Facilities Services to support campus events

Most services FS provides in support of special events will incur a cost. With a bit of flexibility and advance planning, we can work with you to minimize any costs.

The information below provides a brief overview of what FS can do to support your successful event.

The services we provide can generally be divided into those supporting events held indoors and those happening outside.

Inside:
- Extra Custodial services
  - Includes special preparation or cleaning of a room before and/or after an event; extra trash collection; and bathroom monitoring
- Opening and closing buildings
- Recycling
- Special power needs

Outside:
- Special preparation of an outdoor area
- Cleaning before and/or after an event (e.g. power washing)
- Extra trash receptacles, collection
- Recycling
- Special power needs
- Access to restrooms
- Portable toilets

Our standard hours of operation:

<table>
<thead>
<tr>
<th>Service</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Custodial</td>
<td>5am – 2:30am M-F</td>
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<td></td>
<td>7am – 11:00pm Sat Sun</td>
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<tr>
<td>Recycling &amp; Refuse</td>
<td>8:00am – 4:00am M-F</td>
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<td>6:30am – 3:00pm M-F</td>
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<tr>
<td>Deliveries</td>
<td>8am – 10am M-F</td>
</tr>
<tr>
<td>Customer Service Center</td>
<td>7:00am – 9:00pm M-F</td>
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</tbody>
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From 9pm - 7am weekdays and on weekends, calls are managed by an answering service.
Event details we need

- The location of event
- Desired time for deliveries
- Desired time for removal
- Where exactly deliveries should be made – location for recycling bins, portable toilets (maps help!)
  - please note: for indoor events, deliveries of trash or recycling receptacles will be to the building’s loading dock
- The name and phone number of a back-up contact

Process

1. Contact the staff below to discuss details of the service you need and work out a schedule

   **Grounds:**
   Theron Klos
   2-7408
   teklos@berkeley.edu

   **Recycling & Refuse:**
   Kimberli Williams
   3-4612
   krey@berkeley.edu

   **Custodial:**
   Jim Mathwin
   2-9144
   mathwin@berkeley.edu

2. Call the FS Customer Service Center at 2-1032 and open a Work Order. You can also do this via email to ppcs_cbc_staff@berkeley.edu
   a. You must have a chart string. In the event there is no charge for the services you need, none will be made.
   b. The Work Order should be open at least four days in advance of your event