Santa Clara University

Custodial Services Policy for Events on Campus

In order to maintain the campus in a clean, sanitary, and sustainable condition, additional custodial labor maybe required for events that take place on campus. Our University custodial staff and our custodial contractor will attempt to cover the event workload in addition to their full work day schedule of routine service. If resources are unavailable , our contractor is able to provide additional worker support to meet event custodial service requirements. Additional services are charged to the department hosting the event and services start at $154 and go up based on the number how workers and hours needed.

Additional custodial event support will be required for the following:

- Your event requires a refresh before the start of your event. (recleaning/stocking restrooms, removing accumulated trash, etc.)
- Your event requires refreshing service during the event (patrolling for trash, cleaning and restocking restrooms, etc.)
- Food Services from an outside vendor (i.e. not Bon Appetite)
- Your event contributes to an increased cleaning workload after the event is over. (cleaning needed prior to routine services the following day or a large cleanup from an event)
- Your event is happening outside of normal business hours (after 5pm or on the weekends)

Your point of contact for custodial service event support is Mario Cuellar. Mario can be contacted at 408-554-4750 or jcuellar2@scu.edu. Mario will require the following information:

- Name of person requesting support
- Name of sponsoring organization
- Sponsoring Organization's speed-type account # and budget string account
- Location of the event
- Date of event
- Number of people attending event
- Start time of event
- End time of event
- Food being served
- Description of service required (Mario will assist in defining the scope of service depending on the information above).

Please help us make your event a success by scheduling service as soon as possible; preferably at least one-week before the event. If you have any questions, please do not hesitate to contact Mario. Thank You for your support.