



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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**REVISION
1**

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**SUBJECT
CUSTODIAL SERVICES**

SUB-TOPIC

GENERAL POLICY

Custodial services are usually provided as an institutional service (see "Institutional Services," this section) and as such are charged to the Physical Plant.

The housekeeping standards established for the University can be maintained only by following effective frequency of cleaning and methods using trained personnel. However, since budgeting limitations restrict the availability of Physical Plant personnel and supplies, good housekeeping practices by all persons at UTD are encouraged.

To report poor work or improper conduct by custodial personnel, contact the Building Services Supervisor at Ext. 2153.