Department of Statistics
University of California, Riverside
Stat/Comp Bldg., Room 2626
900 University Avenue
Riverside, CA 92521
Phone: 951.827.3774
Fax: 951.827.3286

2009 – 2010
Welcome

On behalf of the Faculty and Staff of the Department of Statistics, I welcome all new and returning students for the 2009-2010 academic year! We look forward to a year of continued excellence.

Please read this handbook carefully since it contains important information regarding our department and departmental policies.

I wish each of you a rewarding, challenging and successful year!

Daniel Jeske
Professor & Chair
Statistics Department
2008-2009

Portions of this Handbook are updated at the beginning of each quarter begins. You will be notified when changes are made.
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Check out the Statistics Website!

[www.statistics.ucr.edu](http://www.statistics.ucr.edu)
The Statistics Administrative Office is open to assist you

Monday - Friday
8:00am to 12:00pm and 1:00 pm to 4:30 pm

We are closed for lunch from
12:00 Noon to 1:00 pm

Feel free to stop by any time if you need assistance or have any questions.

Statistics-Computer Building, Room 2626
Phone: 951.827.3774
Fax: 951.827.3286

Paula Lemire
Chair’s Assistant & Student Affairs Assistant
Safety Coordinator
plemire@ucr.edu

In addition, we Student Office Assistants who are available to assist you.
**Statistics Computer Labs**

The department has three computer labs with more than 60 IBM-compatible PCs, and SUN Microsystems workstations. The CRAY Supercomputer at the San Diego Supercomputer Center (SDSC) is available to both faculty and graduate students. In addition, a 30 PC workstation computing laboratory that is maintained by the Statistical Consulting Collaboratory is available.

Through accounts on these systems, students have direct access to the Internet through the UNIX (Solaris), and WINDOWS operating systems.

Major software packages available for statistical analyses and intensive computations include S-Plus, R, SAS, Minitab, Matlab and Mathematica. Microsoft Office, TEX and LATEX are available for technical typesetting and word processing. Please see Dr. Linda Penas for any additional information regarding the labs.

**Statistics Teaching Labs**

**Room 2680** is primarily used as a teaching lab for undergraduate courses daily from 8:00am to 5:00pm Monday through Friday. Students registered in a Statistics lab are allowed access only during their assigned lab times.

The **2680 Lab** becomes a general campus lab staffed by Campus Computing from 5:00 p.m. to 7:00 p.m. Monday through Thursday only.

The department also has use of Biochemistry’s **Pierce Hall 3331** as a secondary undergraduate teaching lab. TA’s only receive special quarterly access when teaching in this lab.

If you are a TA, **DO NOT allow anyone in the lab other than your students during your assigned lab section. Anyone not registered in your lab section should be sent to the Statistics office during normal business hours.**

*Just a Reminder:* Food and beverages are not allowed in any lab.
Statistics Computer Labs

The Garber Lab (Room 2686) is an undergraduate teaching lab used for smaller undergraduate and graduate Statistics courses; make-up labs for large undergraduate courses, and occasionally for TA office hours. It is also the primary lab for Statistics Graduate Students. The lab was named in honor of the late Dr. Morris Garber who, in the 1960’s, convinced the university that computers were needed. Dr. Garber was named head of the UC Riverside Biometric Lab and Director of the University’s first computer center.

A schedule of these labs will be posted on the bulletin board and on the door outside the lab. Please do not enter the lab during the scheduled hours.

Statistics Undergraduate students and other students enrolled Statistics courses, may gain access to this lab for homework completion during normal business hours.

ANYONE WHO DOES NOT HAVE A LAB KEY ISSUED BY THE STATISTICS DEPARTMENT MUST OBTAIN A SPECIAL PERMIT FROM THE OFFICE AND MUST SIGN IN AND OUT DURING REGULAR OFFICE HOURS. PERMITTED STUDENTS ARE NOT ALLOWED IN THE LAB AFTER 5:00PM OR ON WEEKENDS.

The UNIX Lab (Room 2690) contains multiple SUN Microsystems Blade and Ultra 24 workstations and is available for Statistics Graduate Students, Staff and Faculty.

YOU ARE REQUIRED TO KEEP THE LAB DOORS LOCKED AT ALL TIMES.

