



Dear Staff, Students & Faculty:

Help Support a Healthy Work Environment!

○ Food and Beverages

- Store snacks in tightly closed plastic or glass containers
- Wrap food remnants in plastic bags before disposing into covered trash cans
- Rinse out all items before tossing into recycle bins
- Clean up with warm water any food crumbs/remnants left on counters, desktops
- Use paper towels to soak up spills and call **924-1777** if additional help is needed

○ Indoor Plants

- Locate plants at least three feet away from air intakes
- Do not use pesticides or bleach
- Use saucers to catch excess water, and don't over-water
- Inspect under saucers to ensure water has not leaked or condensed onto surfaces
- Inspect leaves and soil for pests and mildew/molds
 - Remove by hand or use a cloth moistened with a mild fragrance-free detergent and water

○ Events

- Include Building Services early in your event planning process so that we can plan accordingly.

○ Personal

- Periodically wipe keyboards, telephones & other high touch areas in your space with a dampened microfiber cloth (or paper towel). Add a fragrance-free dish washing liquid periodically.
- Wash hands often & thoroughly with soap/hot water; dry well
- Think "sustainability" ---Re-use, don't dispose!
- Store food in tightly sealed containers; clean desk tops weekly with a dampened microfiber cloth (or paper towel)
- Practice good recycling habits and rinse first!

○ Building Awareness

- Call **924-1777** if you:
 - Find cracks, holes or other entryways for pests
 - Suspect ventilation /air quality problems
 - Have any environmental or health concerns
 - Have negative reactions to something in the environment
 - See standing water or wet carpeting
 - Observe overflowing recycle or trash containers

○ Chemicals

- Avoid use of strongly fragranced perfumes, after shaves or grooming aids
- Do not put air fresheners in restrooms
- Do not bring cleaning supplies into the work place; only approved products as defined by Building Services are permitted

"We provide services with your health, safety and the environment in mind."

U.Va. Building Services

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- **Personal Spaces**

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- Store food in tightly sealed containers; clean desk tops weekly with a dampened microfiber cloth (or paper towel)
- Practice good recycling habits and rinse cans before tossing!

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○ Events

- Include Building Services early in your event planning process
- We want to be your partner in helping set up and close out a successful event!
- Use our **Event Planning Tool** to reach out and help us help you!

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U.Va. Building Services 2013