

Custodial Cost Structure FY2026

Building Services Process Overview

1. Reservation Submission

- Building Services receives reservation notification via email from the building manager, customer, or Event Services team.

2. Cost Determination

- Pricing is based on:
 - Room size (i.e. classroom, auditorium, or atrium)
 - Number of rooms booked
 - Weekday or weekend scheduling

3. Quote Submission

- A formal quote is sent to the customer

4. Payment & EMS Update

- Upon payment, Building Services updates the EMS system.
- For questions, contact:
 - buildingserviceevents@groups.gatech.edu

5. Accepted Payment Methods

- **Work Tag (with Doc ID)**
 - *Student organizations should verify if a work tag exists for their group before using alternate payment methods.*
- **Georgia Tech Bursars Marketplace**
 - **Credit/Debit Card** via link [I&S Building Services \(gatech.edu\)](#)
 - *Note: Payment method cannot be changed once submitted due to system limitations.*

6. Staff Assignment & Notification

- Staff are assigned and both the Reservationist and Building Manager are notified.

7. Holiday Reservations

- Please avoid booking rooms on holidays due to limited staff availability.

Custodial Fees

- ❖ \$51.08 per hour (Only effective through June 30, 2026, prices are subject to change by fiscal year)
- ❖ For Weekdays (M-F) ending between 8pm-11pm:
 - 1-4 Classrooms = 2 hours @ \$51.08 per hour = \$102.16
 - 1 Auditorium = 2 hours @ \$51.08 per hour = \$102.16
- ❖ For Weekdays (M-F) ending after 11pm:
 - 1-4 Classrooms = 2 hours @ \$51.08 = \$102.16
 - 1 Auditorium = 2 hours @ \$51.08 = \$102.16
- ❖ For Weekend Service:
 - 1-4 Classrooms= 4 hours @ \$51.08 per hour = \$204.32
 - 1 Auditorium = 4 hours @ \$51.08 per hour = \$204.32
- ❖ For more than 4 classrooms or 1 auditorium, scale the price accordingly.
 - Ex: 7 classrooms were reserved for Sat; the cost would be $\$51.08 \times 7 = \357.56
 - Ex: 3 auditoriums were reserved for Tues; cost would be $\$51.08 \times 6 = \306.48
- ❖ For Instructional Center only:
 - Sunday – Thursday = no fees
 - Friday & Saturday
 - 1-4 Classrooms= 4 hours @ \$51.08 per hour = \$204.32
 - 1 - Auditorium = 4 hours @ \$51.08 per hour = \$204.32
- ❖ Trash Can rental fees: \$51.08 for Up to 5 large bins
- ❖ Weekend Reservations – 4 hours minimum of service
- ❖ Overnight Events (special pricing)- require servicing every 4 hours after 10:45pm on Fridays. An 8-hour post clean fee will be required to prepare the building for the next event or class schedule.

Specialty Cleaning Services

Kitchen Cleaning

The fee is based on areas at \$51.08 per hour, 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 the 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 the walls and doors
 - Remove all stickers and tape

Chair Cleaning

- Cleaning rate: **10 chairs per hour**

Carpet Cleaning

- Cleaning rate is based on square footage and carpet condition:
 - **Light Clean:** 1 pass
 - **Musty Service:** 2 passes
 - **Stains:** Request carpet replacement through the **Area Shop**

Buildings Billable

Monday-Friday after 8pm, Saturday-Sunday (24 hours)

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.

Buildings Billable Friday-Saturday

Instructional Center	
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