

Custodial Services cleans the vast majority of interior spaces, but some tasks are the responsibility of building occupants. This document is a quick guide.

Effective 8/25/25, staff will collect office trash/recycling every other Thursday. If you require more frequent service, please bring your recycling/trash to a centralized station. Compost should always be brought to a station. Trash/Recycling/Compost stations are located on every floor, in every building. Custodial emergencies that require immediate attention (spills, etc.) should be reported by calling x4756.

Cleaning Prioritization: Academic Year

1

Classrooms,
Teaching Labs,
Computer Labs &
Studios

2

Restrooms

3

Corridors, Stairwells,
Elevators, Conference
Rooms, Interior/
Exterior Entryways

4

Offices and
Non-Teaching
Labs

Responsibility of Building Occupant



Department owned
fridges/freezers
(standalone & walk-in)



Lab surfaces
(tables & sinks)



Cabinets & bookshelves
(including inside)



Under fume hoods



Submit work orders



Bring compost to bin
(Located on every floor
in each building)

Help Us Help You!

Custodial staff do not move clutter, debris or large furniture to clean underneath. Please keep your workspace tidy so that we can provide the best possible service.