

CUSTODIAL SERVICES

BUILDING REFUSE POLICY

- Building refuse is removed according to a schedule outlined on colored floor plan maps provided to the custodian(s). Building users can obtain cleaning schedule information from either the custodian in their area or by calling ext. 6868. All public and circulation areas have the trash removed daily.
- Anything in or on top of or in contact with a standard desk-side trash receptacle can be considered trash and is likely to be discarded. Valued items should not even be in the vicinity of a trash container for greatest safety. Custodians are instructed to leave behind any material or object for which they have any doubt whether or not it is refuse. Such items can be discarded the next day after checking with the building user responsible for the item with no real harm done.
- If something has a note on it identifying the object or material as refuse, the custodian is advised to take it to the outside container. Nevertheless, miscommunications can and do occur, and again, if there is any doubt about whether or not an item is refuse, the custodian is instructed to leave it behind until the proper double-checking can be performed.
- If there is anything in or about the building refuse that makes the custodian think the material might be hazardous and/or unsafe to handle, the custodian is instructed to leave it alone and call his or her supervisor. This goes for any unknown substance on any surface.
- If a custodian comes upon a spill that looks like blood, they are instructed to leave it alone and call their supervisor. The supervisor will assist on how to clean it up, and probably will use a clean-up kit provided by Safety and Risk Management.
- Burned out light-tubes without green ends or stamps are collected and carefully placed into an empty light-tube shipping carton for recycling. Custodial supervisors collect full cartons and take them to storage off-site. The carton is marked with the number of tubes contained within when the ends of the carton are sealed. A dated, running inventory of burnt-out or broken light tubes is kept on a tablet by the supervisors at the storage facility. Light-tubes that are manufactured with green metal ends are environmentally friendly and can be placed in a dumpster, preferably unbroken and in a carton.
- All computer monitors, CPUs (central processing units or “towers”, the brain part of a personal computer), computer keyboards, mice and assorted peripherals are recycled. Recycling of these items is coordinated through Property Management. Call Property Management (ext. 5504) for pick up. Safety and Risk Management (ext. 2711) prepares the devices for shipping to the recycler.