

# Facilities Services – Custodial Services

Custodial Services cleans with the goal of enhancing the health and general well-being of students, faculty and staff. We are committed to utilizing sustainable products and processes.

## Task Definitions

### TRASH/RECYCLING

**Empty trash cans** – Empty can and replace liner only if soiled. Plastic bags are replaced as needed in order to reduce the amount of plastic introduced into the waste stream.

**Empty mixed recycling bins** – Empty bin and wet wipe with cleaner in case of liquid contamination. Mixed recycle bins are not lined with a plastic bag in order to reduce the amount of plastic introduced into the waste stream.

### GENERAL CLEANING

**Remove litter and debris** – Pick up and dispose of cast off items such as papers, cups, food wrappers, etc.

**Straighten furniture** – Return movable furniture to normal configuration after cleaning, such as pushing conference chairs neatly up to table.

**Clean entrance mats** – Vacuum or turn over floor mats daily to remove dirt. Remove and clean recessed entrance grids as needed.

**Clean or disinfect doorknobs, lever handles, push plates, push bars, and pull handles** – Clean or disinfect these common touch points to reduce potential for cross contamination.

**Disinfect restroom fixtures, mirrors, and partitions** – Disinfect restroom sinks, mirrors, toilets, urinals, and partitions during the routine sanitation of the restrooms each night.

**Replenish restroom supplies** – Replenish hand soap, paper towels and toilet paper during the routine sanitation of the restrooms each night. **Replenish chalk as necessary during the cleaning of the classroom.** (p) (D) Replenish chalk –

**Spot clean wet wipe surfaces** – Wet wipe surfaces such as tables, desks and walls to remove dirt, grime and spots.

**Vacuum or damp wipe furniture** – Vacuum cloth upholstered furniture; damp wipe plastic, wood, or vinyl upholstered furniture as necessary to remove dirt, grime and spots. Wet cleaning of cloth upholstery is not routinely available.

**Dust all surfaces and vents** – Dust surfaces that are free of objects, including vents, ledges, window sills, and cubicle partitions. High dusting and cobweb removal will be accomplished as resources are available.

**Remove graffiti** – Remove graffiti with approved cleaning products. If graffiti will not come off, a service request is submitted to Zone Maintenance to request their assistance with the remediation.

**Exterior window washing** – Exterior window washing of academic buildings is performed by a contractor if budget allows for the fiscal year. In the fiscal year in which a building's windows are due to be washed, there is some flexibility if staff are available for specific scheduling to accommodate special events or circumstances. Off year or increased frequency window washing is available at departmental expense.

### FLOOR CARE

**Vacuum** – Vacuum floor surfaces, carpet and hard floors to remove loose dirt and dust. Backpack vacuums with four levels of filtration are used to effectively capture and contain 99.9% of particles measuring one micron or larger.

**Sweep** – Brooms are used routinely to sweep restrooms and outside entrances rather than backpack vacuums because of the potential for the floor surfaces to be wet.

**Spot mop** – Manual damp mopping is used on hard surface floors to remove spots and spills.

