



Building Services Request

RISK MANAGEMENT & SAFETY

Date: May 2016
Category: Custodial Services
RMS Contact: Lisa Phillips, Bognar.6@nd.edu

Contact RMS:
Tel: 631-5037

It is important that Building Services understands what cleaning services that you want/need in your lab in order that your research is not harmed or disrupted. As was discussed with the Safety Coordinators, a [Custodial Services Request](#) (sample below) was developed to ensure the appropriate information is provided. Building Services would appreciate it if you would complete and post the request card on or near all entry doors to your laboratory.

Should you have any questions on the custodial services provided, please feel free to contact:
Phyllis Campbell 1-3358
Assistant Director, Building Services

Custodial Services Request for (fill in lab #)

Please do not enter lab.

Level 1: Remove trash and recycling only.

Level 2: Remove trash and recycling, dust mop.

Level 3: Remove trash and recycling, dust mop and wet mop.

Aim work order, high dust everything within reach with a microfiber duster, and damp wipe high touch surfaces.

This lab requests the following to be dusted:

Window ledges

Vents

Lab Specific Instructions: (e.g. No wet mopping in this room)



- Please note:**
- Post next to emergency contact.
 - Custodians will not dust window ledges if hazardous materials are present on ledges.
 - Counters will not be cleaned unless approved by RMS.
 - Custodians may lift up to 50 pounds.