## University Community (faculty, staff and students)

<table>
<thead>
<tr>
<th>SUBJECT (R*)</th>
<th>EFFECTIVE DATE (R)</th>
<th>PROCEDURE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSTODIAL SERVICES TO UNIVERSITY BUILDINGS AND FACILITIES</td>
<td>March 2005</td>
<td>520.005b</td>
</tr>
</tbody>
</table>

### PROCEDURE STATEMENT (R)

The Facilities Management Department will be the central point of control for the maintenance of a clean and orderly working environment for University buildings and facilities.

### REASON FOR PROCEDURE (O*)

In order to maintain appropriate acceptable standards for cleanliness of all University facilities, authority for development and implementation of appropriate maintenance guidelines and standardization should be in place.

### RELATED INFORMATION (O*)

The Custodial Services Section of the Facilities Management Department will be responsible for the implementation of this procedure.

### DEFINITION (R)

The Facilities Management Department is an organizational unit of the Division of Administration of Florida International University, and has been delegated the appropriate authority to define, implement and enforce this procedure.

### RESPONSIBILITIES (O)

This procedure is applicable to all faculty, staff and students of the University who have the responsibility of abiding to it in its entirety.

### RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Office of Finance & Administration

### RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Facilities Management
Florida International University
11200 S.W. Eighth Street, CSC 220
Miami, Florida 33199
Telephone Number: (305) 348-4001

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at [http://policies.fiu.edu/](http://policies.fiu.edu/).

For any questions or comments, the “Document Details” view for this procedure online provides complete contact information.

### FORMS/ONLINE PROCESSES (O)

Link to the above referenced Form(s) available in the "Document Details" Section of the online version of this policy document.

*R = Required  
*O = Optional