

LAMAR UNIVERSITY  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Facilities Management

AREA: Custodial Services

Custodial Services: Requests for Service

MAPP 04.04.02

II. PURPOSE AND SCOPE

- A. This policy falls under the authority of all applicable federal and state laws, statutes, rules, and regulations, including, but not limited to, the following: the Texas State University System (TSUS) Rules and Regulations; Texas Education Code, Title 3, Higher Education; and the Texas Administrative Code, Title 19, Education.

III. PROCEDURES

- A. Routine custodial duties are performed by designated custodial staff following a regular schedule set by the Office of Facilities Management.
- B. When an LU building, facility, or room requires unanticipated custodial service, an LU employee should contact Facilities Management Customer Service to submit a work request for custodial assistance. (**Note.** Students and campus visitors who notice a custodial need should speak with an LU employee, who can then submit a work request.)
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**IV. STUDENT HOUSING**

- A. LU Student Housing employs its own custodial staff, which responds to custodial issues in campus housing.

**V. COST AND PAYMENT**

- A. Payment for custodial services is arranged according to Facilities Management's Fee Structure Policy.

**VI. REVIEW AND RESPONSIBILITY**

Responsible Party: Chief Operations Officer

Review Schedule: Every three years on or before September 1