VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

26 February 2013

MEMORANDUM FOR FACULTY, STAFF, AND CADETS

SUBJECT: Spring Clean-up 3 – 9 April and 20 – 24 May 2013

1. MISSION: To conduct a well-coordinated and successful Spring Clean-up that allows for the proper turn-in of fixed and non-fixed assets, recycling of appropriate items, cross-leveling of items between different VMI agencies, proper disposal of hazardous materials, turn-in of excess or old property for appropriate disposition, and the general clean-up of personal as well as common use areas throughout the VMI Post.

2. EXECUTION: Based on feedback from previous Spring Cleanup after action reviews, this year's Spring Clean-up will officially be held during two designated periods. The first period, 3 – 9 April will concentrate on post beautification in anticipation of Commencement Week. The second period 17 – 24 May will focus on the turn-in of equipment and archiving of files from the current academic year. However, building coordinators may start preparing their plans for turn-in of equipment and any other arrangements necessary by contacting Purchasing Department in the VMI Purchasing Office at any time.

   Phase I: (27 Feb – 8 March) Begins with individuals determining what they need to prepare their buildings and work areas for day-to-day operations and Commencement week activities. Building coordinators will need to develop their plan for ensuring that all building occupants are aware of their responsibilities for Spring Clean-up and coordinate with the Physical Plant for any unusual requirements.

   Phase II: (11 March – 3 April) Physical Plant will perform a walk around of the Post to review and determine project requirements that were submitted or identified prior to 8 March. Any items that are submitted after 8 March will be handled on a case by case basis and subject to processing and completion at a later date.

   Phase III: (3 – 9 April) (Concurrent with Spring FTX) Starts with the Physical Plant staff and cadet support completing post beautification projects. Primarily this would be specific clean-up of large areas of Post during this period as determined by the Post Engineer and Institute Sergeant Major.

   Phase IV: (10 Apr – 3 May) Begins with individuals determining what they need to dispose of and coordinating with the building coordinator for proper disposition. Proper forms need to be obtained in cases where the items being disposed of are accountable items (See Attachment B). Hand receipt holders in departments will be able to assist with this action. Fixed Asset inventory is available through Entrinsik.

   Phase V: (17 – 21 May) Purchasing Department and Physical Plant representatives will perform a walk around of the Post to review and determine disposition of all items that

were submitted by 3 May. Any items that are submitted after 3 May will be handled on a case by case basis and subject to processing and removal at a later date.

Phase VI: (22 – 24 May) Physical Plant staff pickup of all items being disposed of throughout the Post. Individual employees are also authorized to wear appropriate clothing to work on this day to clean their work areas.

3. TIMELINE:

27 Feb – 8 Mar	Individuals and offices identify works area projects in preparation of post beautification.
11 Mar – 3 Apr	Physical Plant identifies and prioritizes post beautification projects
3 Apr – 9 Apr	Conduct Post beautification and general work area improvement
10 Apr – 3 May	Individuals and offices identify items to be turned-in or disposed.
3 May	Paperwork for electronics items: computers, monitors, printers, fax, are due to IT – Ms. Laurin Hanger.
21 May	Notify Physical Plant of any hazardous waste requiring special handling – A list of common hazardous waste can be found at Attachment D
21 May	Paperwork for fixed inventory items due to Purchasing Department
17 – 24 May	Purchasing Department and Physical Plant determine disposition of items
22 – 24 May	Conduct Spring Clean-up turn-ins

4. Coordinating Instructions:
   A. Forms:
      1. Forms for electronic items, such as computers, monitors, printers, are due no later than 3 May 2013.
      2. Forms for fixed inventory items are due no later than 21 May 2013.
      3. Be advised that all files and records in all offices are governed by the Records Retention policy (GO 21 available for review at http://www.vmi.edu/Archives/Records/Records_Management/Records_Management. Please familiarize yourself with this policy on the properly disposal of office forms and records.
   B. Uniform:
      1. VMI Faculty and Staff will wear appropriate civilian attire to clean their individual work areas.
      2. Cadets will wear appropriate ACUs.

