Applies to: Washington University School of Medicine

GUIDELINES:
Issued: February 20, 2017
Revised:

PURPOSE:
To describe basic move instructions for individuals moving to new space as part of an OFMD project.

DEFINITIONS:
OFMD – Operations & Facilities Management Department

PROCESS:

Custodial Services
Our custodial service levels are posted on the OFMD website. Our staff performs routine and detailed cleaning once a day, either Sunday to Thursday from 10:30pm until 6am or Monday to Friday from 2:30pm to 11pm. Custodial portering is in place Monday to Friday from 7am to 3:30 pm.

Emergency Preparedness
As part of your move to MCC, take some time to update your information in HRMS to make sure you are prepared for any emergency situation. Please read the flyer at https://facilities.med.wustl.edu/?p=9235 for more information.

Recycling Reminder
Most buildings offer robust recycling services. Usually, each office, work station and common space has a bin for single stream recycling. Garbage should be brought to the trash can in all common spaces. Clinic spaces are exempted from this practice.

Space Heaters
We do not allow the use of space heaters in the workplace due to the increased risk of fire from electrical circuit overload or from contact with combustible materials. Therefore, employees whose workplaces are too cold should contact the Facilities Integrated Service Center at 314-362-3100 for help adjusting the temperature. Please read more on EHS’s website.

Appliances
Toasters, toaster ovens and coffee makers are acceptable in shared kitchenette areas only. To ensure tenant safety, mini refrigerators and personal appliances are not allowed in most buildings.

Vacated Space
All space(s) being vacated should be empty and left in good condition. This means floors are generally free of trash but not necessarily vacuumed. Additionally, departments do not need to worry about wear and tear types of damage that may exist from normal day to day use.