

## **Cleaning Policy for After Hours and Weekend Meetings or Events**

The Facilities Management Division (FMD) at the University of Georgia requires adherence to the following policies for all events held at either the College of Veterinary Medicine (CVM) or the Veterinary Medical Center (VMC) after 5 pm on weekdays or anytime during the weekend. **PLEASE READ THIS POLICY if you are involved with a student club, student group or other organization that plans to hold an event at either the CVM or VMC after hours on weekdays or any time during the weekend.**

### **Does this policy apply to your event that you are holding after 5 pm on weekdays or any time on the weekends?**

If your event meets either of the following requirements, then your event qualifies as one that must follow the FMD policy.

1. Reserved facility reservations which have 25+ persons in estimated attendance
2. Reserved facility reservations where food and/or beverages are being served

### **What are the requirements for anyone holding an event that must follow FMD policies?**

1. All desktops, tabletops and floors in the room the event was held in must be clean after the event is over.
2. All garbage in trash cans associated with the event must be removed and taken to the dumpster. This includes the trash receptacles already located in the room as well as red garbage barrels.
  - a. The dumpster at the CVM is located between the Community Practice Clinic (CPC) and the main buildings at the CVM. There is one large green dumpster for trash and one for recycling.
  - b. The dumpster at the VMC is located on the other side of the courtyard from the Veterinary Education Center near receiving. There are bins for trash and bins for recycling.
  - c. If you are holding events where a large amount of trash is anticipated (i.e. serving food, etc), please request extra red garbage barrels from the Building Service Manager, Laura J. Lopez ([lauralop@uga.edu](mailto:lauralop@uga.edu)) prior to your event. Please let her know the exact day(s), location and times for the event.

3. Men's and women's bathrooms near the room the event was held in must also be cleaned and restocked. Please contact Laura J. Lopez ([lauralop@uga.edu](mailto:lauralop@uga.edu)) at least 24 hours in advance during business hours and preferably 10 days in advance letting them know you will need supplies to clean and restock the bathroom.

- a. Bathroom Cleaning for after hours (after 5 pm or on weekends) events at VMC

Students must refill paper towel dispensers and toilet paper. Please contact Laura J Lopez ([lauralop@uga.edu](mailto:lauralop@uga.edu)) to get the keys needed to refill both the toilet paper and paper towel dispensers. Trash cans in the bathrooms must also be emptied and a new bag put in the one just emptied.

- b. Bathroom Cleaning for after hours (weekends only; no week nights) events at CVM

Students must refill paper towel dispensers and toilet paper. Please contact Laura J Lopez ([lauralop@uga.edu](mailto:lauralop@uga.edu)) to get the keys needed to refill both the toilet paper and paper towel dispensers. Trash cans in the bathrooms must also be emptied and a new bag put in the one just emptied.

## PLEASE ADHERE TO THE ABOVE GUIDELINES TO PREVENT BEING CHARGED FOR CLEAN UP BY FACILITIES MANAGEMENT DIVISION

4. ALTERNATIVELY, If your student group or organization does not want to be responsible for steps 1 – 3 above, then you must make a reservation with FMD to hire a custodial service ~10 days in advance at the following website under Custodial Services (<https://workrequest.fmd.uga.edu/>). In order to make a reservation, you will need a chart string number associated with a budget number, which our student groups do not have. In addition, the cost for custodial services is \$26 per hour and you must have a minimum of 3 hours of custodial service with any request. Therefore you will be charged at a minimum \$78. **We strongly encourage our student groups to follow steps 1 -3 above for any event they are holding after hours or on weekends to avoid step 4 or being charged for not cleaning up properly after any event.**