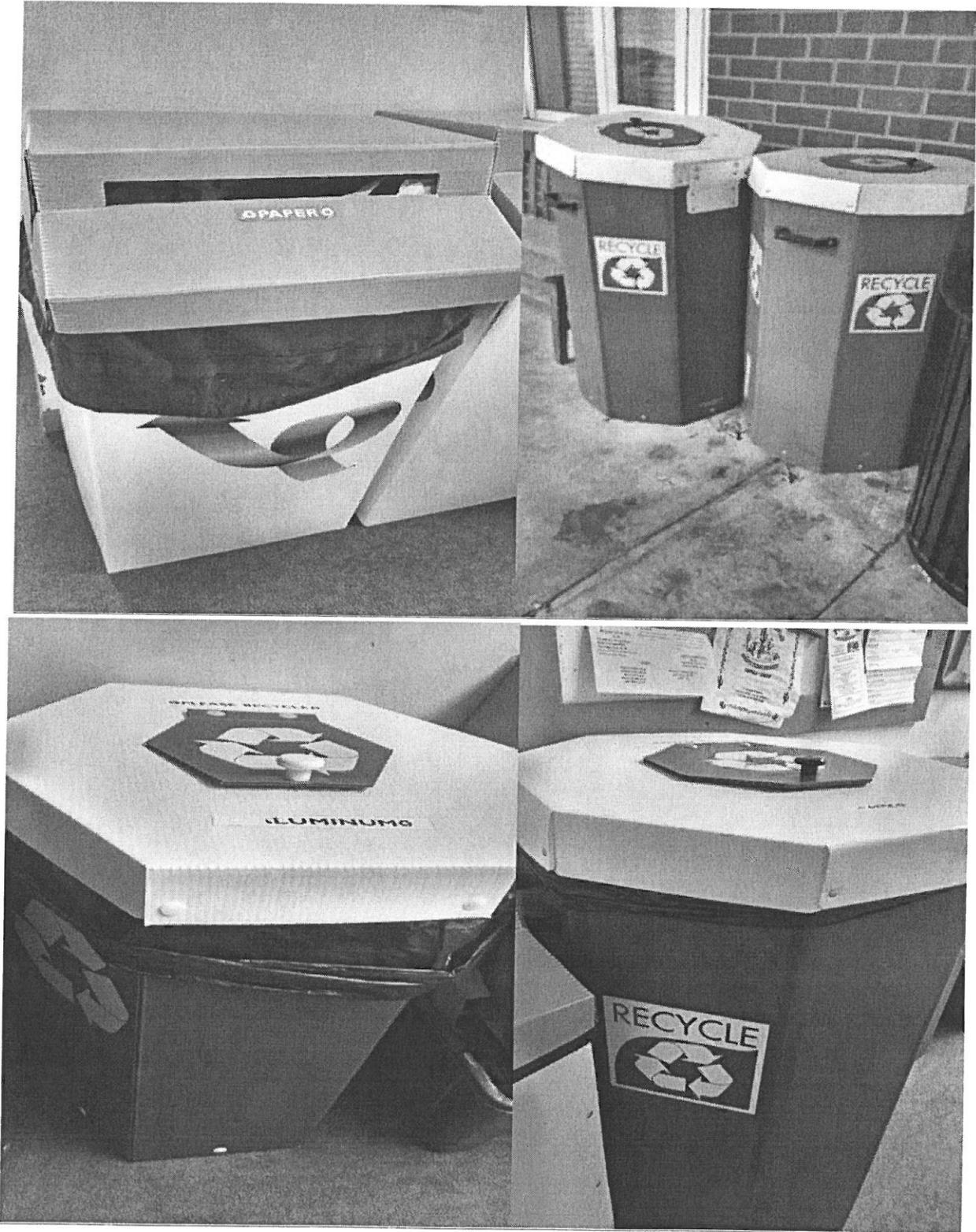
Campus Receptacles That **Should** Be Recycled or Emptied by GCA



Campus Receptacles That **Should** Be Recycled or Emptied By GCA



Campus Receptacles That **Should Be** Recycled or Emptied By GCA



## Campus Receptacles That **Should** Be Recycled or Emptied By GCA



### **Notes/Comments:**

- 1) Any cans/receptacles that are blue or green are considered “recycling”
- 2) They come in different shapes and sizes (most examples on campus are noted)
- 3) Outside trash cans are generally black. The trash cans at Lancer Park and Longwood Villages may also be brown (page 4 upper left corner)
- 4) Shredded documents and bags must be placed in “recycling” areas for proper pickup
- 5) GCA is responsible for any cans outside of Aramark facilities (Greenwood common area between library entrance and Java City, *for example*) but are not responsible for recycling and trash within Aramark properties (Dorrill Dining Hall, Chick-Fil-A, Moe’s Southwest Grill, Java City, Lancer Café and The “P.O.D. Market” Commissary, located in the Commons at Lancer Park)
- 6) GCA is not responsible for any recycling needs **inside** of Barnes and Noble/Campus Bookstore, but is responsible for the recycling cans in the Longwood Landings (sidewalks and housing areas)

Air Filter Change Out Schedule

Attachment 4

Building	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
South Ruffner	x			x			x			x		
Register	x			x			x			x		
Sharp	x			x			x			x		
Arc		x			x			x			x	
Cox		x			x			x			x	
Wheeler		x			x			x			x	
Stubbs		x			x			x			x	
Curry						x						x
Frazer						x						x