

To: All Building Deputies  
From: Terry Ashlock, Building Services Director  
Date: May 1, 2009  
Subject: Building Services Summer Information

## Summer Office Cleaning

Many on-the-job injuries take place in the process of unloading trash. Some of the heaviest trash loads we encounter are a result of office and end-of-semester clean outs. We're asking Purdue faculty and staff to help us reduce the number and severity of worker injuries by sorting and separating their heavy and recyclable materials from their normal trash.

We have determined that one of the best ways to help the campus community do this is by communicating directly with Building Deputies and Administrative Assistants – the ones most aware of who is moving out and when. In order to help our custodians work efficiently and safely during this hectic season we are asking for your help in getting the word out to your building occupants and asking them to please follow these guidelines as they downsize for the summer:

1. Notify the building custodian(s) 2 days in advance before a cleaning-out or moving-out of an area or office, to allow them sufficient time to supply appropriate recycling and trash containers.
2. The recyclable material can be put into the green recycling carts. You can request these by calling 496-3326 or 494-0194, or by going to the Refuse and Recycling webpage: [http://www.purdue.edu/buildings\\_grounds/recycling/services.htm](http://www.purdue.edu/buildings_grounds/recycling/services.htm)

All paper material - office paper, catalogs, magazines, and books can go into a green recycling carts.

The non-paper material such as binders, plastic, overheads need to be separated into a different green recycling cart.

There is no charge for extra recycling carts. This is recommended in lieu of removing the ones in the loading dock areas.

For further information on what is recyclable go to the Recycling webpage:

[http://www.purdue.edu/buildings\\_grounds/recycling/recyclable.htm](http://www.purdue.edu/buildings_grounds/recycling/recyclable.htm)

3. Reminders near the end of the semester would be appropriate to ensure new staff and faculty are educated as to how trash pick-up works.

## **Exterior Window Cleaning**

Last year, Building Services managed the contract for an outside vendor to clean the exterior glass of most of the academic buildings on campus. A few buildings could not be cleaned because of construction or other activities. Due to budget constraints, last year was the first time in seven years exterior windows were cleaned.

Beginning this summer exterior windows will be cleaned every two years. This summer all the buildings south of State Street will be cleaned, with the buildings north of State Street being cleaned in the summer of 2010. Cleaning will begin after July 4<sup>th</sup> and will be completed before the start of the Fall Semester.

## **Summer Cleaning Frequencies**

Summer cleaning frequencies will remain the same for the summer as they were during the academic year. This means desk-side trash containers will be emptied three times per week.

Because Building Services will keep academic year cleaning frequencies, as well as the additional work of stripping or scrubbing, and waxing all hard floors, this promises to be a very busy summer for custodial staff. It would be extremely helpful if staff could let their custodian know when they will be out of the office for extended periods of time and not need their trash collected.