



CUSTODIAL SERVICES

Restrooms

Daily: Restock supplies
Remove trash
Clean & disinfect

Offices

Weekly: Remove trash & recycle
Vacuum & dust Brush chairs
Dust all vertical and horizontal
surfaces

Laboratories (Wet/ Dry Labs)

Daily: Remove trash
As Required: Remove recycling
Weekly: Sweep & dust/ wet
mop

Classrooms & Conference Rooms

Daily: Remove trash
Clean boards
Spot clean
Damp Mop & Vacuum
Remove recycle
Weekly: Clean tables & desks

Public Areas (Lobbies, Elevators & Corridors)

Daily: Remove trash
Spot clean
Clean water fountains
Remove recycling
Weekly: Clean surfaces
Vacuum

Interior Stairwells

Daily: Remove trash
As Required: Remove recycling
Weekly: Police litter
Dust, mop & vacuum
Spot clean

Kitchen Areas

Daily: Remove trash
Wipe counter tops &
sink
Damp Mop
Twice a Week: Remove recycling
Weekly: Vacuum

Other custodial requests

Contact the Work Center @ 4-1414

ANNUAL SERVICES

Strip/refinish or scrub and recoat floors
(Submit Service Request to schedule)

Carpet cleaning
(Submit Service Request to schedule)

ADDITIONAL SERVICES

**Additional Services to be billed at a rate of
\$57.22/hour.**

- **Strip and Refinish floors**
- **Carpet Cleaning**
- **Day Porter**
- **After-hours/Weekend Services**

Rates effective through June 30, 2026

FACILITIES SERVICES CONTACTS

**Campus Services Manager
Facilities Services – Operations**

Alfredo (Freddy) Izguerra
(773) 834-1414

Work Center

work-center@uchicago.edu
(773) 834-1414