C. Responsibilities for coordination, supervision and execution of this order are:
   1. Overall – Chief of Staff
   2. Pick-up of all Property – Physical Plant
   3. Cadet Support – Commandant's Office
   4. Property Disposition – Purchasing Office
   5. Building participation – Building Coordinator

D. Request that the following items are not mixed in bags but segregated as listed.
   1. Cardboard [remove all contents, break down, and stack boxes]
   2. Paper [books, magazines, computer paper, copier paper]
   3. Newspapers [keep separate]
   4. Refuse [plastic, food wrappers, soda cans, etc.]
   5. Excess Furniture [desks, chairs, etc]
   6. Equipment no longer used [broken, outdated, etc]
   7. Snow shovels and ice melt [we will notify housing occupants to put out for pick up as well]

5. <u>AREAS OF RESPONSIBILITY</u>:

A. Chief of Staff
   1. Responsible for the Spring Clean-up program
   2. Coordinate with departments across Post to ensure Spring Clean-up activities are accomplished.

B. Physical Plant
   1. Responsible for the overall planning of the disposition and pick-up of items being disposed of on the Post.
   2. Determine specific common use areas that need to be cleaned up or repaired during this period and develop plan to accomplish.
   3. Determine the location of the pick-up sites for trash and items being recycled and how these items are to be marked for pick-up.
   4. Coordinate for the removal of any hazardous materials.
   5. Remove all items to be disposed to an appropriate area for disposition, warehouse, recycling area, trash areas, etc.
   6. Coordinate extra trash pick-up as necessary with the Lexington Sanitation Department.
   7. Publish Post map identifying areas for pick-up of specific items, i.e., recyclable materials, ordinary trash, etc

C. Commandant's Office
   1. Coordinate and supervise cadet involvement in Spring Clean-up.
   2. In coordination with the Post Engineer, determine what common area projects need to be undertaken to enhance the appearance of the Post.

D. Purchasing Office
   1. Provide technical support to determine the proper disposition of all fixed and non fixed assets.

2. Prepare proper documents to assist building coordinators and hand receipt holders to properly dispose of property.
3. Assist Physical Plant and Post Engineer in the identification of property.

E. Building Coordinators
1. Develop plan for your building to actively participate in the Spring Clean-up.
2. Coordinate with Physical Plant and the Purchasing offices on issues that you need clarification.
3. Assist individuals, as necessary, in determining the proper disposition of property and locations in the building for pick-up of all items.
4. Contact the Physical Plant Help Desk by 3 April to schedule a pick up date and time for all hazardous materials. By working this program early, we can remove HAZMAT disposal from the cleanup day on 21 May.
5. Building Coordinators should contact the Physical Plant Help Desk to request a supply of trash bags and bag labels for their areas.

F. Employees of VMI
1. Properly dispose of equipment that is excess or no longer needed.
2. Clean your own personal work area.

G. Communications and Marketing
1. Publicize Spring Clean-up efforts.
2. Ensure appropriate photos are taken of Spring Clean-up efforts.

6. <u>Attachments:</u>
A. Surplus Property Procedures
B. Disposition of Equipment form (revised)
C. Tagging Guidelines
D. List of potential common hazardous waste items for special disposal
E. List of Building Coordinators

FOR THE SUPERINTENDENT:

Gary A. Bissell
Lieutenant Colonel (P), USAR
Deputy Chief of Staff and Operations

ATTACHMENT A

SURPLUS PROPERTY PROCEDURES

Definition of Surplus Property – Furniture, equipment or other moveable fixed asset that is no longer needed or useful to the owning VMI department.

