

**Exhibit F****University Housing and Dining Services**

Custodial Scope of Work

Custodial Requirements: Task/Standards/procedures/Values

<b>Bathrooms</b>	<b>Frequency</b>	<b>Standard</b>	<b>Procedure</b>	<b>Value</b>
<b>Clean Mirrors</b> The frame of the mirror and shelves and other	<b>daily</b>	Remove soil, streaks, smudges, film, etc. After cleaning surface will have no visible signs of streaks, smudges, lint, film, etc. and present a uniform appearance. The frame of the mirror and shelves and other adjacent areas also will be cleaned and free of	<a href="#">A. See "Touchless Procedure" or</a> <a href="#">B. See "Restroom/Shower Room Cleaning Procedure"</a>	1
<b>Empty Trash</b> All trash containers shall be emptied and returned to	<b>daily</b>	All trash containers shall be emptied and returned to their initial location. Boxes, cans, papers placed near a trash receptacle shall be removed. Any obviously soiled or torn plastic trash receptacle liner shall be replaced. The trash shall be deposited in the nearest outside trash collection container. Trash receptacles shall be left clean, free of foreign matter, and free of odors.	<a href="#">A. See "Touchless Procedure" or</a> <a href="#">B. See "Restroom/Shower Room Cleaning Procedure"</a>	3
<b>Walls &amp; Partitions</b> Partition doors, walls surrounding the urinals and	<b>daily</b>	Clean partition walls, frames, partition doors, walls surrounding the urinal and toilet. To remove any nonpermanent stains, spots, streaks and graffiti. After cleaning, surface will have a uniform appearance free from dust, lint, stains and writing.	<a href="#">A. See "Touchless Procedure" or</a> <a href="#">B. See "Restroom/Shower Room Cleaning Procedure"</a>	4
<b>Door and Frame</b> Clean inside and outside, door knobs and frames.	<b>daily</b>	All nonpermanent stains, spots, streaks, and graffiti will be removed.. After cleaning the surface will have a uniform appearance free from all dust, lint, stains and writing.	<a href="#">A. See "Touchless Procedure" or</a> <a href="#">B. See "Restroom/Shower Room Cleaning Procedure"</a>	3
<b>Floors</b> Moveable items shall be tilted or moved to sweep apply's to all the floors - lobby, kitchen, hallway and vending rooms etc.,	<b>daily</b>	Surface will have no visible signs of streaks, smudges, lint, film, etc. and present a uniform appearance. The entire floor surface, including grout, shall be free from litter, dirt, dust, and debris. Grout on the wall and floor tiles shall be free of dirt, scum, mildew, residue et cetera. Floors shall have a uniform appearance without streaks, swirl marks, detergent residue, or any evidence of soil, stain, film, or standing water. Floors shall be stripped, scrubbed, waxed, sealed, et cetera as necessary to maintain sanitary conditions and clean, uniform appearance.	<a href="#">A. See "Touchless Procedure" or</a> <a href="#">B. See "Restroom/Shower Room Cleaning Procedure"</a>	5
<b>Floor Drains</b> Remove grate. Clean to remove all built-up deposits, embedded hairs, et cetera from the grate and neck	<b>daily</b>	After cleaning, the drain grate will be free of odors, hair and other foreign objects, and built-up deposits.	<a href="#">A. See "Touchless Procedure" or</a> <a href="#">B. See "Restroom/Shower Room Cleaning Procedure"</a>	3

of drain. Replace grate when finished.

<b>Sinks</b>	<b>daily</b>			5
Completely clean and disinfect all exposed surfaces of the sink. The cleaning includes removal of all residue and drying of the hardware.		After cleaning the fixture will present a clean and bright shiny appearance and will be free of all visible soil, streaks oily smudges, residue cleaning agents.	<a href="#">A. See "Touchless Procedure" or</a> <a href="#">B. See "Restroom/Shower Room Cleaning Procedure"</a>	
<b>Shower Stalls and Bathtubs</b>	<b>daily</b>			5
Clean and disinfect all walls and floor surfaces. Remove all stains, spots, rust, mildew and mineral deposits from surfaces.		After Cleaning walls, floor surfaces and grout will have a uniform appearance free from stains, spots, oily smudges, film, mineral deposits.	<a href="#">A. See "Touchless Procedure" or</a> <a href="#">B. See "Restroom/Shower Room Cleaning Procedure"</a>	
<b>Shower curtains</b>	<b>2 x month</b>			3
Change out on the 1st and 3rd Monday of each month. Wipe clean. Shower hooks are to be placed in each eye.	<b>or as needed</b>	Are to be kept clean at all times, free of stains, mold, and mildew.	<a href="#">A. See "Touchless Procedure" or</a> <a href="#">B. See "Restroom/Shower Room Cleaning Procedure"</a>	
<b>Saunas</b>	<b>daily</b>			
It is imperative that the sauna is cleaned and disinfected on a daily basis.		Kept clean and odor free at all times.	<a href="#">A. See "Touchless Procedure" or</a> <a href="#">B. See "Restroom/Shower Room Cleaning Procedure"</a>	
1. Suana	daily			
2. Locker Area	daily			
3. Dressing Area	daily			
4. Shower	daily	After cleaning walls, floor surfaces and grout will have a uniform appearance free from signs of streaks, smudges, stains, lint, film, chemical residue, scum, water, mildew, et cetera and present a uniform appearance. All non permant stains, spots, streaks and graffiti will be removed.		
<b>Product Dispensers</b>	<b>daily</b>			3
Contractor shall ensure restrooms are stocked sufficiently so that supplies (including soap & hand sanitizer, toilet paper) do not run out.		Kept clean and free of all visible soil, streaks, oily smudges and finger marks. Sufficiently stocked to not run out.	<a href="#">A. See "Touchless Procedure" or</a> <a href="#">B. See "Restroom/Shower Room Cleaning Procedure"</a>	

