



THE UNIVERSITY OF NORTH CAROLINA  
AT  
CHAPEL HILL

Facilities Services  
Housekeeping

The University of North Carolina at Chapel Hill  
CB# 1850  
505 West Cameron Ave.  
Chapel Hill, NC 27599-1850

MEMORANDUM

(919) 962-6586 FAX: (919) 962-4638

TO: Deans, Directors, and Department Heads  
FROM: Bill Burston, Director of Housekeeping Services *WB*  
DATE: June 20, 2003  
SUBJECT: Change in Housekeeping Services

The Department of Housekeeping Services is committed to providing quality-cleaning services for the University community. Many of the services provided by the department are funded by state allocations, which have experienced growing budget cuts, as have many university units. Housekeeping Services have been able to absorb many cuts without changing its cleaning task frequencies. However, the round of cuts anticipated for the 2003-04 fiscal year have necessitated the following changes effective July 1, 2003:

- Classrooms and Labs-will be spot cleaned daily and detailed only once a month instead of weekly.
- Trash will be emptied in offices on Mondays, Wednesdays, and Fridays only. If customers want trash emptied on Tuesdays or Thursdays they must place their trashcans outside their office in the hallways. (Please do not take the trash bag out of the can and place it the hallways).
- Cardboard recycling will be carried out of the buildings only once a week instead of daily. All customers are reminded that in order for housekeepers to take out cardboard the boxes must be broken down.
- Cleaning of elevators will be reduced to twice a week.
- Special requests for stripping and waxing of floors will still be accepted. However, it may take longer to schedule the work than it has in the past.

These changes are necessary to make up for the loss of staff due to budget cuts. The number of buildings and square footage has not decreased as the number of staff has decreased of the last couple of years.

If you have any questions concerning these changes, please contact the zone manager responsible for your building or me at 962-1440 or email me at [Bill@fac.unc.edu](mailto:Bill@fac.unc.edu). Thank you in advance for your support in our efforts to continue to provide quality housekeeping services.