Quick Reference Guide for Custodial Services

- Custodial Services Management Team
  - Brian DePalma: Director
  - Lauren Guth: Operations Manager
  - Emily Arch: Operations Excellence Manager
  - Christine Pudleiner: Customer Service Representative
  - Noelle Carlin: Daylight Academic Manager
  - Robert Giovaniello: 2nd Shift Academic Manager
  - Jason Zenmon: Daylight/Weekend Supervisor
  - Carlos Harper: 3rd Shift Manager
  - David Wright: 3rd Shift Supervisor (UC Clock)
  - Keith Dudley: 3rd Shift Supervisor (Wean Clock)
  - Guy Dedola: Housing Manager
  - Jamal Waters: Housing Supervisor

- Cleaning Schedules
  - Shift Start Times
    - Staggered throughout the Day
    - 6AM, 7AM, 8AM, 9AM, 11AM, 1PM, 2PM, 11PM
  - Academic/Administrative
    - Mostly Sunday-Thursday Nights (11PM-7AM)
    - Daylight: UTDC, INI
    - 2nd Shift: GATF, iii, and CIC
  - Housing: 7 Days Per Week (9AM-5:30PM and 11AM-7PM)
  - Dining: 7 Days Per Week (Dining Porters)
  - Athletic: 7 Days Per Week in UC and Tepper's Dining/Athletics
  - Daylight Office Cleaning: Baker-Porter, Mellon
  - Building Porters: UC, Tepper, Hunt Library, Computer Science, Hamburg, CIC, and ECE

- General Cleaning Frequencies
  - Weekly Tasks for Office Areas:
    - Removing trash and recycling
    - Cleaning/dusting open surfaces
    - Dusting high and low surfaces
    - Mopping floors or vacuuming carpet
  - Weekly Tasks for Common Areas:
    - Dusting high and low surfaces
    - Cleaning/dusting open surfaces
    - Mopping floors or vacuuming carpet
  - Daily Tasks for Common Areas (To Meet Performance Standard):
    - Sanitizing and stocking restrooms
    - Removing trash and recycling
    - Spot cleaning/dusting surfaces
    - Spot mopping floors or vacuuming carpets