

8.E.1

Custodial services are available to provide routine care and maintenance of facilities and grounds for the institution.

Exhibit 8.E.1.1 — Facilities, Maintenance, and Custodial Staff

FACILITIES						
				Ryan Fisher Director of Facilities	Cory Estes Title IX & Campus Safety Coordinator	Curtis Hulet Custodial Manager
			Custodians: Elizabeth Button (Kanab), Cambrie Crosby, Haley Sommers, Macey Shosted, Drew Higbee, Kari Martin			
Crystal Burger Meet & Event Coordinator	Clyde Shurtleff Custodian	Kenton Rhodes Maintenance Assistant				

Source: [Facilities](#)

Exhibit 8.E.1.2 — Custodial Manager Job Description

JOB DESCRIPTION	
Institution:	Southwest Technical College
Position:	Custodial Manager
Last Revised:	01/04/2024
Reports To:	Director of Facilities
Job Summary: Ensures proper care and cleaning of College Campus buildings to provide a safe environment through planning, organizing, coordinating, and performing custodial operations to maintain College Campus quality standards.	
Essential Functions: <ul style="list-style-type: none"> 1. Provides facility custodial services to assure proper cleaning, care and upkeep of College Campus buildings. 2. Maintains and assures preventative maintenance on custodial equipment. 3. Performs lead worker functions on custodial projects, training and inspections for compliance to standards. 	

Source: [Custodial Manager Job Description](#)

Exhibit 8.E.1.3 — Full-Time Custodian Job Description

JOB DESCRIPTION	
Institution:	Southwest Technical College
Position:	Custodian – Full Time
Last Revised:	01/04/2024
Reports To:	Custodial Manager

Job Summary:

Ensures proper care and cleaning of College Campus buildings to provide a safe environment through planning, organizing, coordinating, and performing custodial operations to maintain College Campus quality standards.

Source: [Custodian \(FT\) Job Description](#)

Exhibit 8.E.1.4 — Part-Time Custodian Job Description

JOB DESCRIPTION	
Institution:	Southwest Technical College
Position:	Custodian Part Time
Last Revised:	12/27/2023
Reports To:	Custodial Manager

Job Summary:

Ensures proper care and cleaning of College Campus buildings to provide a safe environment through planning, organizing, coordinating, and performing custodial operations to maintain College Campus quality standards.

Source: [Custodian \(PT\) Job Description](#)

Exhibit 8.E.1.5 — FY2025 Facilities Management Budget with Custodial Personnel Included

Southwest Technical College Department Budget <i>Fiscal Year 2025</i>					
Department: Facilities Management					
Salaries, Wages, and Benefits					
Name	Title	Salary/Wages	Benefits	GRAND TOTAL	Schedule
Burger, Crystal	Fleet and Events Coordinator				25 hours/week
Button, Elizabeth A	Part-time Custodian				20 hours/week
Choate, Shawn K	Facilities Manager				FULL TIME SALARY
Crosby, Cambrie K	Part-time Custodian				20 hours/week
Estes, Cory A	Title IX and Campus Safety Coordinator				FULL TIME SALARY
Estes, Kyle A	Maintenance Assistant				20 hours/week
Foy, Sophia M	Part-time Custodian				20 hours/week
Higbee, Drew	Part-time Custodian				20 hours/week
Hulet, Curtis M	Custodial Manager				FULL TIME SALARY
Leavitt, Kayley A	Part-time Custodian				20 hours/week
Shosted, Macey B	Part-time Custodian				20 hours/week
Shurtleff, Clyde C	Custodian				FULL TIME HOURLY
Sommers, Haley	Part-time Custodian				20 hours/week
TBD	Custodian, Swing shift				FULL TIME HOURLY
Grand Total		199,480.00	140,826.00	527,682.00	

* After the current year, three Part-time custodian positions will no longer be funded.

