

## Housekeeping

### Custodians

Westgate and EBH are in OPP District 32. Service hours are 5:00am – 1:30pm and 4:30pm – 1:00am. Cleaning frequencies can be found at <https://www.opp.psu.edu/our-services/custodial-services>.

Everyone is responsible for emptying their own trash, recycling, and composting into the receptacles in the hallway. Once you recycle and compost you should have very little to no trash. Please visit [recycling and composting](#) for details.

Please be courteous and clean up after yourselves. Bugs and rodents are attracted to spills and food, please keep these items contained.

### Storage

We have minimal storage with restricted access on the west side of the building. If you have something you will not need access to frequently and would like to store it for future use, please label it with your name and date and then email [facilities@ist.psu.edu](mailto:facilities@ist.psu.edu). We will pick it up and store it for you.

### Office Furniture & Desk Accessories

If you need office furniture or desk accessories, please contact the Facilities Office, [facilities@ist.psu.edu](mailto:facilities@ist.psu.edu). Purchasing furniture on your own or with university funds is not permitted. Doing so may lead to not being reimbursed for the purchase.

### Portable Heaters

Portable heaters are not permitted at Penn State, per the [Energy Conservation Policy AD64](#). If you feel your workspace is uncomfortable, please email [facilities@ist.psu.edu](mailto:facilities@ist.psu.edu). We want to have the problem fixed and if it cannot be a space heater should be provided.

### Maintenance

If you see something that needs to be physically repaired, please email [facilities@ist.psu.edu](mailto:facilities@ist.psu.edu) and we will take care of the issue or report it to the proper office to be taken care of. We appreciate you helping to keep IST (Information Sciences and Technology) looking nice.

### Bulletin Boards

Please only post flyers on the public bulletin boards near the elevators and in the classrooms, or utilize digital signage by sending the information to [webmarcom@ist.psu.edu](mailto:webmarcom@ist.psu.edu).