Just a Reminder: Food and beverages are not allowed in any lab.
The Statistics Department maintains a small library containing books and journals that are available to all graduate students and upper undergraduate students majoring in Statistics. We are in the process of cataloging, renumbering, and relabeling all library materials and have created an Access database. During this academic year, we are adding search capabilities and will post the database on the new Statistics Website to make it easier for faculty and students to locate and check out materials. We will also have a computer available in the Library. Please bear with us during this project.

**History:** A collection of materials from the estate of the late Harry H. Harman, a pioneer in factor analysis, was the basis of the library. Also included are the books and papers from the late Morris J. Garber, who brought computing to UCR. Dr. Garber, a Statistics Professor and the first Director of Computing, along with Dr. F.N David, the department’s first chair, developed the proposal for a building to house the Statistics Department and the Computing Center hence the Statistics-Computer Building.

**Books** are cataloged and arranged alphabetically by the first three letters of the author’s last name followed by the first initial of the first name.

**Reserve** materials are marked with red dots and cannot be removed from the library.

**Journals:** The department subscribes to a number of important Statistical Journals. They are shelved in a separate section of the library. Older issues are available by special request through the Department office.

**Older Materials:** All Harman, FN David, and Garber materials along with other early or historic items are available only by special request through the Department office.

**Dissertations:** Statistics Dissertations are available by special request through the Department office. They are also available online through the Science Library.

**The Science Library** has an extensive Statistics Collection. Please check the online resource page at [http://library.ucr.edu/?view=help/subjectguides/stats](http://library.ucr.edu/?view=help/subjectguides/stats) for information including Research Help, Journals, Statistics Resources and Associations.

### Check out Procedures

Check out periods are two weeks for all library materials. If you need additional time, please contact the office.

- **Books:** complete the checkout card located in the back of the book. Place the card in the clear pocket of one of the red “OUT” cards on the checkout desk and place the Out card on the shelf where the book was shelved. When returning the books, please remove the card will place it back on the shelves.

- **Journals:** In the Journal Notebook, enter your name, check out date, journal volume and number. When you return the material, please enter the return date.

- One week prior to the end of each quarter, all materials checked out by students must be returned to the library.

**Just a Reminder** Food and beverages are not allowed in the library.
Student Offices

Every PhD student is assigned an individual desk in a shared office in the Statistics Building. Most offices have shared file cabinets and bookcases. One small energy efficient refrigerator and one microwave are allowed in each student office. Individual small coffee pots or electric tea pots are also allowed. To prevent fires, please make sure the pots are unplugged after use.

Please be respectful of your officemates by keeping your workspace neat and clean. All personal items should fit in your bookcase, file cabinet, under or inside your desk. To prevent injuries and to keep walkways clear, do not leave paper, books, or backpacks on the floor of your office. Boxes and other large items are not allowed in the office. To show respect to others please do not eat food with strong odors in your office.

Office occupants should meet at the beginning of each academic year to establish any additional rules to ensure respect and harmony. Occupants should also meet periodically if necessary to discuss any problems. If a problem cannot be resolved, please discuss it with Paula Lemire.

Every student office has a BLUE bin for paper recycling, plus a grey metal can for all other trash EXCEPT FOOD WASTE. You are required to empty the blue bin into the large blue bins in the hallway on a weekly basis. Your trash bin is emptied weekly by the custodian. To prevent odors and insect infestations, All FOOD WASTE is to be placed in the large cardboard containers in the hallways.

Due to a lack of space, Masters students are not assigned to an individual work space. Between 8:00am and 5:00pm Masters students may use the Study areas listed below.

If you are a TA and have more than one undergraduate student needing assistance during your office hours, please read the Study Areas information below. It becomes difficult for other .

Study Areas

The department has a three rooms you may use for group study, presentation practice or for hosting office hours if your are a TA. Reservations to use the three rooms below, may be made through the office. Priority is given to TA’s and student presentations.

The 2634 Conference room contains a microwave and a sink but is frequently used as a classroom. You may use the microwave and sink when the room is not in use or has not been reserved.

2637, the Harmon Library, can be used for study or TA office hours. Food and beverages are not allowed.

2660 Masters students may use as a study area when not being used. is available for all Statistics students, TA’ and study groups. Please be aware that TA’s group study sessions have priority.

