

Janitorial Service

Janitorial service is provided Monday through Friday evenings after normal business hours. Routine office cleaning includes vacuuming, dusting and emptying wastebaskets. Service to your suite will commence on the first regular business day after your move-in unless you have requested otherwise.

As a reminder, please do not place any objects near or against trash receptacles if they are not meant to be thrown away. For your convenience, stickers are available in the Building Management Office to designate boxes or other items for disposal.

Please note that the janitorial crew will NOT dust any computer equipment, including terminals, hard drives or keyboards; nor will they vacuum or dust near computer cables or wires. This is for your protection to avoid disrupting any sensitive computer equipment.

Special Janitorial Requests

If you have any special requests or require emergency janitorial assistance, please submit a Tenant Workorder or contact the Building Management Office at 312-202-3800.

Recycling

Our building has a recycling program for paper, cardboard, plastic, glass and aluminum. Collection bins for your suite are available through the Building Management Office. All bins are emptied by the nighttime janitorial staff as part of the nightly suite cleaning.

Metal, light bulbs, ballasts, batteries, construction materials and electronics are also included in the building recycling program. For detailed information, please call the Building Management Office at 312-202-3800.

DAYPORTERS

Dayporters are on duty Monday through Friday from 7a.m. to 4p.m. to keep the lobbies, corridors, restrooms and building perimeter clean during working hours. If you observe a janitorial problem in any of these areas, please call the Building Management Office at 312.202-3800 or submit a tenant work order via www.300eastrandolph.com (preferred method) so that we may immediately dispatch a dayporter.