

# 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](mailto:work-center@uchicago.edu)  
(773) 834-1414