Please remember to be courteous to others by cleaning up after yourself
ACADEMIC INFORMATION

2008 - 2009 ACADEMIC YEAR
and
University Holidays

JULY

S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31

4 Independence Day Holiday

AUGUST

S M T W T F S
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30

31

SEPTEMBER

S M T W T F S
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30

1 Labor Day Holiday
22 Fall Quarter Begins
26 Fall Instruction Begins

OCTOBER

S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31

11 Veteran’s Day Holiday
27, 28 Thanksgiving Holiday

NOVEMBER

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

DECEMBER

S M T W T F S
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31

5 Fall Instruction Ends
8 ~ 13 Finals / Qtr Ends
12/13 ~ 1/1 Winter Break
25, 26 Christmas Holiday

JANUARY

S M T W T F S
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

2 Winter Quarter Begins
5 Winter Instruction Begins
1 New Years Holiday
17 King Holiday

FEBRUARY

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

16 President’s Day Holiday

MARCH

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

13 Winter Instruction Ends
16 ~ 21 Finals / Qtr Ends
23 ~ 27 Spring Break
26 Spring Quarter Begins
27 Chavez Holiday
30 Spring Instruction Begins

APRIL

S M T W T F S
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30

25 Memorial Day

MAY

S M T W T F S
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30

31

JUNE

S M T W T F S
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30

5 Spring Instruction Ends
9 ~ 12 Finals / Qtr Ends
13 & 14 Commencement
The department holds a weekly colloquium during the academic year under the graduate course Stat 251. The colloquium is held each Tuesday in Statistics Room 2674 beginning at 3:45 pm. Speakers include invited guests from across the country, Southern California, colleagues from other departments at UC Riverside, Statistics faculty, and advanced Statistics graduate students.

A weekly flyer with the name of the speaker and an abstract of the talk is posted on numerous bulletin boards around the department and emailed to everyone in the Statistics Department and others who have an interest in Statistics.

**Department Colloquium STAT 251**

The department holds a weekly colloquium during the academic year under the graduate course Stat 251. The colloquium is held each Tuesday in Statistics Room 2674 beginning at 3:45 pm. Speakers include invited guests from across the country, Southern California, colleagues from other departments at UC Riverside, Statistics faculty, and advanced Statistics graduate students.

A weekly flyer with the name of the speaker and an abstract of the talk is posted on numerous bulletin boards around the department and emailed to everyone in the Statistics Department and others who have an interest in Statistics.

**STAT 290, 291, 297, 299 Courses**

Each faculty member has a different section number for these classes. They are not listed on the Schedule of Classes online. Please contact the Statistics office to make sure you are registered in the correct section number.
UC Riverside formally established a Statistical Consulting Collaboratory in the Fall of 2003. The first priority of the Collaboratory is to contribute to the academic objectives of the Statistics Department through the development and application of statistical methods to real world problems. Specific contributions the Collaboratory is making include: 1) curriculum material for the department’s graduate-level statistical consulting class, 2) curriculum material that reinforces and broadens student knowledge in statistical methodology, 3) consulting opportunities for undergraduate and graduate students, 4) research opportunities that can develop into PhD dissertation topics, and 5) resume building activities through publication opportunities and industry internships made available through the Collaboratory client network. The Collaboratory enhances the students’ ability to select appropriate methodology for a given problem. Moreover, it cultivates a curiosity and a self-sufficiency, which are crucial for a statistical consultant.

Clients include professors, graduate students and University administrators. Clients to-date have been affiliated with UC-Riverside and also other local Universities. In addition, the Collaboratory attracts industry clients personal networking and referrals. The Collaboratory is a hybridization of a noncommercial and commercial consulting unit, though it does not aggressively market itself to off-campus clients. The Collaboratory has typically supported 2-3 RAs during the academic year with partial research assistantships. During the summer months a larger number of opportunities for part-time employment are available. While the majority of the RAs are graduate students in Statistics, undergraduate students from both Statistics and other departments (Computer Science, Business and Mathematics) within the University have made contributions.

Projects that are taken on by the Collaboratory loosely fall into two categories: Service or Collaboration. Service describes projects that utilize standard statistical methods, both well-known and less well-known to the clients. Collaboration describes projects where there is some aspect of novelty either in the development or application of statistical methodology.

