

MEMORANDUM

TO: Deans, Directors, Department Heads and Building Deputies
FROM: Martha A. May
DATE: May 1, 2008
RE: Custodial and Grounds Services

Over the last six summers, Physical Facilities has reduced custodial and grounds services to the West Lafayette campus. This decrease in the level of service was the result of reductions to the Buildings and Grounds operating budget. As a result of more efficient cleaning schedules and practices and a restoration of incremental funding, I am happy to share a positive change in direction for our summer services.

In 2007, Building Services contracted a custodial consultant to review our staffing levels, schedules and practices. Through the implementation of their recommendations, we have been able to balance our cleaning areas per custodian, shift custodial positions from daylight work hours, and upgrade our cleaning equipment including adding more automated equipment. All these activities have resulted in more efficient and effective cleaning practices.

Therefore, this summer, we will *not* reassign custodial staff into other areas of Buildings & Grounds and we will *not* reduce the cleaning frequencies in areas we serve. Custodial staff will continue to provide their general cleaning duties and focus their efforts on deep cleaning activities (such as public area floor maintenance and relamping work); activities that are difficult to accomplish during the academic year when more students and faculty are present. Trash removal in offices and labs will continue at 3 times per week, and remain daily for classrooms and public use areas (restrooms, kitchens, libraries, etc).

In addition, we have reallocated a portion of our funding to reestablish washing exterior windows in our academic and administrative buildings beginning this summer. As this activity has not been completed in 7 years, we ask for your patience as we anticipate an extended completion schedule from our contracted vendor. In the future, we will also reestablish interior window cleaning on a regular cycle as well.

Our Grounds department is also focusing on renewing and restoring the appearance of campus. Over the next several weeks, we will be adding more color to campus, including re-introducing our planters on State Street and Northwestern Avenue. Grounds will also be instituting a quick response and project crew. This crew will work closely with the University landscape architects to complete landscape project work and respond to identified repair and beautification needs. Our initial goal is to provide an appealing appearance for high visible gateway and mall areas to welcome students, parents and visitors to the campus.

Lastly, this fall, we plan to introduce even more enhanced services to campus. In order to respond to needs in high use buildings, we will be establishing a custodial refresh crew. This crew will work during traditional daylight work hours to service public areas and high use restrooms with the goal of maintaining an orderly and functional environment for these heavily trafficked buildings. We will also be adding more recycling containers to select buildings as we pilot an expanded recycling program for the West Lafayette campus.

We hope these measures reflect our commitment to providing the best level of service possible to the campus. Our department continues to look for innovative means to improve our services. We appreciate your understanding and support during our leaner budget years.

For further questions or concerns, please feel free to contact me (40903, mamay@purdue.edu), Terry Ashlock, Director of Building Services (41425, ashlock@purdue.edu) or Gary Evans, Director of Grounds (40139, gkevans@purdue.edu).
