

General Information

Housekeeping Department provides two types of services, 1) general cleaning of the building, refuse pickup and exterior cleaning of furniture, at no cost to the requesting department. Housekeeping also makes arrangements for special services.
If this is an emergency, call Security at *911 and ask them to call Housekeeping on the radio.
If you require immediate service, please call x2571.

Following is a list of general cleaning and special services:

1) General Cleaning Services

- Vacuum carpet & clean floors
- Clean walls & ceilings
- Clean restrooms
- Polish furniture
- Replenish restroom supplies
- Provide dumpsters for large paper disposal

2) Special Services

- Shampoo carpets
- Shampoo chairs

To Request Service

Please complete this form for all required work, obtain the proper approval(s) and fax the form to **Housekeeping Services at x2572**. Your work will be completed as soon as possible.

Requestor

Name: _____ Tel. No.: _____
 Department: _____ Fax No.: _____
 Room No: _____ Date Work Req: _____

Description of Work Requested (Please send a sketch of the work needed, when appropriate)

Department Head Approval: _____
Date: _____

Housekeeping Services Approval: _____
Date: _____

For Housekeeping Services use only

Job Assigned to: _____

Time Required: _____ Date Completed: _____