The Statistics Department at UC-Riverside has a mandatory three quarter class on Statistical Consulting (Stat 293) for both MS and PhD graduate students. A great majority of the material covered in the Consulting Class is related to Collaboratory projects. Client visitations provide opportunities for the students to gain experience listening to clients and eliciting information that helps formulate objectives for the projects. Students are assigned to work on consulting projects independently and also in small groups. Lectures provide the students the necessary background they need to complete tasks associated with the projects. Throughout the duration of their work on the projects, students schedule meetings with the Director and/or Associate Director for additional direction and advice. Typically, students will have at least one interim meeting with the client before delivering a final presentation to them. The Director formulates homework exercises relating to each of the projects being addressed in the class. The Consulting Class is a letter grade class, and includes a final exam that covers the statistical methodology relating to the consulting projects that were discussed during the quarter.
GRADING POLICY

I. A-F

Courses are graded on an A-F grading system with an A carrying a grade point of 4.0. Minus grades carry three-tenths grade point less per unit, and plus grades (excluding A+ which is counted as 4.0) carry three-tenths grade points more than unsuffixed grades. An A+ on a student’s record represents extraordinary achievement even though it does not carry a higher grade point value.

II. S/NC

Students in good standing may undertake courses on an S/NC (satisfactory/no credit) basis subject to the following limitations. The grade “S” shall be awarded for satisfactory work, that is, work equivalent to a GPA level of 2.0 or higher at the undergraduate level and GPA 3.0 or higher at the graduate level, for unit credit in meeting degree requirements. Units are assigned for courses graded “S” but it has no grade point equivalent and does not enter the grade point average.

III. Posting of grades

Because of the Privacy Act we are not allowed to post student’s grades outside offices. Students may obtain their grades on GROWL. Check the schedule of classes for dates.

TEACHING ASSISTANTSHIPS

The department has a limited number of Graduate Teaching Assistantships (TA’s) each year to help with teaching responsibilities and provide a vehicle for teaching training. These Teaching Assistants are assigned to assist in undergraduate courses on the basis of class enrollments. Dr. Linda Penas is the Director of TA’s and is in charge of assigning TAs to the various classes.

Teaching assistantships for the next academic year are awarded during the Spring Quarter of the current year. These awards are allotted on the basis of merit and past performance.

Teaching assistants must maintain a GPA of 3.25 and may enroll for credit in Stat 302, College Teaching Practicum. For more information, you may contact Dr. Linda Penas.

GRADUATE RESEARCH ASSISTANTSHIPS

Graduate Research Assistantships (GRAs) are available through grant funds made available through faculty grants. A few research assistantships are available with the faculty members who are principal investigators on funded grants. GRAs must maintain a GPA of 3.0.
Department Services and Equipment

Mail

All University business mail is processed through a central Mail Room. Statistics Department mail is picked up and delivered twice daily. Outgoing mail must be deposited in the mailbag located next to the mailboxes in the Administrative Office before 8:30 a.m. in order to be included in the morning mail pickup and no later than 1:30 p.m. for the afternoon mail pickup. The incoming mail is sorted by the Office Staff and distributed to individual mailboxes. According to UCR policy, personal mail should not be sent to the Statistics Department. The Office does not provide envelopes, stamps or postage for personal outgoing mail.

Mailboxes

Each member of the Statistics Department is assigned an individual mailbox in the Office. All names are placed at the bottom of the assigned box.

Faculty, Post-Docs, and Visitors mail boxes are located in the top four rows of the mail sorter in alphabetical order with names in Blue.

Graduate Student boxes in Yellow, have two names on the bottom of each box. Each rectangular mail box is split into a diagonal enclosure with an upper and lower section. The name on the bottom left of the box is assigned the upper diagonal section of the box above it. The name on the bottom right is assigned the lower diagonal section of the box above it. On a weekly basis all students are expected to:

- Check your mail box frequently for TA materials, assignments and other important information from the Statistics Department. Notices and announcements from UCR are also placed in your box.
- Remove all items from your box weekly.
- Return all interoffice envelopes to the Office staff on a weekly basis.
- Place unwanted items in the recycle bins or trash.

Mailbox Security: If you are a TA or Associate Instructor do NOT ask that students in your classes place assignments directly into your mailbox. The Office Staff will mark the document with date and time, then place it in your box.

UCR Email

UCR, Faculty, and Staff communicate with you by sending important information and announcements to your UCR email account. You are responsible for checking your UCR email account daily so you will not miss any of these notices. When communicating with UCR faculty and Staff, please use your UCR email. Non-UCR emails may be considered spam and never reach the intended recipient.

Telephone

Personal telephone calls should not be directed to the Administrative Office unless there is an emergency. A telephone is available for graduate students use in the 2690 Lab but is restricted to campus calls and outgoing local calls. Long distance calls cannot be made from this phone.
Department Services and Equipment

Copier & Copying Services

A photocopier is available for faculty and graduate students in the Office. Use is limited to university business only. Every member of the department is assigned a copy code. If your code isn’t working, please see Paula in the Office.