Source: [Facilities Budget & Personnel](#)**Exhibit 8.E.1.6 — FY2025 Facilities Management Budget with Custodial Services Included**

Budget Code	Budget Description	Account	Account Name	Acct Type	Amount	Description	Ongoing or One-Time
10-1220	Title IX	7180 Telephone service	7100-FACILITIES		600.00	\$50 monthly cell stipend - Cory	Ongoing
10-1220	Title IX	7276 Professional Development	7200-Current Expense		1,600.00	Title IX Training	Ongoing
10-1220	Title IX	7285 Travel	7500-Travel		500.00	Travel to Title IX Trainings	Ongoing
10-9025-01	Custodial-757 W	7180 Telephone service	7100-FACILITIES		1,200.00	\$50 monthly cell stipend Curtis & Clyde	Ongoing
10-9025-01	Custodial-757 W	7215 Advertising & Marketing	7200-Current Expense		650.00	Clothing	Ongoing
10-9025-01	Custodial-757 W	7105-1 Supplies & Equipment	7100-FACILITIES		5,000.00	Supplies and Equipment	Ongoing
10-9025-01	Custodial-757 W	7105-2 Preventative Maintenance	7100-FACILITIES		2,000.00	Preventive Maintenance	Ongoing
10-9025-01	Custodial-757 W	7105-3 Corrective Maintenance	7100-FACILITIES		2,000.00	Corrective Maintenance	Ongoing
10-9025-01	Custodial-757 W	7105-4 Contracted Services	7100-FACILITIES		4,000.00	Contracted Services	Ongoing
10-9025-01	Custodial-757 W	7105-5 Grounds Maintenance	7100-FACILITIES		13,000.00	Grounds Maintenance	Ongoing
10-9025-01	Custodial-757 W	7105-6 Hardscapes	7100-FACILITIES		2,300.00	Hardscapes	Ongoing
10-9025-01	Custodial-757 W	7120-6 Custodial Supplies	7100-FACILITIES		22,000.00	Custodial Supplies	Ongoing
10-9025-01	Custodial-757 W	7120-6 Custodial Supplies	7100-FACILITIES		8,000.00	Request increased funds for 9025-01 budget. \$8,000 is requested because of the increased amount of foot traffic and inflation of custodial supplies by roughly 11%.	Ongoing

Source: [Facilities Budget & Personnel](#)

Exhibit 8.E.1.7 — Utah Division of Facilities and Construction Management Preventive Maintenance Audit

STATE OF UTAH	PREVENTIVE MAINTENANCE AUDIT
Facility Name: Southwest Technical College Address: 757 W 800 S City, State Zip: Cedar City, Utah 84720 Building Risk ID#: 05762, 10863, 14304 Agency Contact: Ryan Fisher Position & Phone: Director of Facilities Date of Audit: 04/08/2025 Conducted By: George Sutherland	

General

Overall, the facilities are in great condition. Numerous maintenance items are under contract and other maintenance items are performed by in-house staff. A CMMS program is used for corrective and preventative maintenance items and custodial services. A review of documentation and records was performed and produced excellent results. Emergency procedures, based on multiple scenarios, are in place and posted throughout the campus. Certain basic items such as asset information gathering, populating the CMMS, and tagging assets has been underway. Most equipment observed had the asset tags in place and inventoried in the CMMS program. A few items in Kanab are lacking asset tags and should be addressed. All of the spaces navigated were clean and orderly. The electronic documentation portion was presented great. Each numerical section of the standards were presented in folders numerically arranged. During the physical walk, it is clear the facility is well maintained.

Example of mechanical space, typical throughout site



Source: [Utah Division of Facilities and Construction Management Preventive Maintenance Audit](#)

Exhibit 8.E.1.8 — Custodial Closets (Main Campus)



Source: [Cleaning Equipment, Job Cards, and Routine Safety Inspections](#)

Exhibit 8.E.1.9 — Custodial Closets (Kane County ISC)



Source: [Cleaning Equipment, Job Cards, and Routine Safety Inspections](#)

STANDARD 8—HUMAN RESOURCES (EXHIBITS)

