



5500 NORTH ST. LOUIS AVENUE  
CHICAGO, ILLINOIS 60625-4699

**TO:** Facilities Management Liaison Council  
**FROM:** Ralph K. Zia, Director of Buildings and Grounds  
**DATE:** 15 April 2003  
**SUBJECT:** Semester Break Clean Up  
**ENCLOSURES:** Cleaning Notification Form

The purpose of this memo is to provide you with our general schedule of cleaning so that you may assist us in resolving any scheduling conflicts that may arise. The break clean up will officially commence on the evening of 1 May and conclude the evening of 15 May. All interior and exterior glass will be cleaned during this break.

Enclosed is a copy of the form that will be given to individual faculty and staff advising them of the approximate date for office cleaning. Individuals should prepare their offices by removing personal items off the floor. Cleaning personnel are only allowed to move office furniture.

Our goal is to minimize any inconvenience to faculty and staff and have things back in place as soon as is practical. Please realize that certain areas may be a "work in progress" for a few days in order to do a thorough cleaning. Please contact me at x5230 if you have any questions or comments.

<b>BUILDING</b>	<b>DATE</b>	<b>ROOM</b>
SCIENCE	1 –2 May	All restrooms, ramp, 242, 3 <sup>rd</sup> floor offices.
	5 – 9 May	364, 360, 356, 354, 318, 316, 308, 325, 323, 317, 347, 311, 309, 331, 301, 351, 201, 211, 213, 219, 229, 235, 202, 206, 210, 216, 220, 222, 224, 226, 228, 234, 236, 238, 240, 111, 112, 129, 131, 1 <sup>st</sup> and 2 <sup>nd</sup> floor

		offices, elevator, vending area.
	12 – 15 May	116, 120, 144, 156, 3 <sup>rd</sup> , 2 <sup>nd</sup> and 1 <sup>st</sup> floor hallways,
CLASSROOM	1 – 2 May	4006, 3003, 3004, 3005, 3056, 3071, 3081, 3094, 3096, 3020, 3031, 3034, 3046, 2003, 2102, 2105, 2044, 2020, 2005, 2081, 2071, 2056, 3 <sup>rd</sup> , 4 <sup>th</sup> floor offices.
	5 – 9 May	3 <sup>rd</sup> floor offices, 2 <sup>nd</sup> floor offices, LL offices, restrooms, stairwells, lecture halls, 4 <sup>th</sup> , 3 <sup>rd</sup> , 2 <sup>nd</sup> , 1 <sup>st</sup> floor hallways.
	12 - 13 May	LL offices, Video Labs, Computer Lab.
LIBRARY	1 – 2 May	Stairwells, restrooms, entry tile.
	6 – 10 May	2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> floor carpets, computer lab, staff lounge, archives, periodical office, 3 <sup>rd</sup> floor classroom.
	12 – 15 May	Clean LL, 1 <sup>st</sup> floor carpets, LL classroom, 3 <sup>rd</sup> floor offices, circulation, receiving area.
PHYSICAL ED.	1 – 2 May	Pool area/office, women's locker room.
	5 – 9 May	2 <sup>nd</sup> floor classrooms and restrooms, weight room, men's locker room, 2 <sup>nd</sup> floor hallway, running track, auxiliary gym, racquetball courts, 1 <sup>st</sup> and 2 <sup>nd</sup> floor offices.
	13 – 15 May	Main gym, 1 <sup>st</sup> floor restrooms, 1 <sup>st</sup> floor hallway.
FINE ARTS CENTER	1 – 2 May	212, 206, 216, 219, restrooms, elevators, 1 <sup>st</sup> floor offices.

	5 – 9 May	225, 226, 250, 225B & C, 266, 252, 216, 218, 202, 203, 229, 230, 231, 232, 233, 234, 244, 235, 236, 237, 239, 240, 241, 242, 243, 247, 255, 256, 152, 153, 145, 153, 145, 148,
	12 – 15 May	116, 113, 104, 108, 112, 114, 107, 142, 143, 141, recital hall, hallways.
PUBLIC SAFETY	8 May	
A	8/9 May	Offices, restrooms, hallways
B	1 - 2 May	146, 152, 158, offices
	9 May	103, restrooms, hallways
D	Separate Schedule	
E	1 – 2 May	LL offices.
	5 – 9 May	E mezz, hallways
F	1 - 2 May	Offices
	5 – 6 May	Classrooms, hallways
H	9/12 May	
BOB	1 – 2 May	
DUPLICATING	7 May	
FACILITIES MAINT.	12/13 May	
MAIL ROOM	13 May	

cf: M. Wilcockson  
J. P. Kish  
N. Giblin  
E. Howenstine

B. Smith  
R. Roller  
B. Stovall  
J. Olson  
Y. Ranney  
M. Kelly  
P. Ho  
T. Blackwell  
C. Good  
M. Kipp  
J. Cascone  
B. Ferrini  
S. Whitehead  
A. Villate  
C. Brooke  
G. Bryan  
J. Fleming