The number of copies made with an individual copy code is automatically counted. Graduate students are only allowed 100 copies per year so please use this allotment wisely.

If you are a faculty member, Associate Instructor, or a TA, the Office staff will make copies necessary for your lectures, any labs and discussions. Depending on staff availability twenty-four hours notice must be given to needing copies, please completely fill out a Request for Copies form, located in the copy room, then paperclip it to the material to be copied. Your material will be ready within 24 hours and held in a secure location for you.

Additional copying services including color copies is available through UCR’s Printing and Reprographics.

DO NOT REMOVE PAPER FROM THE COPIER ROOM OR THE COMPUTER LABS.

Office Equipment

The Statistics Department has a variety of equipment for your use. The hole punchers, electric pencil sharpener, and an electric stapler can not be removed from the Office. The following items can be signed out for temporary use during normal office hours and must be returned before 4:30pm:

- Projectors Cables
- Calculators
- Colored chalk
- Pointers
- Staplers
- Tape dispensers

Office Supplies

The department will provide office supplies necessary for teaching to all Faculty, Associate Instructors and TA’s. The department does not provide office supplies to graduate students for personal use.

TA office supplies include one red pen for grading, a box of chalk, or two white board markers in blue, black, red or green. These supplies will be replaced as needed.
Emergency Information

Emergencies DIAL 9-1-1
Non-Emergencies 951.827.5222 UC Riverside Police Department
3500 Canyon Crest Drive Riverside, CA, 92521
Campus Safety Escort Service 951.827.3772
Counseling Center 951.827.5531 · Student Health Center 951.827.3031

We are in earthquake country!

NEVER ATTEMPT TO EXIT A BUILDING DURING AN EARTHQUAKE! DO NOT HEAD FOR A DOORWAY

Remember these simple rules:

Drop: to the floor.
Cover: TAKE COVER under a sturdy desk or table
Hold On: HOLD ON to it firmly

Emergency Evacuation Drills

UCR is required to have several Emergency Drills per year. We are timed on how rapidly and safely we can exit the building. Please familiarize yourself with the layout of the Stats Building on the next page, noting the emergency exits. Our department is required to meet at parking lot 10, the hourly lot across the street from the Statistics Building.

During a drill, please assist us with the following:

- Follow Department and Building emergency staff directions for evacuation.
- If you are in charge of a lab or a discussion, lead your students out of the building according to the evacuation plan on the following page. Request that one of your students lead your group out so you close the lab or classroom door. 
- Bring the list of the students in your lab class with you.
- If you are in your office, close the door then exit the building according to the evacuation plan on the following page.

Review emergency plans online at http://www.ehs.ucr.edu/services/emergency.html

Topics include:

- Emergency Communications
- Earthquakes
- Medical Emergencies and First Aid
- Suspicious Packages
- Disturbances
- Utility Failure

The Statistics Department has an Emergency and Safety Committee chaired by Paula Lemire. In addition, Paula is a member of the Statistics Building Emergency Staff. If you are interested in participating on the committee, please contact me. In case of emergency, we are here to help you.
Health and Safety Tips

Injury Prevention
- Keep office aisles clear, do not leave paper, books, or backpacks on the floor.
- Do not run in the hallways.
- Please wipe up your liquid spills in the hallways and aisles.
- Scooters and skateboards cannot be left in hallways or aisles. They must be carried, in the department.

Flu and other Illnesses
- Wash your hands frequently.
- If you have a cold, please cough or sneeze into your elbow, not into your hands.

Cleaning Services

The Statistics Department’s labs, offices, and floors are cleaned regularly by the custodial staff. Custodians must have access your rooms to empty trashcans, clean the floors and other necessary cleaning. *Please assist them by vacating your offices for approximately 45 minutes when they arrive to clean.*

The custodial staff does not clean desk surfaces, microwaves or refrigerators. If there are appliances in your office, please keep them clean your desk areas weekly. You will need to provide your own cleaning supplies. The office only has a limited supply of cleaning products.
- The drinking fountains contain fresh drinking water. It is not a sink. Do not use to empty tea containers or rinse dishes.
- You may use the sink in the conference room to clean your dishes when it’s not in use, but please clean out the sink after you use it.

For any Physical Plant Emergencies such as water leaks or elevator problems please go to the Statistics office. If office is closed, call Physical Plant at 827-4215 during regular business hours. After hours, please call 827-4677.