

Summer Deep Cleaning Scheduling

with the UWSP Custodial Staff



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

It is just as important that you help us with the process by removing any boxes, files, books or other materials from the floor. This will help 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 for Thursdays and Fridays**. Please keep this in mind when completing this request.

If you have any questions, please call the Custodial Office at **extension 3647**.

ALL FORMS MUST BE TURNED IN PRIOR TO JUNE 1ST. Please send to Custodial via inter-office mail care of Nelson Hall Room 014.

Dates that would be best for summer deep cleaning in your office/offices are...

DATES: _____



Please check this box if you prefer to not have your office deep cleaned this summer.

YOUR BUILDING: _____

YOUR OFFICE NUMBER/NUMBERS: _____

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

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

RETURN FORM TO CUSTODIAL: NELSON HALL ROOM 014