



# UNIVERSITY OF GEORGIA

## Facilities Management Division

### Building Services Event Support Guide

#### UGA Facilities Management Division – Services Department

#### Specialized Cleaning Support for Special Event Reservations or Weekend Events

The Facilities Management Division (FMD) Building Services Office is responsible for routine cleaning of resident instruction facilities, Monday through Friday from 7:30 a.m. – 4:30 p.m. Routine cleaning responsibilities are outlined in our scope of services. FMD Building Services is committed to delivering superior and professional service to our campus community.

However, specialized cleaning support is required for certain events that fall outside the scope of routine services. These include departmental events, student group activities, athletic functions, and events involving external users such as:

- Meetings
- Special Events (e.g., Commencement, Orientation)
- Weekend Events
- Conferences, Concerts, Luncheons, Dinners, Lectures
- Any facility activity requiring a higher level of service than routine cleaning

To ensure proper allocation of manpower, equipment, and cleaning resources, cleaning support for such events must be requested through the FMD Work Request System.

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#### Special Event or Weekend Cleaning Criteria

A work order will be required for any event; charges will only apply if applicable

- Attendance of 25 or more people
- Events where food and beverages will be served

#### Work Order Submission & Charges

- The responsible department or organization must submit a work order using their university account number.
- Cleaning charges will be applied at the current FMD labor rate of **\$35 per hour, per Building Service Worker assigned**. The number of people assigned will depend on the requested room square footage and number of rooms requested.
- To ensure proper staffing, please provide as much information as possible (e.g., type of event, expected attendance, duration, and whether food or beverages will be served) so that we can determine the appropriate number of Building Service Workers to allocate.
- Work orders must be received a mandatory seven (7) **business days** prior to the event.



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- Failure to submit a work order may result in insufficient custodial support and could lead to additional excessive cleaning fees after the event.

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### Contact for Questions

FMD Work Request Center:

Phone: 706-542-7456

Work Request Submission: <https://workrequest.fmd.uga.edu/>