

# **Attention Office and Cubicle Occupants**

## **New Cleaning and Waste Removal Procedures for Individual Offices and Cubicles**

### **Timeline-November 2009 to Present**

November, 2009

- ❖ FM Housekeeping and Recycling initiate waste reduction pilot studies in the FM building followed by Reese, Foundation, Grigg and Atkins Library

June, 2011

- ❖ Chancellor Dubois and his cabinet approve full implementation of new office cleaning and waste removal procedures based on 25% increase in collection of recyclables in pilot buildings

July, 2011

- ❖ Housekeeping and Recycling present new office cleaning and waste removal procedures during education sessions at all academic buildings

August 1<sup>st</sup> – 5<sup>th</sup>, 2011

- ❖ Housekeeping staff will hang a new mini-trash bin on each blue desk side recycling bin (blue bin) and remove existing desk side trash bin (black or brown bin)
- ❖ Blue desk side recycling bins will be added in offices and cubicles where missing

August 10<sup>th</sup>, 2011

- ❖ New cleaning schedule begins
- ❖ Office cleaning will occur once each week on Wednesday night ONLY
- ❖ Housekeeping will detail vacuum, dust, damp wipe cleared surfaces, and sanitize the phone cradle and door handle
- ❖ Office and cubicle occupants will empty their own mini-trash bin and continue the long standing practice of emptying their blue recycling bin

\*\* Thank you for your patience during this transition, as our staff complete the process of switching over 2,600 office trash receptacles to mini-bins and adding over 800 blue desk side recycling bins.