

OFFICES ONLY

Service is not changing for classrooms, restrooms, laboratories, conference rooms, break rooms, kitchenettes, or common areas.

Custodial Services Update

Deskside Bins Emptied Weekly



Clean office paper, etc.

Central Receptacles Emptied Daily



TRASH = drinking cups, food & takeout containers, napkins, paper towels, etc.

FAQs

When did this program start, and what does it entail?

Effective September 1, 2016, custodians started emptying office deskside trash and recycling bins once weekly. Centrally located waste receptacles will continue to be emptied daily, and we encourage everyone to dispose of food waste in the central locations. Service did not change for classrooms, restrooms, laboratories, conference rooms, breakrooms, kitchenettes or common areas, which continue to be serviced daily. The weekly schedule applies only to office deskside trash and recycling bins.

What buildings are included?

A full list of buildings and service schedules can be found at fod.osu.edu/operations.

Why did FOD do this?

Facilities Operations and Development successfully piloted this service model with other school programs, including its own staff, and found it to be a healthful and sustainable practice. This cost efficiency measure streamlines overall service and is designed to support colleges and units and their budgets.

Who can my department head discuss this with if we have additional needs?

Please let your zone leader know if any issues arise.

What else will FOD do on my service day?

In addition to emptying deskside trash and recycling bins, FOD vacuums or mops and performs additional cleaning that currently occurs once per week.

Does this also include recycling?

Yes. Effective September 1, 2016, custodians started emptying office deskside trash and recycling bins once weekly. Centrally located waste receptacles continue to be emptied daily, and we encourage everyone to dispose of food waste in the central locations. Service did not change for classrooms, restrooms, laboratories, conference rooms, breakrooms, kitchenettes or common areas, which continue to be serviced daily. The weekly schedule applies only to office deskside trash and recycling bins.

What should I do if my trash is full?

Centrally located waste receptacles are emptied daily, and we encourage everyone to dispose of food waste in the central locations. Additionally, please feel free to empty desk side trash into the centrally located receptacles, as needed.

Does this include classrooms, labs, kitchens, etc.?

No. This applies only to office deskside trash and recycling bins. It does not include classrooms, restrooms, laboratories, conference rooms, breakrooms, kitchenettes or common areas.

What day is my trash be emptied?

Effective September 1, 2016, custodians started emptying office deskside trash and recycling bins once weekly. Additionally, centrally located waste receptacles are emptied daily, and we encourage everyone to dispose of food waste in the central locations. You can find a service schedule at fod.osu.edu/operations.

What if my service day falls on a holiday? How will service change during holiday weeks?

Service missed because of holidays usually will be addressed on Fridays.

Where should I report maintenance or facilities needs?

During regular business hours (M-F, 6 a.m. to 3:30 p.m.), contact Service2Facilities by web (fod.osu.edu/make-request), phone (614-292-HELP), or email (service2facilities@osu.edu). After hours, on weekends, or for emergency maintenance, please call 614-292-HELP.