Disposition Methods for surplus property (as defined above) in order of preference:

1. Transfer to another VMI department
2. Sale or Transfer to another state agency
3. Sale to local governmental entity
4. Advertised sale to public
5. Donation to Qualifying IRC 501(c)(3) organization
6. Sale to recycler if the items have no functional market value

PROCEDURES:

The owning department contacts the Surplus Property Officer in the Purchasing Office. This is done by completing a Disposition of Equipment Form. If the disposition of equipment form is not filled out completely, including tag number, serial number, condition of equipment etc. it will not be possible to remove the equipment item from your departmental inventory.

The Surplus Property Officer will review these forms and determine whether the items meet the definition of surplus property above. In some cases the Surplus Property Officer will physically examine the items before making a determination. Computers and printers will be evaluated by Information Technology before disposition is determined.

If the items are deemed to be surplus property (per the definition above), the department will be instructed to attach a surplus property tag to the items. If the item has a fixed asset tag number assigned to it the Surplus Property Officer will assign a surplus property tag number for the item. The Surplus Property Tag number will be recorded on the Disposition of Equipment Form. A copy of the Disposition of Equipment form along with the completed Carbon Copy Surplus Property tag will be sent to the department. The department will attach the Surplus Property tag to the item on the top front of the equipment in plain view. If the item does not have a fixed asset number assigned to it then it will be tagged with the Non-Carbon Copy Property tags. The Surplus Property Officer will coordinate with Physical Plant to have the items moved to a temporary storage location until final disposition as described above. In the case of some large or bulky items, they may be left in the department until final disposition. When Physical Plant picks up the equipment they will sign the surplus tag and leave the white copy with the department. Physical Plant will take the equipment to a secure storage area. The Surplus Property Custodian will keep the yellow copy. The blue copy will be forwarded to the Purchasing Office and the hard copy will stay attached to the equipment.

If the items are deemed not to meet the definition of surplus property above, they are deemed to be junk. The Surplus Property Officer will notify the user department and arrange with Physical Plant to pick up the items for disposal.

Upon final disposition, the Surplus Property Officer will complete and sign the Disposition of Equipment Form, attach any relevant documentation, and send it to the Fixed Assets Coordinator in the Comptroller's Office for entry into the accounting records.

If the equipment is being transferred between departments, please complete a Transfer/Replacement Form http://www.vmi.edu/WorkArea/showcontent.aspx?id=1030 and forward it directly to the Comptroller's Office for processing. In the case of a computer that is being returned to Information Technology please attach the Transfer Form to the computer. The receiving department will sign and forward the form to the Comptroller's Office.

In the event that a piece of equipment is damaged or broken and will be replaced by the vendor that it was purchased from, please use the Transfer/Replacement of Equipment Form. (Example: Your printer that is still under warranty breaks and the company is unable to fix it so they replace it.)

ATTACHMENT B

DISPOSITION OF EQUIPMENT FORM

Exhibit 80-B

VIRGINIA MILITARY INSTITUTE
Disposition of Equipment Form

Department: _____ Date: _____

Description of Equipment: _____

Components: ❑ Keyboard ❑ Mouse ❑ Monitor ❑ Other, please describe:

_____

Serial # _____ VMI Tag #: _____

Justification for Disposal: _____

_____

_____

_____ _____ _____ _____
Equipment Coordinator Date Department Head Date

DEPARTMENTS DO NOT WRITE BELOW THIS LINE

Information Technology Comments: _____

_____

_____

❑ Resale and Donate ❑ Dispose ❑ Redeploy

_____ _____
Information Technology Signature Date

Surplus Property Tag# Assigned: _____

Method of Disposition will be decided by the Purchasing Office after Evaluating the Equipment.

