

## Campus Custodial Service Standards

The schedule is based upon a five (5) day work week (Monday through Friday). Weekend service is only when requested.

Shifts	Cleaning Hours
1 <sup>st</sup>	6:00 am – 2:30 pm
2 <sup>nd</sup>	2:30 pm – 10:30 pm
3 <sup>rd</sup>	10:00 pm – 6:30 am

### Task Frequency Requirements: (see also Standards of Cleaning Sections below)

Shift: hours of cleaning and inspection will be determined by the times designated in Entrancesways

#### Entrances

TASK	FREQUENCY
Open/Secure Doors for cleaning purposes only	Daily
Sweep/Dust Mop Floors	Daily
Vacuum/Roll-Up Walk-Off Mats	Daily
Sweep Outside Ramp/Landing	Daily
Empty Waste Containers	Daily
Clean Window/Door Glass	Weekly (2x)
Damp Mop Floor	Weekly (2x)
Spot Clean Walls/Doors	Monthly
Scrub/Recoat Floors	Quarterly
Clean/Extract Walk-Off Mats	Quarterly
Strip/Refinish Floors	Annually (2x)

#### Restrooms

TASK	FREQUENCY
Restock Dispensers	Daily
Empty Trash/Replenish Liners	Daily
Clean/Disinfect Toilets/Sinks/Urinals	Daily
Clean Mirrors	Daily
Sweep/Damp Mop Floors	Daily
Clean Partitions/Doors	Weekly
Dust Flat Surfaces	Weekly
Spot Clean Walls/Doors	Weekly
Machine Scrub Floors	Monthly
Clean Waste Containers	Quarterly
Dust Vents	Weekly

Offices

TASK	FREQUENCY
Sweep/Dust-Damp Mop or Vacuum	Weekly
Spot Clean Carpet	Weekly
Empty Trash/Replenish Liners	Daily
Spot Clean Walls/Doors/Partitions	Quarterly
Clean Trash Cans	Annually (2x)
Shampoo Carpets/Strip/Refinish	Annually (2x)

Conference Rooms/Lounges

TASK	FREQUENCY
Sweep/Dust-Damp Mop or Vacuum	Weekly (2x)
Spot Clean Carpet	As Needed
Empty Trash/Replenish Liners	Daily
Dust Furniture/Flat Surfaces	Weekly
Spot Clean Walls/Doors/Partitions	Quarterly
Clean Trash Cans	Annually (2x)
Shampoo Carpet/Strip/Refinish	Annually (2x)

Kitchen Areas

TASK	FREQUENCY
Clean and Disinfect All Kitchen Appliances/stovetops/ovens/counters/sinks	As Needed
Disinfect Sink Basin, countertops, and tabletops	As Needed
Defrost and Clean Refrigerator (all perishable food items will be discarded while cleaning)	First Fri/month
Sweep/Dust	Daily
Wet Mop	Weekly
Wax Kitchen Floor	Monthly

Hallways/Lobbies

TASK	FREQUENCY
Empty Trash Cans/Replenish Liners	Daily
Clean Water Fountains	Daily
Sweep/Dust Mop Floors	Daily
Clean Elevator	Daily
Wet Mop Floors	Weekly
Dust Flat Surfaces	Monthly
Clean Trash Cans	Quarterly
Scrub/Recoat Floors or Carpet	Quarterly
Strip/Refinish Floors	Annually (2x)

Stairwells

TASK	FREQUENCY
Sweep Stairs/Landings	Weekly (2x)
Damp Mop Stairs/Landings	Weekly
High/Low Dusting/Clean Rails	Monthly
Spot Wash Walls/Doors/Shampoo Carpet	Annually (2x)
Scrub/Recoat Landings	Quarterly
Strip/Refinish Floors	Annually (2x)

TASK	FREQUENCY
Trash Removal	Daily
Vacuum Floors	Weekly (2x)
Clean Windows/Sills (inside only)	Weekly
Shampoo carpet	Annually (2x)
Clean Walls (dust, food stains)	Quarterly

Labs

TASK	FREQUENCY
Open/Secure Doors for cleaning purposes only	Daily
Sweep/Dust Mop Floors	Daily
Empty Waste Containers	Daily
Spot Clean Doors	Monthly
Scrub/Recoat Floors	Scheduled

Classrooms/Auditoriums

TASK	FREQUENCY
Sweep/Dust Mop Floors	Daily
Vacuum	Weekly (1x)
Do Not Erase Boards - Admin. responsibility	
Empty Waste Containers	Daily
Clean Windows/Door Glass	Weekly (2x)
Wipe and dust seats (report broken chairs)	Weekly (2x)
Spot Clean Walls/Doors	Monthly
Scrub/Recoat Floors	Annually (2x)
Clean/Extract Walk-Off Mats	Quarterly
Shampoo carpet	2 X Year

Elevator

TASK	FREQUENCY
Sweep/Dust/Wet Mop Floor	Daily
Clean Walls/Doors	Daily
Clean Elevator Tracks(cab)	Daily
Clean Elevator Tracks floors	Quarterly
Buff Elevator Floors	Weekly
Scrub/Strip & Refinish Floors	Annually (2x)

