

## Custodial Cost Structure Classroom Cleaning FY2022

---

- ❖ Building Services receives Reservations via email
- ❖ Based on Reservation, cost is determined by room size, number of rooms booked at a time, and week vs weekend
- ❖ Building Services submits Quote to Reservationist
- ❖ Building Services receives payment and updates EMS
  - Payments should be delivered to the Building Services Main Office.
  - [buildingservices@facilities.gatech.edu](mailto:buildingservices@facilities.gatech.edu) is the contact for questions
  - Acceptable forms of payment are worktag (with Doc ID, student organizations should check if they have a worktag created for their group before making alternate payment), cashier's check, money order, and personal check (only if you are affiliated with GT, must provide buzzcard and GT e-mail address)
  - We do not accept credit cards or cash
  - Forms of payment cannot be changed with the automated system due to a large number of reservations being made by groups not affiliated with a worktag
- ❖ Building Services assigns staff, Notifies Reservationist and Building Manager
- ❖ If possible, block out holiday room reservations. No staff available to clean.

### Custodial Fees

- ❖ \$34.64 per hour (Only effective through June 30, 2022, prices are subject to change by fiscal year)
- ❖ For Weekdays (M-F) ending between 8pm-11pm:
  - 1-4 Classrooms = 2 hours @ \$34.64 per hour = \$69.28
  - 1 Auditorium = 2 hours @ \$34.64 per hour = \$69.28
- ❖ For Weekdays (M-F) ending after 11pm:
  - 1-4 Classrooms = 4 hours @ \$34.64 = \$138.56
  - 1 Auditorium = 4 hours @ \$34.64 = \$138.56
- ❖ For Weekend Service:
  - 1-4 Classrooms= 4 hours @ \$34.64 per hour = \$138.56
  - 1 Auditorium = 4 hours @ \$34.64 per hour = \$138.56
- ❖ For more than 4 classrooms or 1 auditorium, scale price accordingly.
  - Ex: 7 classrooms were reserved for Sat, cost would be  $\$138.56 \times 2 = \$277.12$
  - Ex: 3 auditoriums were reserved for Tues, cost would be  $\$69.28 \times 3 = \$207.84$
- ❖ For Skiles and Instructional Center:
  - Sunday – Thursday = no fees
  - Friday & Saturday
    - 1-4 Classrooms= 4 hours @ \$34.64 per hour = \$138.56
    - 1 Auditorium = 4 hours @ \$34.64 per hour = \$138.56

- ❖ Trash Can rental fees: \$34.64 for Up to 5 units
- ❖ Week End Reservations – 4 hour minimum of service
- ❖ Overnight Events (special pricing by building manager)- requires servicing every 4 hours after 10:45pm on Friday's. Customer will define cleaning requirements. An 8-hour post clean fee will be required to ready building for next event or class schedule.

## Buildings Billable M-F after 8pm & Saturday-Sunday

Allen Sustainable Education Building	Bill Moore Student Success Center*	Boggs Building
Bunger-Henry Building	Caddell Building	Cherry Emerson Building
Clough Undergraduate Learning Commons*	College of Computing Building	Couch Building
D.M. Smith Building	East Architecture Building	Engineering Science and Mechanics Building
Georgia Tech Police Department*	Guggenheim Aerospace Building	Howey Physics Building
Knight Building	Kendeda Building*	Klaus Advanced Computing Building
Manufacturing Related Disciplines Complex (MRDC)	Krone Engineered Biosystems Building (EBB)	Love Manufacturing Building
Molecular Science and Engineering Building*	Marcus Nanotechnology Building	Mason Civil Engineering Building
Pettit Biotechnology Building	Montgomery Knight Building	Paper Tricentennial Building
Scheller College of Business*	Price Gilbert Memorial Library*	Savant Building
Weber Building	West Architecture Building	Van Leer Building and Design Commons
Whitaker Building		

\*Buildings have their own event coordinators that approve room reservations, funds are collected via the individual building managers then transferred to I&S via worktag

## Buildings Billable Friday-Saturday

Skiles Building	Instructional Center
-----------------	----------------------