

## Custodial Instructions

The Custodial department provides cleaning, waste removal, event set-ups, and coordinates storage of personal belongings during break. For a list of custodial teams working in each building, see the Custodial information on the Facilities web page. *Staff are here to help you!*

Student cleaning supplies are located in designated supply closets on dorm floors and in campus houses and townhouses. We provide green cleaning products whenever possible. If your supply closet runs low, please submit a Work Order Request.

### Help Us Help You

Our custodians are here to provide a safe, clean, functional environment and to deliver efficient, high quality service. You can help by putting away your personal belongings in public spaces and doing the following:

- **Kitchens**—Always clean up after using the kitchen, remove your personal belongings, and wash and put away your dishes.
- **Lounges**—If you move the furniture, please move it back to its proper location.
- **Carpets**—Report stains as soon as possible so they can be cleaned promptly.

## Bunk Bed Pegs

If you would like to stack your beds, bunk bed pegs are available in the top dresser drawer.

- Please use caution . . . beds are heavy!
- Remove mattress.
- **Be sure you use all four pegs when assembling a bunk bed.**

To get more pegs, locate a custodian between 10 a.m. and noon.

## Storage Information

The College offers a limited amount of storage if you prefer to leave your possessions on campus during breaks. The storage policy and opening and closing schedules can be found on the Facilities web page in the “Quick Links for Students.”

- **Storage Locations:** Cassat, Goodhue, James, Musser, Myers, and Watson.
- **Storage** is available by appointment only. **Call Custodial Services at 507-222-5834**, Monday through Friday between 8 a.m. and 3 p.m. to schedule an appointment.

Empty boxes can be flattened, labeled, and stored for later use. This service is free and you do not need tickets for empty boxes.

## Bike Locks

Contact the Grounds Manager at x4137 if you need your bike lock removed from your bike.



## Help Conserve at Carleton

- **Lights out when you leave your room**
- **Windows shut when the heat is on**
- **Thermostat set at 68° or below**
- **Electronics turned off when not using them**



# Carleton

## Facilities

## Services

## Information

**Facilities Services Online:**

<http://apps.carleton.edu/campus/facilities/>

**Email:**

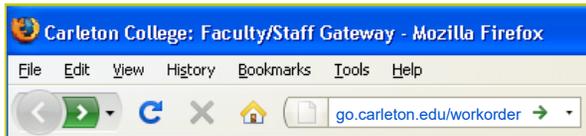
[facilities\\_services@carleton.edu](mailto:facilities_services@carleton.edu)

**Phone:**

(507) 222-4133

## Work Order Request Form

Submit an online **Work Order Request Form** to report any custodial or maintenance issues in your dorm or house and Facilities staff will address your concerns as quickly as possible.



1. **Go to:** [go.carleton.edu/workorder](http://go.carleton.edu/workorder)
2. **Login:** enter your user name then press "Go"
3. Click on the gray tab at the top that says "New Work Request"
4. Select a building name, then click "Next"
5. Enter the room, location information, and work description

Please ensure the "Work Description" has detailed information about the location and work needed.

### Example:

- *The outlet below the left window isn't working.*
  - *The second floor women's restroom needs the towel bar to the right of the sink hung. The bar is sitting on the shelf.*
6. Click "Submit" and you will receive an email confirmation when the Work Order has been assigned. A Work Order will provide the authorization needed to enter your space and make the requested repairs.

## Need Help or Locked Out?

Contact your Resident Assistant or Area Director if you have an urgent problem before or after office hours which are weekdays 8 a.m. to 5 p.m. For your safety, Facilities staff are not able to unlock student rooms. Please contact your Area Director, Resident Assistant, or Security if you are locked out of your room.

## Is it an Emergency?

### Priority/Emergency Work Orders include:

- electrical failure
- glass broken affecting safety or security
- plugged drain (post "do not use" sign)
- flooding
- heat not working
- you smell natural gas or smoke (leave room)
- lock not working
- roof leak
- smoke detector sounding

**Call 507-222-4133 between 8 a.m. and 5 p.m.**  
**After hours, call Security at 507-222-4444.**

### Non-emergency Work Orders include:

- cracked window or hole in screen
- peeling paint
- slow running drain or dripping faucet
- broken furniture

**Allow up to 8 days for work to be completed.**

## Heating & Thermostats

### Placement of Room Furnishings

There are things you should know about the heating system. It is important that the heating delivery system (radiator, vent, fan unit, etc.) is not blocked by furnishings, boxes, refrigerators, or other items. Maintaining unrestricted air flow around the system is necessary for proper circulation and heating. Keep this in mind as you arrange your room.

### Controlling the Temperature

Specific information on controlling the heating system in your residence hall can be found on the back of your door or on the Facilities web page under "Quick Links for Students."

## Campus Waste

Please help Carleton reduce its waste stream and waste contamination by reading campus signage and asking questions about unfamiliar items. If an item is compostable or recyclable, it will go into the landfill if it is put in the wrong bin.

### Recyclable



Glass, paper, most hard plastics #1-7, and metal. Rinse off food scraps and dump liquids before recycling.

### Compostable



All food waste, #7 PLA (plant-based) plastics, and soiled or wet paper products like paper towels and pizza boxes. Most Sayles-to-go items are compostable.

### Landfill



Film plastics, Styrofoam, and mixed-material items that cannot be separated.

### Terracyclable



Chip bags and granola bar wrappers are terracyclable. Collection can be found in most academic buildings.

## Other Items to Recycle

-  ⇒ Recycle CFL's at the Facilities building or give them to your custodian.
-  ⇒ Take your AA, AAA, C, and D batteries to the battery recycler container across from the Post Office in Sayles-Hill or second floor LDC by recycling cabinet.
-  ⇒ The ITS department collects e-waste and ink cartridges at the helpdesk.

**Campus house residents** must take waste and recycle containers to the curb for pick up before **7 a.m. on pick up day**. Go to the Facilities web page "Quick Links for Students" to see the housing waste hauler schedule.