**Custodial Standards of Cleaning:**

<b>TASK</b>	<b>STANDARD OF CLEANING</b>
Water Extractions	Facilities Management is responsible for removing water on entrances, steps, sidewalks, and ramps, regardless of the time of incident or severe weather.
Hard Floor Surfaces	Surfaces, including edges, baseboards, and corners, should be free of dust, dirt, debris, spillage, chewing gum and wax build-up and have a maintained protective finish.
Carpeted Floor Surfaces	Surfaces, including corners, edges, baseboards, under desks/chairs, should be free of dust, dirt, debris, spillage, chewing gum, and tape and maintained as stated in the specifications.
Horizontal/Vertical Surfaces	All surfaces, including, but not limited to walls, interior windows, doors, mirrors, chalkboards, desk tops, chair arms, tables, window sills, should be free of spillage, dust, streaks, smears, graffiti, heel marks, and cobwebs.
Trash Receptacles	Interior/exterior trash receptacles should be free of debris and spillage, and be equipped with clean liners.
Restrooms	Mirror and fixtures should be free of water spots, streaks and smears. Sinks, urinals and commodes should be sanitized, free of spots, stains, dirt, dust, inside and out, underneath and top and sides. Paper, soap and sanitary napkin dispensers should be fully stocked and free of dust, dirt, body etc. Trash and sanitary napkins receptacles should be free of debris with clean liners.
Spot Clean Walls/Doors	Monthly
Scrub/Recoat Floors	Quarterly
Clean/Extract Walk-Off Mats	Quarterly
Shampoo carpet	Bi-Annually (2)

**Restroom Cleaning (Daily)**

<b>TASK</b>	<b>STANDARD OF CLEANING</b>
Stock restroom products	Fill paper dispensers (e.g. toilet paper, hand towels, and sanitary napkins) Fill soap dispensers Empty sanitary napkin disposal unit Empty trashcans and clean lids Replace trash liners
High Surface Cleaning	Ceiling corners and edges Dust air vents Flat surfaces (e.g. partitions and walls)
Sweep Floors	Remove/sweep all debris from floors
Wet cleaning and	Clean toilets/urinals (inside and out, including handles)

polishing	Clean sinks (entire surface, including underneath) <i>Clean mirror(s)</i> Polish all chrome
Clean floor surface/mop	<i>Wet mop entire floor (including under sinks and toilets)</i>
Restroom Cleaning	<i>Remove restroom paper products</i> Fill soap dispensers Empty sanitary napkin disposal unit Empty trash cans and clean lids Replace trash liners
Sweep floors	<i>Remove/sweep all debris from floors</i>
Machine scrub floor	Apply disinfectant/tile floor cleaner to floor surface Machine scrub floor Use wet vac/ Cleaner to remove water <i>Final rinse mopping</i>

### Entry Cleaning

TASK	STANDARD OF CLEANING
Horizontal surface cleaning (flat surfaces)	Window sills Fixtures (e.g. signage, pictures, bulletin, boards) Flat surfaces (e.g. tables, benches, other furniture)
Vertical surface cleaning (up and down surfaces)	Wall spotting <i>Glass (inside and out)</i> <i>Polish all chrome, including kick plates and handicap controls</i>
Trash Disposal	Empty trash cans and clean lids <i>Change trashcan liners</i>
Clean floor surfaces	Vacuum mats and roll up Vacuum carpeted floor Sweep and mop tile floor <i>Final rinse mopping</i>

### Office Cleaning

TASK	STANDARD OF CLEANING
Horizontal surface cleaning (flat surfaces)	Window sills Flat surfaces (e.g. tables, benches, other furniture)
Vertical surface cleaning (up and down surfaces)	Wall spotting <i>Wipe doors and frames</i> <i>Clean Glass</i>
Trash Disposal	Empty trash cans and clean lids <i>Change trashcan liners</i> <i>Empty Recycle containers</i>
Clean floor surfaces	Vacuum carpeted floor Sweep and mop tile floor

### Hallway Cleaning

TASK	STANDARD OF CLEANING
Horizontal surface cleaning (flat surfaces)	Window sills Fixtures (e.g. water fountains, signage, pictures, bulletin, boards) Flat surfaces (e.g. tables, benches, other furniture)
Vertical surface cleaning (up and down surfaces)	Wall spotting Fire extinguishers <i>Polish all chrome, including kick plates and handicap controls</i> <i>Wipe doors and frames</i>
Trash Disposal	Empty trash cans and clean lids <i>Change trashcan liners</i>
Clean floor surfaces	Vacuum mats and roll up until hallway is completed Vacuum carpeted floor (weekly) Dust mop hallway Spot mop floor <i>Total mop/auto scrub</i> <i>Burnish floor</i>

### Stairwell cleaning

TASK	STANDARD OF CLEANING
High surface cleaning	Ceiling corners and edge
Horizontal surface cleaning (flat surfaces)	Window sills Fixtures (e.g. signage) Flat surfaces Handrails (rails, spindles, edges)
Vertical surface cleaning (up and down surfaces)	Wall spotting <i>Polish all chrome including kick plates</i> <i>Wipe doors and frames</i>
Trash Disposal	Remove any trash to allow for clear passage Empty trash cans and clean lids <i>Change trashcan liners</i>
Clean floor surfaces	Vacuum debris <i>Sweep and mop tile floors</i>

### Classroom / Auditorium cleaning

TASK	STANDARD OF CLEANING
Horizontal surface cleaning (flat surfaces)	Window sills Flat surfaces (e.g. tables, desks, other furniture)
Vertical surface cleaning (up and down surfaces)	Wall spotting <i>Clean glass</i> <i>Wipe doors and frames</i>
Trash Disposal	Empty recycle containers Empty trash cans and clean lids <i>Change trashcan liners</i>
Clean floor surfaces	Vacuum carpeted floor

	<i>Sweep and mop tile floors</i>
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**ANNUAL PROJECT SCHEDULE**

<b>TASK</b>	<b>FREQUENCY</b>
Thoroughly clean all trash cans	2x per year
Strip/Wax Floors	2x per year
Shampoo carpet	2x per year
Air Filters	Per Scheduled Maintenance