



TEMPLE UNIVERSITY
A Commonwealth University

Office of Service Operations

1009 W. Montgomery Avenue
Philadelphia, Pennsylvania 19122

Subject: Important Update: Housekeeping Program Adjustments

Dear Temple University Faculty, Staff, and Administrators,

I hope this message finds you well.

I am writing to inform you of upcoming changes to our housekeeping program, which will take effect beginning this fall semester in response to ongoing budget reductions and staffing challenges. Housekeeping Services has experienced staffing reductions in recent years, and despite our best efforts to sustain previous service levels, we must now make strategic adjustments to ensure we continue meeting our core responsibilities of maintaining a safe, clean, and healthy campus environment.

To that end, we are refocusing available resources on essential cleaning tasks and high-traffic areas. The majority of our cleaning operations are conducted during the overnight shift, and in order to strengthen support during this critical period, we will be reassigning day shift management and service staff to assist with overnight operations.

As part of this restructuring, please note the following key changes:

- **Administrative Offices:** Routine daily or weekly cleaning services will no longer be provided to administrative offices.
- **Trash & Recycling Collection:** Trash and recycling will not be collected directly from administrative offices. All waste and recyclable materials should be placed in centrally located bins in hallways or lobbies.
- **Special Requests:** If your office requires service due to special circumstances, or if cleaning supplies are needed, please submit a work request so Housekeeping Services can coordinate accordingly.
- **Weekend Activities:** Any weekend activity whether during or outside of the academic semester must be supported by a work order or tied to a scheduled event request. This ensures we can allocate staffing and resources appropriately.

We understand that these changes may require some adjustment, and we appreciate your patience and cooperation. Our goal remains to provide a clean and safe environment for all members of our community, and these adjustments will allow us to maintain that standard with the resources currently available.

If you have any questions or concerns, or if you need assistance with submitting a service request, please do not hesitate to contact Housekeeping Services. Ext 1-8460

Thank you for your continued support and understanding.

Sincerely,

John W Johnson Jr.

Assistant Vice President, Service Operation