

Empire Hall

The custodian for your building is David Richardson.

He is responsible for Empire Hall and is on campus Monday – Friday 8:00 am – 4:30 pm.

Custodians are responsible for maintaining the cleanliness and sanitation within your building of the following areas:

- Restrooms
- Hallways/entryways/lobbies
- Conference/meeting rooms
- Public spaces
- Stairs
- Elevators

Individual offices are not on a regular cleaning schedule. If you need your trash or recycling emptied, you may place your receptacles outside your office door for the building custodian to collect.

If you would like your office vacuumed, you can request this service by leaving a message on the whiteboard located on the custodial closet door in your area.

You can expect the following services completed at a minimum as indicated:

Daily basis

- Trash cans emptied
- Entry mats vacuumed
- Restrooms cleaned and disinfected (toilets, urinals, sinks, baby changing stations, dispensers, partition walls and doors/room walls disinfected; mirrors cleaned; floors wet mopped)
- Disinfection of tables/counters used by students in the hallways and public spaces
- Disinfection of drinking fountains
- Disinfection of touchpoints for the elevators
- Disinfection of handrails for the stairs

Weekly basis

- Hallways/lobbies swept and mopped OR vacuumed
- Public areas swept and mopped OR vacuumed
- Counters and fixtures in conference room cleaned and disinfected
- Clean glass on and around entry doors
- Stairs swept and mopped OR vacuumed
- Elevator tracks swept and mopped OR vacuumed
- Elevator floor swept and mopped OR vacuumed

As needed

- Disinfection of tables and other touchpoints in conference/meeting rooms

- Conference/meeting rooms swept and mopped OR vacuumed
- Office receptacles and vacuuming
- Department and hallway recycling bins will be emptied as needed. Please contact the facilities office or submit a work order to arrange this service.
- Paper towel, soap, toilet paper, seat covers, and sanitary product dispensers replenished and operational
- Exterior windows
- Vents

Since cleaning may occur during open college hours, you can expect the following care taken by the custodian:

- Wet floor signs out when mopping
- Vacuuming when it's not intrusive
- Knocking and announcing themselves prior to entering restrooms
- Signs at the restroom door indicating it is closed for cleaning

When Mr. Richardson is out for more than one consecutive workday, we will have someone else to cover, performing only the daily duties. The coverage will occur during the hours of the substitute worker.

The following rooms are part of our cleaning schedule and how they are identified.

Conference/Meeting Rooms	Public Spaces	Offices
104 (Black Box)	Lobby Area	110
Performing Arts Center	Lakeview D	Lakeview B
Lakeview E		203 ASG office
Lakeview F		205
Lakeview G		208
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Custodial services for these conference/meeting spaces will be provided only on days when the space is scheduled for use.

Custodial Services does not provide any services inside the Dining Hall unless a special arrangement has been made between the Director of Dining Services and the Facilities Director.

The Food Pantry (Room 207) will be cleaned upon request.