

Louisiana State University

Office of Facility Services

**Operating Instruction 6601**

Revision: 3  
Effective Date: December 1, 2010  
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**SUBJECT: REFUSE PICKUP FOR AUXILIARIES**

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**I. Initiation of Services**

- A. Requestor should send a memo to Facility Services Work Control identifying addresses to be served and a budget number to be charged for the service.
- B. Work Control will set up one or more standing work orders to accommodate the pickup service and renew them each July 1 until services are cancelled.

**II. Billing for Services**

- A. Labor for removing trash will be tracked and billed via work orders.
- B. For large quantities of trash or for special functions, a large 30 yard container may be required. If required, the auxiliary will be billed contract rate for the container.

**III. Trash Pickup in Fraternity/Sorority Areas**

- A. In accordance with PM 60, Interfraternity Council and Student Affairs, all events must be submitted on an "Event Form" to the Office of Student Affairs prior to holding any event. All refuse related services will be charged back to the organization holding the event.