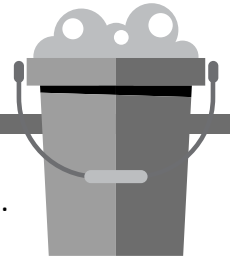


Summer Deep Cleaning Scheduling

with the UWSP Custodial Staff



Soon, our staff will begin deep cleaning offices, along with scrubbing and re-coating flooring. To assist us with these tasks, we would like you to fill in this form.

It is just as important that you help us with this process by removing any boxes, files, books or other materials from the floor. This will protect your materials from any possible water damage.

Please keep in mind that we always try to accommodate your schedule but we cannot always schedule work on Thursdays or Fridays. Please keep this in mind when completing the request.

NOTE: THE WEEK OF THE 4th OF JULY IS NOT AVAILABLE DUE TO LOW STAFFING. If you have any questions, please call the Custodial office at **extension 3647**.

PLEASE TURN IN FORMS PRIOR TO JUNE 1st. Forms can be emailed to **tlarson@uwsp.edu** and **jkluck@uwsp.edu**.

YOU MUST TRY TO SUGGEST MULTIPLE DATES FOR EACH OFFICE CLEANING.

OFFICE #: _____ PREFERRED DATE 1: _____ PREFERRED DATE 2: _____

OFFICE #: _____ PREFERRED DATE 1: _____ PREFERRED DATE 2: _____

OFFICE #: _____ PREFERRED DATE 1: _____ PREFERRED DATE 2: _____

OFFICE #: _____ PREFERRED DATE 1: _____ PREFERRED DATE 2: _____

ADDITIONAL NOTES:

YOUR BUILDING: _____

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

IF A SCHEDULING REQUEST IS NOT RETURNED TO CUSTODIAL, CLEANING WILL TAKE PLACE WHEN WE ARE IN YOUR BUILDING / AREA.

PLEASE EMAIL FORM TO TLARSON@UWSP.EDU and JKLUCK@UWSP.EDU