



I. 9.2.6 Custodial Services

Chapter 9 - Facilities	Original Effective Date: June 2000
Section: 9.2 Facilities Management	Date Last Reviewed: July 2021
Responsible Entity: AVP for Facilities, Safety and Risk Management	Date Last Revised: July 2021

II. Purpose

To establish the responsibilities of the Custodial Services division of Facilities Management to maintain University buildings in a clean and sanitary condition and outline procedures for requesting service.

III. Scope

This policy applies to all UT Health San Antonio faculty, staff, and students.

IV. Policy

A. Responsibilities

Custodial Services is responsible for providing institutional-type cleaning and sanitization for the interior of UT Health San Antonio facilities, and providing window washing and eyebrow cleaning for the exterior of the buildings; doing mop-ups and minor clean-ups on an as needed basis; moving furniture from room to room and to various off-campus sites, and, setting up and removing tables and other furniture for special occasions.

B. Set-Up and Move Requests

1. Set-up assistance is available by submitting a [Service Request](#) to Facilities Management. For assistance in moving furniture or equipment permanently to a new location, submit a [Service Request](#).
2. Submit requests for set-ups and moves at least one week in advance. On the [Service Request](#), state the time the job is to start; the job will be coordinated with the moving crew and the department contact person. Set-ups take priority over moves.

V. Definitions

There are no defined terms used in this Policy.

VI. Related References

[Service Request Systems](#)

VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
06/2000	Policy Origination		
06/2017	Policy Revision		
07/2021	Policy Revision, discretionary edits		