

Application for Custodial Services

Form No 3724.1

Finance and Asset Services

PLEASE RETURN COMPLETED FORMS TO ORANGE 8 OR FAX TO 8946 6660 – SIGNATURE REQUIRED

CLIENT INITIATED

FAS INITIATED

Service Call ID: _____

APPLICANT DETAILS

Name: _____

Position title: _____

Faculty/School/Division: _____

Email address: _____ Extension No. _____

CUSTODIAL REQUIREMENTS

Description of custodial services required:

Contact Name: _____ **Number:** _____

Commencement date: _____ Time: _____

Completion date: _____ Time: _____

Total hours required: _____ (Days and/or hours)

ITEMS REQUIRED FROM FAS

GENERAL

- Recycle Bin Quantity: _____
- Confidential Bin Quantity: _____
- Archive Box Quantity: _____
- Book Box (S) Quantity: _____
- Tea Chest Box (L) Quantity: _____
- Packing Tape Quantity: _____
- Other: _____

FUNCTIONS

- Trestle Tables Quantity: _____
- Chairs Quantity: _____
- A-Frames Quantity: _____
- Esky Quantity: _____
- Display Panels Quantity: _____
- Lecturn Quantity: _____
- Other: _____

APPROVAL FOR MOVEMENT/DISPOSAL OF FURNITURE/ASSETS **Computers, printers, facsimiles etc*

Asset Number	Description	Current Location	Proposed Location

MOVEMENT **DISPOSAL** ****A copy of this form must be provided to the Asset Clerk**

Dean/Director/Executive Officer: _____ Faculty/Division: _____

Signature: _____ Date: ____ / ____ / ____

TERMS AND CONDITIONS OF CUSTODIAL SERVICES

Finance and Asset Services offer a custodial service to all Faculties/Departments requiring general assistance within the Darwin and Palmerston campuses. FAS employ a full time 'Custodial Officer' with a small tray back truck who can, if necessary, obtain staff from outside employment agencies to assist during larger scale jobs. The client is required to complete the attached *Application for Custodial Services* form. The form outlines services available and acknowledges approval for the proposed work. All *Applications for Custodial Services* must be signed and submitted, to the FAS Help Desk **Orange 8** (or faxed to x6660) five working days for smaller tasks and ten working days for larger tasks, prior to the proposed commencement date. This is to allow an adequate timeframe for coordination of custodial duties. Submission of the signed *Application for Custodial Services* form also allows FAS to maintain an updated record of Asset and staff locations (a safety and security requirement) and will assist in our 'Space Management' program.

OBLIGATIONS OF THE CLIENT

- **Packing**

Clients are to have all packing completed prior to relocation by custodial staff. Packing and unpacking of items remains the responsibility of the client (custodial staff are responsible for the relocation of items only). Where possible all small personal items should be moved by the client.

- **Packing Boxes**

All packing boxes are to be taped and clearly labelled (labels provided upon request), with the person's name, building number, level and room number (eg. Joe Bloggs yellow 1.1.39).

- **Cupboards and Filing Cabinets**

All cupboards and filing cabinets (with three or more drawers) are to be emptied prior to relocation, to ensure the safety of employees.

- **Printers, Facsimiles and Computers**

Breakable and/or sensitive items such as printers, facsimiles and computers will not be moved unless approval has been given by the Dean/Director/Executive Officer of the Faculty/Department. **Approval acknowledges FAS will bear no responsibility for the equipment's non operation.**

- **University Assets**

The University Assets Officer must be advised of all asset movements. Please provide the details in the appropriate section on this form to enable us to lodge the details with the Assets Officer.

- **Leased Equipment**

It should be noted that where equipment is acquired under a leasing or rental agreement the lessor should contact Procurement to establish their obligations about relocating the equipment. Some leases obligate the lessee to move the equipment and most require advice of location change for maintenance access.

- **Disposal of Assets or furniture**

Disposal of all Assets and furniture requires the approval of the Dean/Director/Executive Officer. Please obtain approval in the appropriate section on the form.

STORAGE

Finance and Asset Services is no longer able to offer storage facilities for unused items, furniture or packing boxes. Faculties and departments must utilise their allocated storage space for such items. For further clarification relating to storage facilities, please contact the Senior Facilities Officer x7250.

Applicant Approval

I have read the 'Terms and Conditions' and understand my obligations as the client/applicant.

Name: _____ Position Title: _____

Signature: _____ Date: / /