

BERKELEY CITY COLLEGE

REQUEST FOR CUSTODIAL SERVICES
(Cleaning Services Only)

Protocol

The following protocol for requesting custodial services is being provided to improve communication and increase efficiency. Three (3) days advance notice must be given when work is being requested. There is to be no oral work requests made directly to a custodian.

This form is used to request non-routine custodial work. It is not to be used to request services to move furniture or to set up for events. Do not use this form for Audio Visual request or access to the facility.

If this request is for disposal of items/equipment, please attach the Equipment Action Request Form.

Custodial Services: (Check if applicable)

- | | | |
|--|--|--|
| <input type="checkbox"/> Carpet Cleaning | <input type="checkbox"/> Whiteboards Need Cleaning | <input type="checkbox"/> Clean up Spills |
| <input type="checkbox"/> Flooding | <input type="checkbox"/> Restrooms Need Cleaning | <input type="checkbox"/> Empty Trash |
| <input type="checkbox"/> Water on Floor | <input type="checkbox"/> Office Special Cleaning | <input type="checkbox"/> Change Light bulb |
| <input type="checkbox"/> Vacuum | <input type="checkbox"/> Wipe Down Furniture | <input type="checkbox"/> Other |

Requestor's Name _____ Date _____

Location: _____

Telephone Number (please provide) _____

BUSINESS OFFICE USE ONLY

Request Completed Yes _____ No _____ Returned _____

Comments: _____

Please forward your request to Nailah Keeles at nkeeles@peralta.edu