

## Frequently Ask Questions – Office Cleaning

- What areas are changing to the monthly cleaning schedule?
  - All individual offices in academic areas and any restrooms that may be located within that office will now only be cleaned monthly. The occupant will be responsible for taking all office trash out to a centrally located trash/recycle bin.
- How do I determine what week my office will be cleaned on?
  - The frequency of the monthly office cleaning can be found on our website at: [https://www.ou.edu/facilities/services/custodial\\_services/custodial-services](https://www.ou.edu/facilities/services/custodial_services/custodial-services) under Routine Services--> Office Cleaning --> Alphabetical Office Cleaning Schedule
- Will the office cleaning take place for the full week of each month?
  - No, each office will only be cleaned once during the tentatively scheduled week.
- What does cleaning an office entail?
  - Dusting, cleaning blinds, vents, baseboards, cobwebs (if found), vacuuming carpets if needed, mopping floors if needed. Trash and recycling will not be collected during the cleaning.
- Our building will need additional trash cans, can these be provided?
  - Yes, additional cans can be provided. Please send requests through Facilities Management's work request form: [https://www.ou.edu/facilities/maintenance\\_requests](https://www.ou.edu/facilities/maintenance_requests)
- Where are central cans located?
  - In general, central trash/recycle cans are located in lobbies, hallways, breakrooms and/or copy rooms.
- What areas will receive a normal daily clean?
  - Common areas like: breakrooms/kitchenettes, lobbies, hallways, classrooms, labs, restrooms (that are not located inside someone's personal office). Custodial service frequencies by space can be found on our website at: [https://www.ou.edu/facilities/services/custodial\\_services/custodial-services](https://www.ou.edu/facilities/services/custodial_services/custodial-services) under Routine Services and Custodial Frequency Chart
- Will liners be provided for our office trash cans?
  - No, liners are not provided for individual office trash cans. This effort will eliminate 60,000 liners a month. All trash/recycle cans in common areas will still receive liners daily as the trash is emptied.

- Can I just set my office trash can outside my office door to have the trash taken?
  - No, custodial will not be emptying trash cans placed outside an occupant's door. All trash will need to be placed in one of the centrally located bins.
  
- Will restrooms still be cleaned and re-stocked daily?
  - Yes, all public restrooms or those not located inside an individual office will receive a daily cleaning, along with all paper products and soap being refilled daily or as needed.
  
- Will common spaces in office suites, such as kitchenets, restrooms, and lounges, still be cleaned daily?
  - Common areas like: breakrooms/kitchenettes, lobbies, and public restrooms (not located inside someone's personal office). Custodial service frequencies by space can be found on our website at:  
[https://www.ou.edu/facilities/services/custodial\\_services/custodial-services](https://www.ou.edu/facilities/services/custodial_services/custodial-services) under Routine Services and Custodial Frequency Chart
  
- How often is centralized trash emptied?
  - Daily during each buildings normal cleaning schedule. If the trash is full, please contact Facilities Management to dispatch a custodian to empty the can.
  
- What if we have an event? Can custodial still be requested for events?
  - Yes, custodial requests are submitted through Facilities Management's work request form: [https://www.ou.edu/facilities/maintenance\\_requests](https://www.ou.edu/facilities/maintenance_requests)