



**INDIANA UNIVERSITY  
NORTHWEST**

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**FACILITIES SERVICES**  
Office of the Director

Date: September 15, 2020

To: Faculty and Staff

From: Gary Greiner

Re: Office cleaning Procedures

We would like to thank everyone for working together as a team as we combat the COVID-19 this fall semester.

In order to conserve our resources and enhance disinfecting of other campus areas, we will be changing the office cleaning process to a “door tag” system as we move forward. The system is being implemented for several reasons. With a great number of Faculty and staff working remotely we don’t want to go into spaces that don’t require cleaning activities, we also recognize that some Faculty and Staff may not want our staff to enter their work space, and lastly, we want to encourage sustainability throughout the campus.

Effective September 28, 2020 each office will be supplied a Hang tag (see below for example 1). If you want us to clean your office space you will place the hanger on your office door knob as you leave for the night (see examples 2 & 3 below) this will signal our staff that you would like cleaning services for your office space. We also recognize that some Faculty and Staff will just want Trash pick-up only. Please don’t set the trash outside your door. We ask that you just set your trash can just inside the door and place the door hanger (see examples 4 & 5 Below).

We want to thank you in advance for helping with this program. Jon Holmes will be the contact for all issues related to this change. Jon Holmes is the contact at extension 980-7769.

**Gary Greiner**  
**Director of Facilities Services**



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**Facilities Services Building**  
**3400 Broadway, Gary, IN 46408**

*Service Philosophy*

*As members of a student-centered campus, we make the commitment to provide friendly, knowledgeable customer service and assistance in support of the University’s Shared Vision, Values, and Strategic Outcomes*

Facilities Services Room 101  
3400 Broadway, Gary, IN 46408  
(219) 981 4291



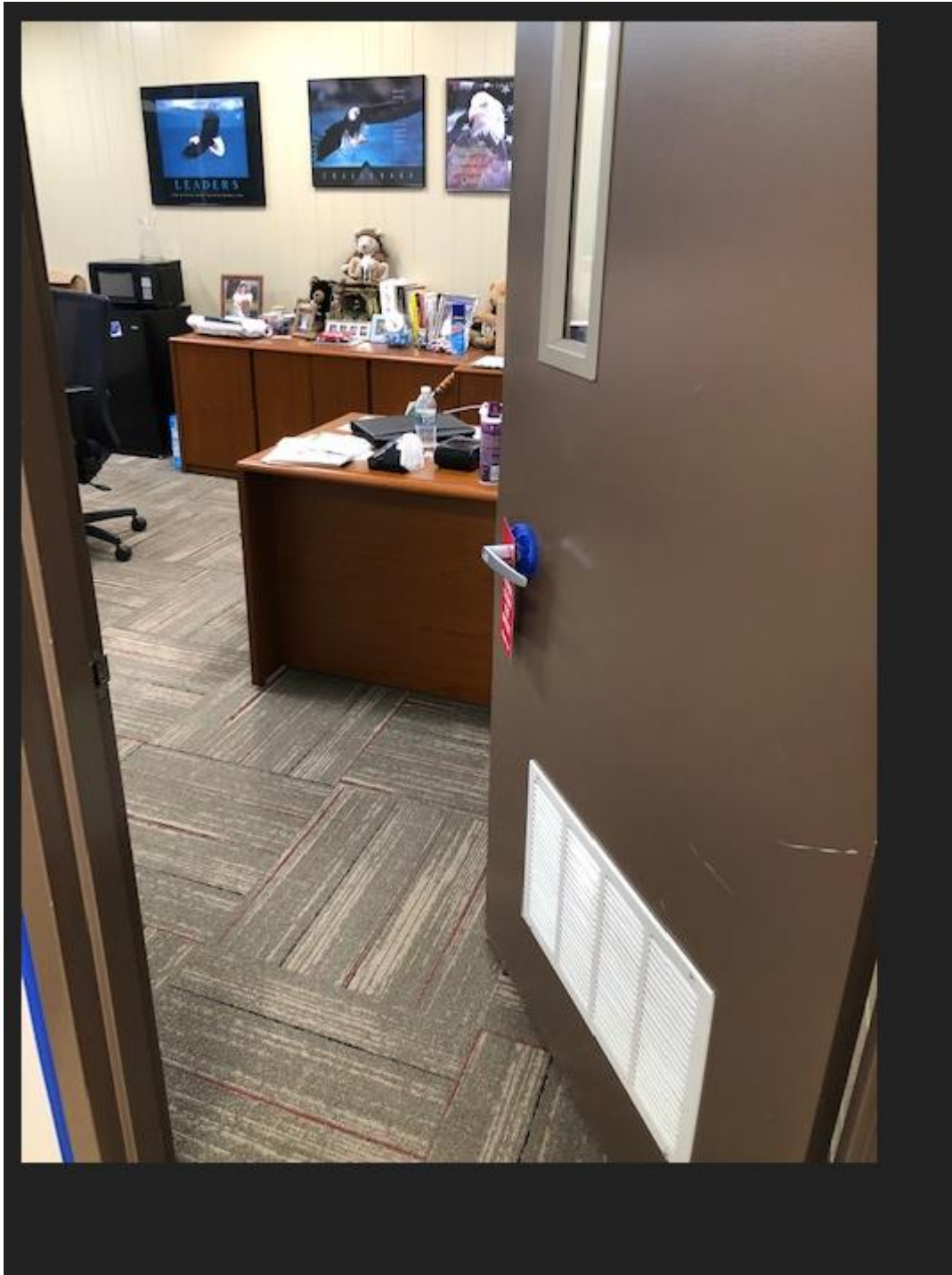
Example 1



Example 2 No cleaning required



Example 3 Cleaning required



Example 4 Total office cleaning

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Example 5 Trash pick up only

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