If you would like to order sanitizing products for your building or office, including products like hand sanitizer or gloves, please follow the instructions below to submit an eQuest to Custodial Services:

**Step 1**

Navigate to the Self Service Support Portal from the myCSU homepage, and click on the University Support Services support area (highlighted on the left).

**Step 2**

Once on the Support Overview page, click “New Request” within the Custodial Supplies section.
**Step 3**

Fill out the eQuest, including details on which specific items you’re requesting (hand sanitizer, etc.). When your order is ready, a University Support Services staff member will deliver your sanitizing products.

*** In the Fund, Dept ID, Program and Class Code fields, make sure to type COVID-19 (shown above) so the supplies are purchased through the COVID-19 fund.
How to Order Sanitizing Supplies and Services

Requesting Custodial Services

If you would like to request custodial services, such as having a custodian wipe down a classroom or an office, the process is very similar to ordering supplies.

Step 1
Navigate to the Self Service Support Portal from the myCSU homepage, and click on the University Support Services support area (highlighted on the left).

Step 2
Once on the Support Overview page, click “New Request” within the Custodial Needs section.

Step 3
Fill out the eQuest, including when you would like the services to occur, and a member of the custodial staff will reach out to you to coordinate service as needed.