

Custodial Services Procedures

University Facilities is a service support unit on the Clemson campus. Each Custodial employee should take pride in being a vital part of Clemson's success. We require that all employees be dependable, flexible, and patient. We ask our employees to be courteous to members of the University community and to any visitors they may meet on campus. Each employee is expected to work in harmony with staff members and to learn and follow proper work procedures.

Custodial Services is responsible for the custodial care of all academic and administrative areas, including rest rooms and lobbies. To ensure consistent and reliable service, a frequency schedule has been established in each area for each task. Typical tasks/frequencies include:

- Rest rooms are cleaned five (5) days a week
- Waste containers in offices are emptied three days a week; waste containers in public areas are emptied five days a week
- Classrooms are cleaned five days a week
- Floors washed & waxed annually or when necessary

For frequencies of a specific area, please call Custodial Services office at 656-4219.

For basic custodial service in buildings, contact the building's head custodian. The custodial staff begins work at 5:00 am and works until 1:00 p m and the Floor Crew begins work at 11:00 p m and works until 7:00 am. Custodial Services has an answering machine that either delivers a message to the appropriate person the next working day, or in case of an emergency, directs the caller to the Campus Police for immediate service.