



INTER - OFFICE CORRESPONDENCE

To All LACC Faculty and Staff:

OPERATIONS DEPARTMENT

Effective June 10, 2011. Operations will provide a Hotline number for a speedy custodial response within 2hrs.

The "Hotline" service in which we provide is to assist in spills, broken glass, and restroom emergency response.

All other request concerning detailed cleaning, floor polishing, and other concentrated custodial assistance are to be directed to our MP2 online service- All regular custodial scheduled services will continue according to campus operations

Please be advised that if your Hotline call is not answered promptly or there is a need for additional information on incident response, please contact Operations Manager Mr. Robert Allen at ext. 2415 Days and Evenings Senior Supervisor Mr. Mark Clayton. Our MP2 (maintenance work order system) is still in operation but all custodial concerns will be addressed at the Hot Line Service ext. 2440.

We appreciate your support in the assistance of keeping our campus clean.