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<b>Name:</b>	<b>Confidentiality – Office Cleaning and Moving Confidential Items</b>
<b>Policy Number:</b>	3-3023
<b>Origin:</b>	Facilities Management
<b>Approved:</b>	April 18, 2016
<b>Issuing Authority:</b>	Senior Director, Facilities Management
<b>Responsibility:</b>	Manager, Custodial Services
<b>Revision Date(s):</b>	N/A
<b>Effective Date:</b>	April 18, 2016

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### **Purpose:**

Facilities Management is responsible for maintaining confidentiality during the cleaning of offices for the University. The purpose of this policy is to provide security of confidential information while undertaking cleaning duties of offices.

### **Policy:**

All custodial employees are required to maintain the confidentiality of information while undertaking their duties throughout the University.

### **Procedures:**

- 1.1 All department offices are normally cleaned once per week. Information about the Custodial Services office cleaning schedule can be obtained directly from the Manager, Custodial Services.
- 1.2 University custodial employees have the permission of the University to enter all offices for the purposes of cleaning.
- 1.3 Custodial employees are not authorized to move any items in offices while undertaking department office cleaning. For clarity, custodial employees will only clean around any items left on desk(s)/surfaces(s)/floor.
- 1.4 Office occupants should take every reasonable effort to protect the confidentiality of information contained within their offices (i.e. removing sensitive or highly confidential items from view or put into a secured cabinet, etc.).
- 1.5 Custodial employees will attend an annual Confidentiality Awareness session delivered by the University Librarian.
- 1.6 In accordance with Facilities Management's [\*\*Policy 3-1028 – Office Moves\*\*](#), Custodial Services shall oversee the movement of furniture and/or items from room to room, and from building to building. A representative of the department/office shall accompany any custodial employees in the transport of items deemed to be confidential in nature.