

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 9	Facilities	Effective:	June 2000
Section 9.2	University Facilities	Revised:	January 2009
Policy 9.2.6	Custodial Services	Responsibility:	Assistant Vice President for Facilities

CUSTODIAL SERVICES

Responsibilities

Custodial Services is responsible for providing institutional-type cleaning for the interior of Health Science Center facilities, and provide window washing and eyebrow cleaning for the exterior of the buildings; doing mop-ups and minor clean-ups on an as needed basis; moving furniture from room to room and to various off-campus sites, such as the Institute of Biotechnology, the University Health Center-Downtown, and Brooks Air Force Base; and, setting up and removing tables and other furniture for special occasions.

Set-Up & Move Request

Set-up assistance is available by submitting a [Facilities Management Request for Department Funded Set-up](#) to Facilities Management. For assistance in moving furniture or equipment permanently to a new location, submit a [Facilities Management Request for Department Funded Move](#).

Submit requests for set-ups and moves at least one week in advance. On the [Facilities Management Request for Department Funded Move](#), state the time the job is to start; the job will be coordinated with the moving crew and the department contact person. Set-ups take priority over moves.
