

Custodial Services - Cost Structure FY2025

- ❖ Building Services receives Reservations via email
- ❖ Based on Reservation, cost is determined by room size, number of rooms booked at a time, and week vs weekend
- ❖ Building Services submits Quote to Reservationist
- ❖ Building Services receives payment and updates EMS
 - buildingservicesevents@groups.gatech.edu is the contact for questions.
 - Acceptable forms of payment are work tag (with Doc ID, student organizations should check if they have a work tag created for their group before making alternate payment), cashier's check, money order, and personal check (only if you are affiliated with GT, must provide BuzzCard and GT e-mail address)
 - We do not accept credit cards or cash
 - Forms of payment cannot be changed with the automated system due to a large number of reservations being made by groups not affiliated with a work tag
- ❖ Building Services assigns staff to fulfill custodial services.
- ❖ If possible, block out holiday room reservations. No staff available to clean.

Custodial Fees

- ❖ \$50.00 per hour (Only effective through June 30, 2025, prices are subject to change by fiscal year)
- ❖ For Weekdays (M-F) event ending between 8pm-11pm:
 - 1-4 Classrooms = 2 hours @ \$50.00 per hour = \$100.00
 - 1 Atrium/Auditorium = 2 hours @ \$50.00 per hour = \$100.00
- ❖ For Weekdays (M-F) event ending after 11pm:
 - 1-4 Classrooms = 2 hours @ \$50.00 = \$100.00
 - 1 Atrium/Auditorium = 2 hours @ \$50.00 = \$100.00
- ❖ For Weekend Service:
 - 1-4 Classrooms= 4 hours @ \$50.00 per hour = \$200.00
 - 1-2 Atriums/Auditoriums = 4 hours @ \$50.00 per hour = \$200.00
- ❖ For more than 4 classrooms or 1 auditorium, scale the price accordingly.
 - Ex: 7 classrooms were reserved for Sat; cost would be \$200.00 x 2 = \$400.00
 - Ex: 3 auditoriums were reserved for Tues; cost would be \$50.00 x 3 = \$150.00
- ❖ For Instructional Center only:
 - Sunday – Thursday = no fees
 - Friday & Saturday
 - 1-4 Classrooms= 4 hours @ \$50.00 per hour = \$200.00
 - 1 - Auditorium = 4 hours @ \$50.00 per hour = \$200.00
- ❖ Trash Can rental fees: \$50.00 for Up to 5 units
- ❖ Weekend Reservations – 4 hours minimum of service
- ❖ Overnight Events (special pricing by building manager)- requires servicing every 4 hours after 10:45pm on Friday's. Customer will define cleaning requirements. An 8-hour post clean fee will be required to ready the building for the next event or class schedule.

Buildings Billable M-F after 8pm & Saturday-Sunday

Allen Sustainable Education Building	Bill Moore Student Success Center*	Boggs Building
Bunger-Henry Building	Caddell Building	Cherry Emerson Building
Clough Undergraduate Learning Commons*	College of Computing Building	Couch Building
D.M. Smith Building	East Architecture Building	Engineering Science and Mechanics Building
Georgia Tech Police Department*	Guggenheim Aerospace Building	Howey Physics Building
Knight Building	Kendeda Building*	Klaus Advanced Computing Building
Manufacturing Related Disciplines Complex (MRDC)	Krone Engineered Biosystems Building (EBB)	Love Manufacturing Building
Molecular Science and Engineering Building*	Marcus Nanotechnology Building	Mason Civil Engineering Building
Pettit Biotechnology Building	Montgomery Knight Building	Paper Tricentennial Building
Scheller College of Business*	Price Gilbert Memorial Library*	Savant Building
Weber Building	West Architecture Building	Van Leer Building and Design Commons
Whitaker Building	Skiles	

*Buildings have their own event coordinators that approve room reservations, funds are collected via the individual building managers then transferred to I&S via work tag

Buildings Billable Friday-Saturday

Instructional Center	
----------------------	--

Custodial - Kitchen Service Protocol

The fee is based on areas at \$50.00 per area, minimum 2 hrs. for 2 kitchenettes or less

- Kitchen Service
 - Clean kitchen sink, faucet, cabinets and counter tops.
- Refrigerator
 - Clean all parts of the refrigerator and freezer including exterior.
 - After cleaning, leave the refrigerator temperature setting on 1.
- Wipe all available surfaces within reach including:
 - Cabinets
 - Drawers
 - Shelves
 - Back splashes
- Window areas
 - Dust ledges and blinds,
 - Remove all stickers and tape.
 - Clean inside of windows
- Doors and walls
 - Clean all walls and doors
 - Remove all stickers and tape

Chair/Carpet Cleaning Fees

- The charge for each custodial hour of service is \$50.00.
- Chair cleaning service - 10 chairs per hour
- Carpet cleaning cost is 10 square feet per hour based on the condition of the carpet.
 - Light Clean-1 pass
 - Deep Cleaning -2 passes
- For unremovable stains, please request a replacement from the Area Shop.