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# MEMORANDUM

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Date: February 11, 2009

To: Presiding Judge, Superior Court  
Elected Officials  
Department Directors

From: C.H. Huckelberry  
County Administrator

A handwritten signature in black ink, appearing to be "CHH", is written over the printed name "C.H. Huckelberry".

Re: Custodial Services

To coincide with reduced building energy consumption, custodial service for the majority of downtown County facilities has shifted from second shift to first shift. As such, bi-weekly attention to refuse removal and routine vacuuming will occur during normal business hours.

I am hereby directing all County employees to facilitate access as necessary to allow the custodial staff to perform their respective job duties accordingly. The custodial staff has been directed to make reasonable efforts to accommodate inaccessible rooms as a result of private meetings, ongoing phone conversations, etc., however, they are not to re-schedule service entirely nor are they to return to unfinished areas strictly based upon any one individual's convenience.

Finally, all Pima County employees are expected to adhere to Pima County Personnel Policy 7-119 – Rules of Conduct, when co-working with any contracted employees.

CHH/jj