FACILITIES MANAGEMENT

STANDARD OPERATING PROCEDURES - UNIFORMS

Every member of the Facilities Management Department is an ambassador of Old Dominion University. As such, maintaining a standard uniform appearance helps instill a sense of safety and comfort in the campus community and demonstrates a high level of professionalism on the part of the members of the Facilities Management Department.

Below are the guidelines for Facilities Management staff concerning work attire. Regardless of an employee’s position, everyone shall dress professionally and in accordance with the standards of the work environment. All uniforms must be clean and in good condition. Any problems, deficiencies, or discrepancies with your issued uniforms should be immediately brought to the attention of your supervisor so that they can be quickly addressed.

Uniforms are provided to each employee.
- Employees are required to wear uniforms provided by the University. During working hours, the outermost garment worn shall have the approved ODU logo on it.
- Damaged or incorrectly sized uniform items should be returned to your supervisor for repair or replacement.
- Employees will sign for their uniform items, confirming receipt. Supervisors will be responsible for ensuring that this inventory list is current and accurate. The FM Store Keeper (future position) will maintain the master inventory list for all of FM.

If an employee leaves the employment of the University, the employee will be responsible for returning all uniform items. The employee may be charged for any missing item(s).

Unless responding after hours, employees who report to work without safety shoes or the prescribed uniform will not be allowed to work and will be subject to corrective or disciplinary action. This may include a pay or leave deduction for the time away from work. Once properly attired, the employee may return to work the same day and will only lose pay or leave for the time he/she was actually absent. The University shall allow for medical exemptions for any required deviation from the standard.

UNIFORMS

- Uniforms shall be worn and shirts shall be buttoned and tucked in at all times during working hours. Smocks will not need to be tucked in.
- When wearing a smock, a white, blue or gray t-shirt is to be worn underneath. Non-ODU logos/verbiage may not be visible.
- Shorts may be worn beginning the week following spring commencement until the week before students return to campus for the fall semester. Shorts shall be tan, blue or black in color. No “cut off” shorts are permitted. **For safety reasons, personnel in the Grounds Department may not wear shorts.**
- ODU T-shirts will be provided for warmer weather by the University. Employees are responsible for keeping these garments clean.
- Hats are acceptable to be worn during the work day.
- It is the employee’s responsibility to keep these garments clean and in good order. For selected trades (Automotive, Grounds, Mechanical and Housing Maintenance), laundry service is supplied and required to be used.
FOOTWEAR

- Safety shoes will be provided to all FM employees. This includes any personnel who may visit a worksite in the normal course of the day.
- Provided safety shoes shall be worn at all times during work hours.
- When the issued safety shoes have reached the end of their useful life, (anticipated to be approximately every 2 years), the shoes can be exchanged for a replacement pair.
- For employees hired after the annual distribution day, shoes will be provided on an individual basis.

RAIN GEAR

- Rain gear, both pants and jackets will be issued to employees to wear during wet weather events.
- It is the employee’s responsibility to keep these garments clean and in good order.
- Replacements will be coordinated through the employee’s supervisor.

COLD WEATHER GEAR

- A jacket will be issued to employees to wear during colder times of the year.
- Bibs will be provided to those employees who are members of the snow removal team.
- Hi-visibility vests will be provided for snow operations and will have a Category 2 reflective rating.
- Garments are expected to last a minimum of 3 years, at which time they will be replaced by the University.
- Outer garments will have an ODU identification on them.
- If the issued jacket no longer fits correctly, it can be exchanged once for a different size.
- It is the employee’s responsibility to keep these garments clean and in good order until replaced.