

Building Services only has a lobby porter for academic support 7 am – 3 pm weekdays. Building Services will require additional custodial support when deemed necessary due to size of event, time of event (after 3 PM or weekend) and/or lobby porter is unavailable due to academic program needs.

Here are the two options for your custodial needs (e.g. room set-ups, receptions, etc.):

- **Self Service**
  - Use classrooms with standard set-ups
    - e.g. Gund 124, 109, Piper Steps, 111, 518, 318, 510, 505 or any classroom at 7 Sumner, 20 Sumner, 40 Kirkland or 42 Kirkland
  - Option not available when food and alcohol is present
  - Option not available for multi-purpose rooms
    - e.g. Stubbins (112), Piper Floor and Portico Rooms (121, 122, 123)
- **Hire Custodial**
  - Email Building Services a week before event to request custodial support
    - [rooms@gsd.harvard.edu](mailto:rooms@gsd.harvard.edu)
  - Rate
    - \$40/hour with a 4 hour minimum (\$160)
    - Holiday hours are 2.5 X standard rate
  - Custodian
    - Will be given instructions from Building services
    - Will remain on lobby level for duration of shift

**How charges are collected:**

**Harvard Departments:** should provide a 33-digit billing code when requesting services and will be charged after the work has been completed.

**Student Groups:** must secure funding from Student Forum for custodial services. These costs should be considered when forming your group's proposed budget at the start of the academic year. When your group's Events Liaison is requesting the event through SERT, they should indicate the need for custodial services. If your group has sufficient funds remaining, Erica George in Student Services ([egeorge@gsd.harvard.edu](mailto:egeorge@gsd.harvard.edu)) will receive and pay the invoice, taking the funds from your group's allocation. If you have additional questions, please email Erica.

**Individuals and Outside Organizations:** An invoice will be emailed from Building Services within 30 days of event. Must pay by check payable to "President and Fellows of Harvard University" within 30 days of invoice date. If a check is not received within 30 days the sponsoring department or faculty member is responsible for all charges.

**Contact for Invoices:** Deborah Grohe, [dgrohe@gsd.harvard.edu](mailto:dgrohe@gsd.harvard.edu) or 617-496-1243

\*please, note an estimate of charges will be given when making requests. Due to overtime or more time needed for clean up this cost could go up, but will not exceed and additional 4 billable hours.