



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE
9/29/97**

**REVISION
1**

**PAGE
G6-120.0**

**SUBJECT
CUSTODIAL SERVICES**

SUB-TOPIC

WORKING HOURS

Normal working hours for the performance of custodial services are:

Monday through Friday - 9:30 p.m. - 6:00 a.m.

This schedule permits the cleaning of buildings and the accomplishment of other custodial services without interference to the majority of UTD personnel. A minimal custodial crew is also available during normal working hours (Monday through Friday, 7:30 a.m. - 4:00 p.m.) to:

- maintain restrooms, corridors and other public areas
- provide trash disposal services
- provide emergency custodial services and
- support special events.

If other than routine custodial services are required, a request should be made via the procedure "Request for Services," this section. Requests for custodial services for special events require one (1) week notice prior to the date of the special event. If emergency custodial services are needed, contact the Work Control Supervisor at Ext. 2177.