

Custodial Operations **Scope of Cleaning Service**

Effective as of Aug 28, 2009

General Campus

Office Area (twice per week)

- 1 Spot clean desks
- 2 Empty trash
- 3 Spot vacuum
- 4 High dusting (*once per week*)
- 5 Inspect

Classroom (once daily M-F)

- 1 Spot clean desks & chairs
- 2 Empty trash
- 3 Clean whiteboard
- 4 Arrange room furnishings
- 5 Spot vacuum/mop
- 6 Inspect

Restroom (once daily M-F)

- 1 Restock supplies, empty wastebasket
- 2 Spray surfaces with disinfectant cleaner, wipe dry
- 3 Clean fixtures and mirrors
- 4 Sweep and mop floor
- 5 High/Low dusting (*once per week*)
- 6 Inspect

Stairwells & Hallways (once per week)

- 1 Sweep/mop or vacuum stairs
- 2 Wipe down hand rails
- 3 Spot clean walls
- 4 High/low dusting

Gym Floor (once daily M-F)

- 1 Dust mop floor
- 2 Damp mop Floor
- 3 Clean bleachers (as needed for events)

Elevators (once weekly)

- 1 Sweep/mop or vacuum floor
- 2 Wipe down hand rails
- 3 Spot clean walls

Notes: Window and carpet cleaning is performed on a project basis and is not included in daily or weekly cleaning schedules.

Grimm Hall

Office Area (daily M-F)

- 1 Spot clean desks
- 2 Empty trash
- 3 Spot vacuum
- 4 High dusting (*once per week*)
- 5 Inspect

Stairwells & Hallways (twice per week)

- 1 Sweep/mop or vacuum stairs
- 2 Wipe down hand rails
- 3 Spot clean walls
- 4 High/low dusting

Lobby & Entry Area (Daily M-F)

- 1 Sweep/mop floor
- 2 Clean glass entry doors
- 3 Spot clean walls (*once per week*)
- 4 High/low dusting (*once per week*)

Residence Halls

Laundry Rooms (twice daily M-F; once daily Sat & Sun)

- 1 Empty trash
- 2 Wipe counter and appliances
- 3 Sweep and mop floors

Daily Restroom (twice daily)

- 1 Restock supplies, empty wastebasket
- 2 Spray surfaces with disinfectant cleaner, wipe dry
- 3 Clean fixtures and mirrors
- 4 Sweep and mop floor
- 5 Inspect

Office Area (once daily M-F)

- 1 Spot clean desks
- 2 Empty trash
- 3 Spot vacuum
- 4 Inspect

Classroom/Meeting Spaces (once daily M-F)

- 1 Spot clean desks & chairs
- 2 Empty trash
- 3 Clean whiteboard
- 4 Arrange room furnishings
- 5 Spot vacuum/mop
- 6 Inspect

Daily Exterior Trash & Litter (7 days/week)

- 1 Empty trash cans and replace liners
- 2 Sweep main entry areas
- 3 Inspect Sidewalks and pickup litter