Custodial Instructions

The Custodial department provides cleaning and 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 supply cabinets in off-campus houses and Village apartments. 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 that you use all four pegs when assembling a bunk bed.**

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

Facilities Services Information For Students

Help Conserve at Carleton

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

Storage Information

The College offers a limited amount of storage if you prefer to leave your possessions on campus during breaks. To see the storage policy and opening and closing schedule, go to the “Quick Links for Students” on the Facilities Web page.

- **Storage Locations:** Cassat, Goodhue, James, Musser, Myers, and Watson.
- **Regular Hours:** 10 a.m. to noon, Tuesdays and Wednesdays.

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 Security at x4444 if you need your bike lock removed from your bike. Security must give Facilities approval for this service. Bikes can be unlocked at 10 a.m. and 2:30 p.m. with approval from Security and a scheduled appointment.

Telecommunications

For all telephone equipment or dial tone issues, contact Telecom at 507-222-5422 or send an email to: telecom@carleton.edu

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.

The College offers a limited amount of storage if you prefer to leave your possessions on campus during breaks. To see the storage policy and opening and closing schedule, go to the “Quick Links for Students” on the Facilities Web page.

- **Storage Locations:** Cassat, Goodhue, James, Musser, Myers, and Watson.
- **Regular Hours:** 10 a.m. to noon, Tuesdays and Wednesdays.

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 Security at x4444 if you need your bike lock removed from your bike. Security must give Facilities approval for this service. Bikes can be unlocked at 10 a.m. and 2:30 p.m. with approval from Security and a scheduled appointment.

Telecommunications

For all telephone equipment or dial tone issues, contact Telecom at 507-222-5422 or send an email to: telecom@carleton.edu
Please help Carleton reduce its waste stream by following the guidelines below and looking for our color-coded symbols around campus. We offer composting in all campus buildings. Look for the standardized “triple-bin” waste containers.

Campus Waste

- One stream blue bins collect recyclable glass, metal, unsoiled paper, and plastic numbers 1—7.
- Yellow compost bins collect food waste, soiled paper products, and anything marked “compostable.”
- Anything not recyclable or compostable belongs in a brown bin and will be sent to the landfill.

Off campus house residents are required to bring waste and recycle containers to the curb for pick up by the city waste hauler. Containers must be at the curb by 7 a.m.

- Waste pickup is every Monday.
- Recycle pickup is every other Monday.
- Go to the “Quick Links for Students” to see the housing waste hauler schedule.

Questions? See the Comprehensive Guide to Composting and Recycling at Carleton on our Web page under “Quick Links for Students.”

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.

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
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 Hall 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 Hall 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.”