



The below information outlines the lab cleaning process.

### 1. What service do we provide?

- CPFM Custodial Services offers billable lab cleaning services on request. Occupants can contact Work Control at [workcontrolcenter@uoregon.edu](mailto:workcontrolcenter@uoregon.edu) or call 541-346-2319 to request cleaning. If the requestor has access to the UO Call Log system a request can be entered by visiting <https://cgis.uoregon.edu/calllog> The cleaning services include full lab sweeping, full lab damp mopping, removal of trash from non-hazardous waste trashcans, floor scrubbing, floor refinishing (only in labs containing vct (vinyl composite tile) and restocking of products.
  - To view current fees, please visit the [budget and resource planning website](#)
  - Access our [resource and funding guide](#) for non-billable and billable services

### 2. How much time do we need?

- We require at least one week's notice to schedule. For more intensive cleanings, such as floor refinishing and scrubbing, we rely on the availability of our floor crew. The cleaning times may vary, but usually, they are performed by the Graveyard and Weekend Crew.
  - The Graveyard Crew operates from Sunday evening to Friday morning, 10:00 PM to 6:30 AM.
  - The Weekend Carpet and Floor Crew works from Thursday evening to Monday morning, 7:30 PM to 6:00 AM.

### 3. What do we expect the labs to take care of before entry?

- We will notify the requestor of the requirements. These include no active experiments during the service, safe storage of chemicals, and powering down of equipment where possible (see sample email template sent to requestor(s)).

### 4. When does EHS need to be involved?

- Custodial works closely with EHS (Environmental Health and Safety) in situations where an area needs to be inspected or cleared of volatile chemicals, toxic metals,



and radioactive traces due to changes in occupancy. EHS will also need to be involved in situations where cleaning involves items that may contain asbestos, such as flooring and piping insulation. Furthermore, EHS will need to be involved in cases where a space needs to be cleaned due to a contamination or an incident requiring an investigation, and they will provide recommendations accordingly.

Sample email message to requestor:

**{Requestors Name},**

This is a follow up regarding your request for cleaning of **{Building and Room Number(s)}**, as outlined in work order **{#XXXXXXXX}**. Custodial has an available slot coming up on **{Month and Day}** after 7:30 pm, and we would be more than happy to schedule this cleaning for you.

However, before proceeding, there are a few things ensuring that our employees stay safe during the cleaning process. We kindly ask that you meet the following requirements:

- Please make sure that there are no active experiments taking place during the cleaning process.
- Please store away any chemicals and hazards securely.
- Whenever possible, please turn off any equipment that can be powered down. We understand that it may not be feasible to power down all equipment, but we would greatly appreciate it if you could make a reasonable effort to do so where possible.

The estimated cost **{hours and total cost here}**

If you agree to this estimate and can meet the requirements, please reply to this email so we can add you to the schedule.

Thank you for your help in keeping our employees and your lab safe and clean. We look forward to hearing back from you soon!

Best regards,

**{add scheduler contact information}**