Custodial Cost Structure Classroom Cleaning FY2023

- 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
  - Payments should be delivered to the Building Services Main Office.
  - buildingservices@facilities.gatech.edu is the contact for questions
  - Acceptable forms of payment are worktag (with Doc ID, student organizations should check if they have a worktag 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 worktag
- Building Services assigns staff, Notifies Reservationist and Building Manager
- If possible, block out holiday room reservations. No staff available to clean.

Custodial Fees

- $45.15 per hour (Only effective through June 30, 2023, prices are subject to change by fiscal year)
- For Weekdays (M-F) ending between 8pm-11pm:
  - 1-4 Classrooms = 2 hours @ $45.15 per hour = $90.30
  - 1 Auditorium = 2 hours @ $45.15 per hour = $90.30
- For Weekdays (M-F) ending after 11pm:
  - 1-4 Classrooms = 4 hours @ $45.15 = $180.60
  - 1 Auditorium = 4 hours @ $45.15 = $180.60
- For Weekend Service:
  - 1-4 Classrooms= 4 hours @ $45.15 per hour = $180.60
  - 1 Auditorium = 4 hours @ $45.15 per hour = $180.60
- For more than 4 classrooms or 1 auditorium, scale price accordingly.
  - Ex: 7 classrooms were reserved for Sat, cost would be $180.60 x 2 = $361.20
  - Ex: 3 auditoriums were reserved for Tues, cost would be $90.30 x 3 =$270.90
- For Instructional Center:
  - Sunday – Thursday = no fees before 11pm
  - Friday & Saturday
    - 1-4 Classrooms= 4 hours @ $45.15 per hour = $180.60
    - 1 Auditorium = 4 hours @ $45.15 per hour = $180.60
Trash Can rental fees: $45.15 for Up to 5 units

Week End Reservations – 4 hour 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 building for next event or class schedule.
### Buildings Billable M-F after 8pm & Saturday-Sunday

<table>
<thead>
<tr>
<th>Allen Sustainable Education Building</th>
<th>Bill Moore Student Success Center*</th>
<th>Boggs Building</th>
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<tbody>
<tr>
<td>Burger-Henry Building</td>
<td>Caddell Building</td>
<td>Cherry Emerson Building</td>
</tr>
<tr>
<td>Clough Undergraduate Learning Commons*</td>
<td>College of Computing Building</td>
<td>Couch Building</td>
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<tr>
<td>D.M. Smith Building</td>
<td>East Architecture Building</td>
<td>Engineering Science and Mechanics Building</td>
</tr>
<tr>
<td>Georgia Tech Police Department*</td>
<td>Guggenheim Aerospace Building</td>
<td>Howey Physics Building</td>
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<tr>
<td>Knight Building</td>
<td>Kendeda Building*</td>
<td>Klaus Advanced Computing Building</td>
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<tr>
<td>Manufacturing Related Disciplines Complex (MRDC)</td>
<td>Krone Engineered Biosystems Building (EBB)</td>
<td>Love Manufacturing Building</td>
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<tr>
<td>Molecular Science and Engineering Building*</td>
<td>Marcus Nanotechnology Building</td>
<td>Mason Civil Engineering Building</td>
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<td>Pettit Biotechnology Building</td>
<td>Montgomery Knight Building</td>
<td>Paper Tricentennial Building</td>
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<tr>
<td>Scheller College of Business*</td>
<td>Price Gilbert Memorial Library*</td>
<td>Savant Building</td>
</tr>
<tr>
<td>Weber Building</td>
<td>West Architecture Building</td>
<td>Van Leer Building and Design Commons</td>
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<tr>
<td>Whitaker Building</td>
<td>Skiles Building</td>
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*Buildings have their own event coordinators that approve room reservations, funds are collected via the individual building managers then transferred to I&S via worktag

### Buildings Billable Friday-Saturday

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<thead>
<tr>
<th>Instructional Center</th>
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