Exhibit 8.E.1.10 — Job Cards for Routine Cleaning

 <p>CCAP JOB CARD Restroom Cleaning</p> <p>Periodic Tasks:</p> <ul style="list-style-type: none"> Remove mineral deposits from toilets (Allow dwell time) Remove mineral deposits from urinals (Allow dwell time) Remove mineral deposits from sinks (Allow dwell time) Scrub toilets with bowl brush/swab. Flush to rinse. Scrub urinals with bowl brush/swab. Flush to rinse. Scrub sinks with white hand pad and rinse. Wipe walls / partitions Pour used disinfectant solution down floor drains (maintenance) Clean air vents Clean glass Mop Floors with Disinfectant Cleaner Scrub unfinished floor, pick up solution with wet-vac, rinse floor <p>Equipment Needed:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Housekeeping Cart</td> <td>Cleaning Cloths/Wipers</td> <td>Wet/Dry Vac</td> </tr> <tr> <td>Broom</td> <td>White Hand Pads</td> <td>Appropriate PPE</td> </tr> <tr> <td>Lobby Broom/Dust Pan</td> <td>Bowl Brush / Swab</td> <td>"Wet Floor" Signs</td> </tr> <tr> <td>Mop Bucket/Wringer</td> <td>Std. Sdp. Floor Machine</td> <td></td> </tr> </table>	Housekeeping Cart	Cleaning Cloths/Wipers	Wet/Dry Vac	Broom	White Hand Pads	Appropriate PPE	Lobby Broom/Dust Pan	Bowl Brush / Swab	"Wet Floor" Signs	Mop Bucket/Wringer	Std. Sdp. Floor Machine		 <p>CCAP JOB CARD Conference Room Cleaning</p> <p>Routine Tasks:</p> <ul style="list-style-type: none"> Empty trash / spray interior / spot clean exterior / reline Dust using dusting cloth / extension duster Disinfect sinks and counters / drinking fountain(s) - (10 min. dwell time) Erase chalkboards / whiteboards, as instructed / clean tray Spot clean vertical and horizontal surfaces Spot clean glass Straighten desks / tables / chairs Spot clean desks / tables / chairs Spot clean carpet and walk-off mats Vacuum carpet and walk-off mats Dust mop floor Damp mop floor <p>Equipment Needed:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Housekeeping Cart</td> <td>Damp Mop</td> <td>Putty Knife</td> </tr> <tr> <td>Dust Mop</td> <td>Trash Can Liners</td> <td>Appropriate PPE</td> </tr> <tr> <td>Lobby Broom</td> <td>Vacuum Cleaner</td> <td>"Wet Floor" Signs</td> </tr> <tr> <td>Lobby Dust Pan</td> <td>Extension Duster</td> <td></td> </tr> <tr> <td>Mop Bucket/Wringer</td> <td>Cleaning Cloths/Wipers</td> <td></td> </tr> </table> <p>Precautions:</p> <ul style="list-style-type: none"> Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min 	Housekeeping Cart	Damp Mop	Putty Knife	Dust Mop	Trash Can Liners	Appropriate PPE	Lobby Broom	Vacuum Cleaner	"Wet Floor" Signs	Lobby Dust Pan	Extension Duster		Mop Bucket/Wringer	Cleaning Cloths/Wipers				
Housekeeping Cart	Cleaning Cloths/Wipers	Wet/Dry Vac																													
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Lobby Broom	Vacuum Cleaner	"Wet Floor" Signs																													
Lobby Dust Pan	Extension Duster																														
