

Cost Savings Initiative:

Planned Reductions in Cleaning Services – Updated 3/4/09

After careful consultation with the management team of the cleaning services contractor, Service Solutions, and meetings with the administration in Finance and Auxiliary Services and Facilities, JCU will implement a reduction in cleaning services plan on February 16, 2009 that will considerably reduce costs without significantly affecting the FSA and students.

Cleaning Services has been moved under the umbrella of the Facilities Department. Call 397-4314 to report a problem or contact Rory Hill at 397- 3015 (office), 276-4442 (cell) or rhill@jcu.edu with questions or concerns.

Reductions by Area:

Office Cleaning: Office cleaning will be reduced from five times per week to once a week. Building cleaning schedules will be publicized and all offices will know their designated cleaning day of the week. Employees will be asked to bring their trash requiring daily pickup (food or other waste) to a pre-determined common office location (e.g.: the department workroom or kitchen).

The office cleaning schedule is given below:

	Sunday	Monday	Tuesday	Wednesday	Thursday
OFFICE CLEANING:					
Offices	10:30PM-7:00AM ADMIN	10:30PM-7:00AM ADMIN ANNEX OMALLEY GROUND	10:30PM-7:00AM OMALLEY (2 & 3)	10:30PM-7:00AM DSC-EAST (2 & 3)	10:30PM-7:00AM DSC-EAST (G & 1)
Offices	10:30PM-7:00AM RODMAN (2 & 3)	10:30PM-7:00AM REX ATHLETICS & RODMAN 1ST	10:30PM-7:00AM REX	10:30PM-7:00AM DSC- West (All)	10:30PM-7:00AM SCHOOL OF BUS Special Projects

Note: All cleaning and trash removal will be done after normal work hours for the JCU campus, i.e. after 5:00 pm and before 8:00 AM each day. This should help ensure a more efficient system of cleaning. Some departments have special arrangements for day cleaning. This will not be changed.

Classroom cleaning: Classroom trash cans will be emptied once per day. Larger trash cans will be provided for all classrooms. Floors will be cleaned daily from November – March and weekly from April through October. Classrooms and boards will be thoroughly cleaned once per week.

Hallway and Stairwell Cleaning: During the summer months (May – August), hallways and stairwells will be cleaned three times per week.

Library: Reduce daily cleaning hours by 50% during the fall and spring semesters and 67% during the summer months.

Rec Plex: Reduce afternoon cleaning hours by 50%.

Bohannon: Discontinue cleaning when building becomes unoccupied.

Shula Stadium: Reduce daily cleaning hours by 33%.

Please note:

1. Due to the high volume of evening classes, there will be no changes in service to the Boler School of Business classrooms.
2. There will be no changes in service to the residence halls.
3. There will be no changes to the cleaning and stocking of any of the restrooms on campus.
4. Office trash pickup and cleaning will be done during the night shift, effective 3/8/09.

All reductions in services will be continually evaluated to confirm that the services meet the needs of the JCU community.