

# Office Cleaning Basics & Trash Services

Cleaning Desk Area and Labs: Each individual is responsible for cleaning their desk area and assigned lab area. In addition, there are several spaces in the lab that are shared. Work with your group on protocols and schedules to keep clean and in working condition.

## TRASH SERVICES:

CHEMR labs - There is a large rolling trash bin placed at the front of the lab, close to the entrance door or grad student office door. It should be labeled. The trash throughout the lab space should be put in this container. When the large bin reaches 2/3rds full the bag is to be taken out, tied off and placed beside the bin, with a new bag put in place. Custodians pick up trash nightly around 8 pm.

CHEMR offices – There are larger bins in the hall outside of the offices (sometimes down the hall a little way). Office trash is to be taken out by occupants and placed in larger bins in the hall. If you need more trash bags you can ask a custodian or notify the assistant building proctor. Right now, extra bags are being stored in the receiving area on a shelf.

CHEM1 labs – Some of the labs have special large rolling bins close to an exit door to allow custodians to gather trash without walking through the lab. These labs are marked on the outside door that it has modified trash pickup. In other labs that this was not a possibility, the custodians will walk through and gather trash once a night.

CHEM1 offices - There are larger bins in the hall outside of the offices (sometimes down the hall a little way). Office trash is to be taken out by occupants and placed in larger bins in the hall. If you need more trash bags you can ask a custodian or notify the assistant building proctor.

Yates teaching labs - In Yates teaching labs, the custodians will walk through and gather trash once a night.

Yates offices - There are larger bins in the hall outside of the offices (sometimes down the hall a little way). Office trash is to be taken out by occupants and placed in larger bins in the hall. If you need more trash bags you can ask a custodian or notify the assistant building proctor.

Conference rooms – Custodians will empty the trash once a week in the conference rooms.

Recycling for All Buildings – There are special larger recycling bins on each floor of all buildings, most of the time by the elevator. You must empty your smaller recycling bins in these. If you have cardboard, please make sure you are breaking down the boxes (flattening them) before placing in bin or behind the bin if not enough room. If you have a wood palette, you can take that out to the trash area behind the building.