

CUSTODIAL SERVICES

Ordinary housekeeping functions for all buildings (i.e., cleaning, mopping, etc.) are coordinated through the Coordinator, Custodial Services. Requests which involve Custodial Services personnel should be sent directly to the Coordinator in the form of an email. A copy of the email should be sent to the appropriate requestor's supervisor. Questions regarding duties and responsibilities of contract housekeeping services should be directed to the Vice President Administrative Services.

With the exception of emergencies, requests for work to be done outside the normal work schedule should reach the Coordinator, Custodial Services at least two days in advance.

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