

Environmental Services  
Cleaning Request

Today's Date: \_\_\_\_\_

Date of Work: \_\_\_\_\_ Time: \_\_\_\_\_

Request for cleaning must be described in the field below. The description of work should include the room number and what cleaning procedures are being requested. For example: In W139 wall and ceiling wash and extract the carpeting. At least one-week notice is requested for all work.

Individual to be contacted regarding the cleaning: \_\_\_\_\_ Phone \_\_\_\_\_  
Department: \_\_\_\_\_ Room: \_\_\_\_\_

Rooms that need to have furniture removed, it is requested that file cabinets be emptied. Desks clear off as much as possible. If it is necessary, that computers be unhooked.

Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The following will be completed by the Environmental Services

Date cleaning started: \_\_\_\_\_ Time cleaning started \_\_\_\_\_  
Date cleaning completed; \_\_\_\_\_ Time cleaning completed: \_\_\_\_\_  
Person(s) completing project: \_\_\_\_\_

Exceptions noted from the above request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_