



August 24, 2020

Dear Heidelberg Employees:

The Krammes Custodial Team will concentrate their work on common restrooms and shower areas, common spaces, corridors, elevators, and high touch points in both residence halls and other classroom, administrative, and program buildings and spaces on campus. The full team will start their day at 4am Monday - Friday and a smaller team will clean on weekends starting at the same time.

Every effort will be made to keep restrooms and public areas clean and sanitized. Please bear with us as we acclimate to this new schedule and changes in our cleaning regime. We will continue to adjust as needed.

Beginning with the June 19 "Back to Work" document and in statements since, all Heidelberg employees have been asked and encouraged to clean their own offices and suite spaces and remove trash to dumpsters that are in proximity to your location (see below). That is now a requirement going forward.

Each office/suite has been provided with cleaning/sanitizing products, paper towels, and trash bags. We will also try to give you access to vacuums as needed. If you have any special cleaning needs or concerns or as you need to replenish supplies, please e-mail Linda Barger at lbarger@heidelberg.edu to arrange for a response.

Thanks so much for your understanding and cooperation. We look forward to returning to normal services as soon as possible.

Trash Dumpster Locations:

Founders rear (serving Founders, Gundlach, & University Hall)

Campus Center west side (serving Campus Center, Pfleiderer, & Beeghly)

Aigler Hall Rear

BMH south side near College Hill Apts (serving BMH & Art House)

Gillmor/Bareis loading dock "totes"

Seiberling/Saurwein rear Hoernemann or rear Seiberling behind Miller Hall

Education & Krammes rear Brown Hall

GEM Center rear Krieg Hall

Rod Morrison

Associate Vice President for Facilities

Heidelberg University

Office: 419-448-2399