FERRIS STATE UNIVERSITY
PHYSICAL PLANT

To:	**FSU Campus Community**
From:	Michael Hughes, Associate Vice President – Physical Plant
Subject:	Custodial Services – General Fund Buildings
Date:	September 8, 2010

As a part of the University's continuing budget challenges, the Physical Plant Custodial Department has realized additional staffing reductions. Additionally, the University has not been able to create new positions needed to serve newly constructed facilities since 2003. Therefore, in response to these resource restrictions and to provide the highest level of custodial service commensurate with the resources allocated, we must realign staff and continue to implement the service model changes instituted in 2003.

As a reminder, the general fund custodial staff will be reorganized around the following priorities:

1. **Public Areas (i.e. Restrooms, Corridors, Stairs, Lobbies, Deans Office & Waiting area).**
2. **Classrooms, Laboratories and Conference rooms.**
3. **All other areas.**

As of August 17, 2003 custodial service frequency for private offices was changed to approximately once every 15 days.

Individuals in private offices are reminded to empty their trash receptacle into the designated centrally located receptacle near their office location. The custodial staff will provide regular service for the central trash receptacle only.

Service will also be available on an as requested basis to address special or urgent needs. If the requested service falls outside the regular scheduled shift and/or available staffing, the requesting unit may be required to fund overtime.

Our goal remains to provide a clean and safe campus by providing the highest quality custodial services possible within our allocated resources. We continue to ask for your patience and cooperation as these changes are implemented.

If you have specific questions, concerns please contact the Physical Plant at extension 2920.