

July 1, 2009

To: Deans, Directors and Department Heads

From: Tom Schellhardt, Vice President
Administration and Financial Services Division

Subject: Changes in custodial hours and service frequencies

In response to recent budget reductions and in anticipation of further budget hardships, Building Services is implementing a change in custodial service hours for the academic buildings. Beginning August 17, 2009, hours for buildings currently serviced on first shift will standardize to 5:00 a.m.-1:30 p.m. Monday-Friday. Hours for buildings currently serviced on second shift will standardize to 3:00-11:30 p.m. Monday-Friday. The sole exception will be the UNI-Dome which will continue to be serviced 3:00-11:30 p.m. Tuesday-Saturday, per a current service agreement. The changes in second shift hours are expected to generate significant energy savings. Air handling systems will be changed to off hour's mode and lights will be turned off earlier in the evening.

With staffing reductions due to early retirements, resignations, and the continuing hiring freeze, Building Services will also be tightening its cleaning and service focus, giving priority to safety and preserving frequencies to the areas in the academic buildings most heavily used by students and visible to the general public. With this in mind, beginning August 17:

- Classrooms and departmental offices will be cleaned Monday-Wednesday-Friday and policed on the alternate days Tuesday-Thursday. The primary difference will be reflected in the time devoted to floor care.
- Individual faculty and staff offices and cubicles will be cleaned once every two weeks.
- Kitchenette areas primarily used by faculty and staff will need to be cleaned and policed by the staff using the room. Building Services will supply cleaning materials and supplies as requested and will shampoo or refinish floors annually.

- Where safety is not an issue, burned out lamps may be replaced less frequently (within 72 hours instead of 24 hours), and some accent/decorative lighting may be out for much longer periods of time.

- Building Services will standardize the securing of the academic buildings where there is a custodial presence, locking all outside doors no later than 10:30 p.m. (note: this will not apply to performance venues such as GBPAC, McLeod Center or the Dome on nights where scheduled events are running later).

- Smaller perimeter buildings which do not have an assigned custodian, i.e., Tallgrass Prairie Center, Museum, CET, Psychology I, Honors House, Alumni House, Continuing Education, Safety office, Foundation accounting office, will be primarily handled by assigned student employee staff from August-May.

We appreciate the cooperation and understanding of faculty, staff and students as we move forward together addressing current and future budget constraints and reducing energy costs. Please feel free to visit with Bill McKinley at 273-6109 or William.McKinley@uni.edu.