Mop Bucket/Wringer	Cleaning Cloths/Wipers																														
 <p>CCAP JOB CARD Hallway Cleaning</p> <p>Routine Tasks:</p> <ul style="list-style-type: none"> Empty trash containers / spray interior / spot clean exterior / reline Dust using dusting cloth / extension duster Disinfect drinking fountain(s) - (10 min. dwell time) Spot clean vertical and horizontal surfaces Straighten tables and chairs Spot clean tables and chairs Spot clean glass Spot clean carpet and walk-off mats Vacuum carpet and walk-off mats Dust mop floor Damp mop or autoscrub floor <p>Equipment Needed:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Housekeeping Cart</td> <td>Damp Mop</td> <td>Putty Knife</td> </tr> <tr> <td>Dust Mop</td> <td>Autoscrubber</td> <td>Appropriate PPE</td> </tr> <tr> <td>Lobby Broom</td> <td>Vacuum</td> <td>"Wet Floor" Signs</td> </tr> <tr> <td>Lobby Dust Pan</td> <td>Cleaning Cloths/Wipers</td> <td></td> </tr> <tr> <td>Mop Bucket/Wringer</td> <td>Extension Duster</td> <td></td> </tr> </table> <p>Precautions:</p> <ul style="list-style-type: none"> Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min 	Housekeeping Cart	Damp Mop	Putty Knife	Dust Mop	Autoscrubber	Appropriate PPE	Lobby Broom	Vacuum	"Wet Floor" Signs	Lobby Dust Pan	Cleaning Cloths/Wipers		Mop Bucket/Wringer	Extension Duster		 <p>CCAP JOB CARD Office Cleaning</p> <p>Routine Tasks:</p> <ul style="list-style-type: none"> Empty trash / spray interior / spot clean exterior / reline Dust using dusting cloth / extension duster (1/4 of area) Disinfect sinks and counters / drinking fountain(s) - (10 min. dwell time) Check and refill dispensers / disinfect dispensers Erase chalkboards / whiteboards, as instructed / clean tray Spot clean vertical and horizontal surfaces Spot clean glass Straighten desks / tables / chairs Spot clean desks / tables / chairs Spot clean carpet and walk-off mats Vacuum carpet and walk-off mats Dust mop and damp mop floor <p>Equipment Needed:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Housekeeping Cart</td> <td>Damp Mop</td> <td>Putty Knife</td> </tr> <tr> <td>Dust Mop</td> <td>Autoscrubber</td> <td>Appropriate PPE</td> </tr> <tr> <td>Lobby Broom</td> <td>Vacuum Cleaner</td> <td>"Wet Floor" Signs</td> </tr> <tr> <td>Lobby Dust Pan</td> <td>Cleaning Cloths/Wipers</td> <td></td> </tr> <tr> <td>Mop Bucket/Wringer</td> <td>Extension Duster</td> <td></td> </tr> </table> <p>Precautions:</p> <ul style="list-style-type: none"> Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min 	Housekeeping Cart	Damp Mop	Putty Knife	Dust Mop	Autoscrubber	Appropriate PPE	Lobby Broom	Vacuum Cleaner	"Wet Floor" Signs	Lobby Dust Pan	Cleaning Cloths/Wipers		Mop Bucket/Wringer	Extension Duster	
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Lobby Dust Pan	Cleaning Cloths/Wipers																														
Mop Bucket/Wringer	Extension Duster																														

