December 11, 2018

Custodial Meeting/Event Set up Guidelines

To make meeting/event set ups more efficient here are some guidelines that have been developed. Having clear expectations will lead to better and more efficiently meeting faculty and staff’s needs.

Meeting/Events with **description** must be entered 24hrs before event.
- If there is no description there will be no set up.
- If entered with in 24 hrs put in a work order for set up or do set up yourself.
- If event set up is outside Custodial Staffs working hours put in a work order in or set up should be done by user/department.

During Custodian’s working hours give **2 hours** in between events for cleanup and reset up. Outside Custodian’s working hours put in a work order in (setup only) or set up should be done by user/department.

When scheduling events please be realistic with attendance counts.

Custodial Staff will set up room, if it is available (not scheduled) for the next meeting/event up to 24 hours in advance. Signs will be up letting faculty and staff know that:

“This room is set up for a meeting/event”

If meeting/event is not scheduled, return the room to the way you found it.

Custodial Staff is **not** responsible for setting up for departmental breaks; return the room to the way you found it.

If room is left in unacceptable condition after meeting/event a work order will be requested for the extra time it will take to clean and fix space.

Facilities currently used for meeting/events that Custodial staff set up:
- Jordan Hall – Auditorium, Lounge and Staff Room
- Barton Labs – A134, A137 & 310
- Food Research Lab – 157 & G34
- Sawdust Café
Standard Custodial hours:  4:30am-1pm Monday – Thursday
                          4:30am-12pm Friday

Table replacements – as current tables age and need replacement, purchase only 50# and under tables.

Thank you for your cooperation and understanding