

Custodial Services cleans the vast majority of interior spaces, but some tasks are the responsibility of building occupants. This document is a quick guide. Please visit the ESF Facilities webpage for a detailed breakdown of duties, cleaning frequency and prioritization.

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
tinyurl.com/esfworkorder



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



**Tell us what works and
what doesn't. We want
to hear from you!**

Contact
scfassle@esf.edu

Help Us Help You!

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

Effective Fall 2019, staff will collect office trash/recycling on Wednesdays. Please bring your recycling/trash to a centralized station if you need more frequent service. Remember to bring your compost to communal bins (located on every floor in each building).

There are trash/recycling/compost stations located on every floor in every building. This practice allows custodial staff to dedicate more time to cleaning, helps control pests and challenges us to rethink the amount of waste that we produce each day!