Source: [Cleaning Equipment, Job Cards, and Routine Safety Inspections](#)

Exhibit 8.E.1.11 — Hippo CMMS Maintenance Log (Main Campus and Kane County ISC)

Name	Facility	Status	Priority	Type	Demand/PM	Work Category	Due Date	Start	Closed	Resources
Search	Search	Search	▼	Search...	▼	Search	▼	Search	▼	Search
Eyewash - Monthly Inspection	Auto & Tech	Completed		Equipment	PM	Life Safety	02/19/2025	01/27/2025	01/27/2025	Clyde C. Sh...
Eyewash - Monthly Inspection	Health Professions	Completed		Equipment	PM	Life Safety	02/19/2025	01/27/2025	01/27/2025	Cory Estes
AEDs - Monthly Inspection	Health Professions	Completed		Equipment	PM	Life Safety	02/17/2025	02/06/2025	02/06/2025	Cory Estes
Safety Inspection Zone 5	Health Professions	Completed		Equipment	PM	Life Safety	02/17/2025	02/06/2025	02/06/2025	Cory Estes
AED - Monthly Inspection	Kane	Completed		Equipment	PM	Life Safety	02/15/2025	02/10/2025	02/10/2025	JR Quarnbe...
Safety Inspection Zone 6	Health Professions	Completed		Equipment	PM	Life Safety	02/24/2025	02/11/2025	02/11/2025	Cory Estes
Eyewash - Monthly Inspection	Auto & Tech	Completed		Equipment	PM	Life Safety	03/19/2025	03/11/2025	03/11/2025	Clyde C. Sh...
Eyewash - Monthly Inspection	Health Professions	Completed		Equipment	PM	Life Safety	03/19/2025	03/13/2025	03/13/2025	Cory Estes
Search	Search	Search	▼	Search...	▼	Search	▼	Search	▼	Search
Safety Inspection Zone 7	Health Professions	Completed		Equipment	PM	Life Safety	03/03/2025	02/27/2025	02/27/2025	Cory Estes
First Aid Kit Inspection	Health Professions	Completed		Location	PM	Life Safety	03/06/2025	02/27/2025	02/27/2025	Cory Estes
First Aid Kit Inspection	Auto & Tech	Completed		Location	PM	Life Safety	03/06/2025	02/27/2025	02/27/2025	Cory Estes
First Aid Kit Inspection	Kane	Completed		Location	PM	Life Safety	03/06/2025	02/24/2025	02/24/2025	JR Quarnbe...
Safety Inspection Zone 8	Health Professions	Completed		Equipment	PM	Life Safety	03/10/2025	02/27/2025	02/27/2025	Cory Estes
Flammable Storage Cabinet Insp...	Health Professions	Completed		Location	PM	Life Safety	03/13/2025	02/27/2025	02/27/2025	Cory Estes

Source: [Cleaning Equipment, Job Cards, and Routine Safety Inspections](#)

Exhibit 8.E.1.12 — Kane County ISC MOU with USU



SOUTHWEST REGION

**Facilities Use Agreement Addendum
Between Utah State University Southwest Region and
Southwest Technical College - Kanab**

This Facilities Use Agreement Addendum (“Agreement”) is written by and between Southwest Technical College – Kanab (STECH-Kanab) and Utah State University (USU) for and on behalf of its Southwest Region. This adjusts the original agreement signed in May 2020 on the item(s) outlined below. All other terms and conditions in the original Facilities Use Agreement will remain in effect.

2. Facilities. As of the Effective Date, Collaborator has the following classrooms equipped for broadcast classes: ***Classroom 8 (including small office between classrooms 7 and 8)*** located in the STECH-Kanab building at 733 South Cowboy Way, Kanab, Utah. Collaborator agrees to notify USU if additional classrooms become available during the Term.

Source: [MOU \(USU - Kane County\)](#)

Exhibit 8.E.1.12 — Richfield ISC MOU

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTHWEST TECHNICAL COLLEGE AND SNOW COLLEGE**

This Memorandum of Understanding (“MOU”) is dated as of the last dated signature below and is between Southwest Technical College (“SOUTHWEST TECH”) and Snow College (“SNOW”). SOUTHWEST TECH and SNOW may each be referred to as “Party” or collectively as the “Parties.”

4. Facilities and Equipment. Each Party will be responsible for and control over its own facilities and equipment. Any property, including furnishings, equipment, medical supplies, etc. shall be owned by the Party that purchased said property.

Source: [MOU \(Snow College - Richfield\)](#)

Exhibit 8.E.1.13 — Beaver High School ISC MOU



3. BCSD counselors and instructors will provide Southwest Tech course and enrollment information to secondary students. Adult students will enroll through Southwest Tech and access Southwest Tech student services as needed.
 4. BCSD will be responsible for general maintenance, operation and improvement of the district-owned facilities used by Southwest Tech, including proper maintenance of safety-related equipment.
 5. Southwest Tech will be responsible for repair or replacement of any district-owned equipment damaged while being used in the course of Southwest Tech-provided instruction.
 6. Southwest Tech will be responsible for maintenance of Southwest Tech-owned equipment used in the course of instruction.

Instructional sites:

Beaver High School
195 E Center
Beaver, UT 84713

IV. SIGNATURES

BCSD Superintendent

3-26-25

BCSD Superintendent

Southwest Technical College President

Date

Source: Beaver High School MOU

