University Community (faculty, staff and students)

SUBJECT (R*)	EFFECTIVE DATE (R)	PROCEDURE NUMBER
CUSTODIAL SERVICES TO UNIVERSITY BUILDINGS AND FACILITIES	March 2005	520.005b

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

FORMS/ONLINE PROCESSES (O)

Facilities Management Department Operational Procedures Manual.

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