

Attention Office and Cubicle Occupants

New Cleaning and Waste Removal Procedures for Individual Offices and Cubicles

Doing Your Part to Care for Your Office

Each Wednesday before you leave work:

- ❖ Clear the floor of boxes or other items where you would like vacuuming to occur
 - BES staff will only vacuum floors that are clear

- ❖ Clear your desk if you would like it damp wiped
 - BES staff will damp wipe only horizontal surfaces where items have been cleared by the office or cubicle occupant
 - BES staff will not move items in order to clean
 - BES staff will dust vertical surfaces

As needed:

- ❖ Take your office trash to a nearby common area trash bin (typical common areas include conference rooms, break rooms, copy rooms, reception areas, hallways, restrooms, and lobbies)

- ❖ Take your recyclables to a nearby recycling station (recycling stations are typically located near sources of paper or drink containers such as copy rooms, vending areas, break rooms, kitchens, etc) or near high traffic gathering areas such as hallways and lobbies