

## Facilities Services to support campus events

Most services FS provides in support of special events will incur a cost. With a bit of flexibility and advance planning, we can work with you to minimize any costs.

The information below provides a brief overview of what FS can do to support your successful event.

The services we provide can generally be divided into those supporting events held indoors and those happening outside.

### Inside:

- Extra Custodial services
  - Includes special preparation or cleaning of a room before and/or after an event; extra trash collection; and bathroom monitoring
- Opening and closing buildings
- Recycling
- Special power needs

### Outside:

- Special preparation of an outdoor area
- Cleaning before and/or after an event (e.g. power washing)
- Extra trash receptacles, collection
- Recycling
- Special power needs
- Access to restrooms
- Portable toilets

### Our standard hours of operation:

#### Custodial

5am – 2:30am

M-F

majority of staff work 5pm-1:30am

7am – 11:00pm

Sat Sun

#### Recycling & Refuse

8:00am - 4:00am M-F

Deliveries 8am – 10am M-F

#### Grounds

6:30am – 3:00pm M-F

#### Customer Service Center

7:00am – 9:00pm M-F

From 9pm - 7am weekdays and on weekends, calls are managed by an answering service.

## Event details we need

- The location of event
- Desired time for deliveries
- Desired time for removal
- Where exactly deliveries should be made – location for recycling bins, portable toilets (maps help!)
  - please note: for indoor events, deliveries of trash or recycling receptacles will be to the building's loading dock
- The name and phone number of a back-up contact

## Process

1. Contact the staff below to discuss details of the service you need and work out a schedule

### Grounds:

Theron Klos  
2-7408  
teklos@berkeley.edu

### Recycling & Refuse:

Kimberli Williams  
3-4612  
krey@berkeley.edu

### Custodial:

Jim Mathwin  
2-9144  
mathwin@berkeley.edu

2. Call the FS Customer Service Center at 2-1032 and open a Work Order. You can also do this via email to [ppcs\\_cbc\\_staff@berkeley.edu](mailto:ppcs_cbc_staff@berkeley.edu)
  - a. You must have a chart string. In the event there is no charge for the services you need, none will be made.
  - b. The Work Order should be open at least four days in advance of your event

6/12/2015