❑ Sale ❑ Surplus

❑ Stolen (Include Copy of Police Report) ❑ Cannibalize

❑ Trade-In ❑ Junk/Scrap

Reviewed by Surplus Property Officer: Disposal Date: _____

_____ _____
Signature Date

Disposition recorded in Colleague:

_____ _____
Signature Date

❑ Warehouse ❑ Trash _____ _____
Physical Plant Signature Date

Revised: 16 January 2008
O:\Corey\Data\Surplus\Disposition Form 1/25/2008 8:15:31 AM

ATTACHMENT C

SPRING CLEANING 2013
TAGGING GUIDELINES

Which tag to use?

1. Rubbish, junk and personal items (old binders, books etc...) – requires no documentation or tag.

2. Furniture and furnishings not appearing on department's fixed asset inventory – requires one disposition form with listing of items attached. Once completed form(s) are received in Purchasing non-fixed asset single part tag(s) will be issued by Purchasing.

3. Electronic items such as printers, scanners and copiers not appearing on department's fixed asset inventory – requires one disposition for each item. Once completed form(s) are received in Purchasing non-fixed asset single part tag(s) will be issued for each item by Purchasing. Each department's equipment coordinator must sign off on each disposition form(s).

4. Each item recorded on department's fixed asset inventory – requires one disposition form for each item. Once completed form is received by Purchasing fixed asset tag(s) will be issued. Each department's equipment coordinator must sign off on each disposition form(s).

Please call the Purchasing Department at ext 7223 with any questions or concerns related to tagging issues.

ATTACHMENT D

LIST OF COMMON HAZARDOUS MATERIALS

Here is a brief list of what needs to be handled separately from trash:

- Recyclables
  - Batteries (all types)
  - Ink cartridges
  - Fluorescent light bulbs

- Hazardous Waste
  - Chemicals (gasoline, paint thinner, cleaning supplies, etc…)
  - Paint

ATTACHMENT E

Building Coordinators Listing

Location	Building Coordinator
Admissions	COL Vern Beitzel
Admissions Annex / 307A Letcher	COL Vern Beitzel
Bachelor's Officer Quarters	Chief Michael Marshall
Barracks	COL Thomas Trumps
Cameron Hall	COL Eric Hutchings
Carroll Hall	MAJ Maura Picciano
Clarkson-McKenna	Mr. Lance Fujiwara
Cocke Hall	MAJ Jack Johnson
Cormack Field House	Coach Zack Scott
Crozet Hall	Mr. Peter Hodgkins
Foster Memorial Stadium	COL Eric Hutchings
Freeland House /320 S. Institute Hill	Lt. Col. Dale Brown
Gray-Minor Stadium	Coach Marlin Ikenberry
Hinty Hall/Physical Plant	Mr. Steve LeBlanc
Human Resources	Col. Bob Spore
JM Hall	COL Keith Gibson
Kilbourne Hall	COL William Wanovich
King Hall Annex & Pool Area	MAJ Jack Johnson
Lejeune Hall/Bookstore	Col David Hough
Mallory Hall	LTC George Brooke
Marshall Hall /CLE	CAPT Susan Rabern
Marshall Library /Fdn	Mrs. Carol Wheeler
Maury Brooke Hall	COL Wade Bell
McKethan Park Pavilion	Mr. John Camper
Moody Hall	Mr. Adam Volant
MLFTG Firing Range	LTC Bither
Neikirk Hall	Mr. Red Taylor
Nichols Engineering Bldg	CAPT Robert McMasters
Observatory	Lt. Col Greg Topasna
Paulette Hall	Coach Marlin Ikenberry
Preston Library	COL Donald Samdahl
Protocol	Mrs. Teresa Thompson
Richardson Hall/Infill Bldg	Lt. Col. Mike Friski
Scott Shipp Hall	COL David Rachels
Shell Hall	COL John Brodie
Smith Hall	LTC Jeff Lawhorne
Stonewall Jackson/Davis Tucker Houses	Mr. Michael Lynn
VMI Old Hospital	COL Jim Park
VMI Health Center	Dr. David Copeland
VMI Museum	COL Keith Gibson