Custodial Meeting/Event Set up Guidelines

To make meeting/event set ups more efficient here are some guidelines that have been developed. Having clear expectations will lead to better and more efficiently meeting faculty and staff’s needs.

Meeting/Events with **description** must be entered 24hrs before event.

- If there is no description there will be no set up.
- If entered within 24 hrs put in a work order for set up or do set up yourself.
- If event set up is outside Custodial Staffs working hours put in a work order in or do set up yourself.

During Custodian’s working hours give **2 hours** in between events for cleanup and reset up. Outside Custodian’s working hours put in a work order in (setup only) or do set up yourself.

When scheduling events please be realistic with attendance counts.

Custodial Staff will set up room, if it is available (not scheduled) for the next meeting/event up to 24 hours in advance.

    Signs will be up letting faculty and staff know that:
    “This room is set up for a meeting/event”

If meeting/event is not scheduled, return the room to the way you found it.

Custodial Staff is **not** responsible for setting up for departmental breaks; return the room to the way you found it.

If room is left in unacceptable condition after meeting/event a work order will be requested for the extra time it will take to clean and fix space.

Facilities currently used for meeting/events that Custodial staff set up:

- Jordan Hall – Auditorium, Lounge and Staff Room
- Barton Labs – A134, A137 & 310
- Food Research Lab – 157 & 251
- Sawdust Café

See your bldg. Custodial for their scheduled hours

Table replacements – as current tables age and need replacement, purchase only 50# and under tables.

Thank you for your cooperation

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