



Housekeeping Department  
1938 Liacouras Walk, 2<sup>nd</sup> Floor  
Philadelphia, PA 19122

Phone: 215-204-8460  
Fax: 215-204-8680

To: All Deans, Department Heads  
And Building Managers

From: Michael Juhas  
Director of Housekeeping

Date: May 22, 2018

Re: Annual Window Washing Schedule 2018

Attached you will find this year's window washing schedule for Main, Ambler, Podiatry and Dental School campus'. Please distribute this schedule to all occupants of your buildings to give them notification of the date and time the window company will provide service to their particular areas. Please also advise occupants to prepare their areas for this service by clearing windowsills and floor areas as well as secure any and all personal items. As always, a Temple University Housekeeping Supervisor or representative will accompany the contracted crews (where necessary) and will arrange access to all secured areas.

The company contracted to provide the window washing service this year is Valcourt Building Services. The Human Resources department will issue the contracted workers a temporary identification badge to be displayed at all times while working on Temple properties. All contracted workers will be easily identifiable by branding a company shirt. Please feel free to ask for identification from any of the workers at any time.

If you have questions or concerns regarding the contracted services, schedule, or workers in your building, please call 1-8460.

As always, thank you for your cooperation in this matter.

**Monday – Thursday 7/09/2018- 7/12/2018**

Ambler Campus buildings (all) interior and exterior \* Escort needed

**Monday 7/09/2018 Interior and Exterior window washing**

Ritter Hall/Annex/Bldg./Walkway \* Escort needed

Annenberg

Tomlinson

Commuter Lounge

Barrack

Vivaqua Hall

**Tuesday 7/10/18 Interior and Exterior window washing**

Bio-life

Montgomery garage Police Station

Facilities Management (gates to be taken off windows)

IBC Rec Center

Speakman \* Escort needed

Gladfelter \* Escort needed

**Wednesday 7/11/18 Interior and Exterior window washing**

Gladfelter \* Escort needed

Sullivan

Anderson Hall

**Thursday 7/12/18 Interior and Exterior window washing**

Anderson Hall

1800 Liacouras

Architecture Building

**Friday 7/13/2018 Interior and Exterior window washing**

Klein Law \*Escort Needed

Kardon

ECEC \*Escort needed

Student Center Annex

**Friday 7/13/2018 –Saturday 7/14/2018 Crawler will be dropped on Friday 7/13/2018**

Tuttleman (Crawler)

SAC I&II (Crawler)

Bell (Crawler) \*Escort needed

**Sunday, 7/15/2018**

Subway \*Escort needed

**Monday 7/16/2018 Interior and Exterior window washing**

Football Facility

Mini Police

Student Pavilion

Mitten

Weiss \*Escort needed

**Tuesday 7/17/2018, Interior and Exterior window washing**

Weiss \*Escort needed  
Bell \*Escort needed  
Pearson/ McGongile \*Escort needed

**Wednesday 7/18/2018, Interior and Exterior window washing**

Pearson/ McGongile \*Escort needed  
Podiatry Hospital and Dorm  
Presser  
SERC \*Escort Needed  
Paley Library  
Shusterman  
TPAC

**Thursday 7/19/2018 Interior and Exterior window washing**

Dentistry School  
Rock Hall  
College of Engineering  
SERC \*Escort Needed  
Wachman \*Escort needed

**Friday 7/20/2018 Interior and Exterior window washing**

SERC \*Escort Needed  
Beury  
Dentistry School  
Carnell & Conwell

**Monday July 23, 2018 & Tuesday July 24, 2018 Interior and Exterior window washing**

Tyler school of Art

**Tuesday– Friday, 7/24/2018 – 7/27/2018 - Interior and Exterior window washing**

Alter Hall \*Escort needed

**Thanks all.**

**Michael Juhas**