Floor Covering	Frequency	Standard	Procedure	Value
<b>Carpeting</b>	<b>daily</b>			5
Any spots shall be removed by methods approved by carpet manufacturer as soon as noticed. All tears, burns and unraveling (for all carpet and area rugs) shall be brought to the attention of the UHDS Building Services Manager.		Spot Vacuum - After vacuuming, the carpet will be free of all visible litter, dust and soil.	See Floor Tech Procedure	
	<b>3 x week</b>	<b>Vacuum -</b>	See Floor Tech Procedure	5
		After vacuuming, the carpeted areas shall be free of all visible dirt, debris, litter and other foreign matter.		

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Spot clean or shampoo daily. Spot cleaning is applicable to areas of two square feet or less.	daily	<b>Carpet Spotting</b>	After cleaning, the carpet will be dry, have a uniform appearance with all soil, stains and spots removed.	Use the 40 second spotting technique. 1st step; spray the spot with AllClean. Step 2; use a clean towel and blot the spot to absorb it into the towel. Some stains may require SovIOil use the same blotting technique. For Larger areas vacuum the area first. Spray the area using AllClean in a pump sprayer and let set. Now using the Mini Extractor extract the area with clean water.	5
All carpets shall be cleaned in accordance with standard/accepted commercial best practices. Carpets shall be shampooed at least annually (during Spring Break) and extracted at least twice (during Winter and Summer break).	<b>Between Term and Summer</b>	<b>Extract/Shampoo -</b>	After Shampooing, the carpeted area will be uniform in appearance and free of discoloration. Any carpet extracted will be completely dry by the next morning. Chairs, trash receptacles, and other items moved to perform this task will be returned to their designated locations.		5
<b>Resilient Flooring</b>	daily		Dust/ Damp mop as often as needed to keep floor clean. When floor becomes damaged, scratched or unsightly, the area must be finished in accordance with industry best practices. A non-skid finish product is required.		
<b>Wood Flooring</b> Hardwood floors require dust mop daily	daily		<b>Dust Mop/Wet Mop</b> - After sweeping, surfaces, including corners, abutments, and places accessible to the mop will be free of all visible soil, streaks, litter and spots caused by spills.	<b>Dust Mopping:</b> Begin cleaning the floor starting from the back of the room and work towards the door. Use the "S" stroke motion to catch dirt and debris on the leading edge of the dust mop. Collect the dirt and debris at door with a brush and a dustpan.	5
<b>Ceramic Tile</b>	daily		<b>Dust Mop/Wet Mop</b> - After sweeping, surfaces, including corners, abutments, and places accessible to the mop will be free of all visible soil, streaks, litter and spots caused by spills.	<b>Wet Mopping:</b> Mix 4 gallons of cold water with 2 ounces of Light Duty 4 into a mop bucket. Put wet floor signs in place. Move the mop bucket to the area to be mopped. Saturate the mop in the detergent mixture, then wring out well. Place the mop against the wall. Drag the mop along to the far end of the area. Use the "S" stroke to mop the rest of the area back towards the bucket. Proceed to the next section of the area. Leave the wet floor signs out until the floor is dry. Change the detergent mixture when it becomes soiled, or every 5,000 square feet.	5
			<b>Buff</b> - Upon completion of spray buffing, the entire floor shall have a uniform coating of floor finish and a uniform, glossy appearance; be free of scuff marks, heel marks, and stains; and	<b>Microfiber Mop:</b> Assemble mop. Open the bin filled with the solution appropriate to the type of cleaning being performed (Sanimaster 4 for sanitizing or Light Duty	5

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all furnishings shall be replaced in their original positions

Cleaner 4 for general cleaning). Mount a pad on the holder by placing the holder flat against the first pad in the stack.

<b>Mats</b>	<b>daily</b>			5
Vacuum and clean interior and exterior floor mats. Remove soil and moisture underneath mats, return to designated location.		After vacuuming or cleaning, mats shall be free of all visible lint, soil and other foreign matter. Soil and moisture underneath mats shall be removed and mats shall be returned to their regional location.	Begin vacuuming the mat starting from the back of the mat working towards the front of it in a "W" pattern. Avoid vacuuming any large objects or materials which may damage the vacuum. Check the bag at the end of the day and replace with an empty one if needed. Move the mat to make sure that there is no soil or moisture under it.	

General	Frequency	Standard	Procedure	Value
<b>Floor Sinks/Custodial Sinks/ Kitchen Sinks</b>	<b>Daily</b>			5
polish all hardware.		After cleaning the fixture will present a clean and bright shiny appearance and will be free of all visible soil, streaks oily smudges, residue cleaning agents.	<a href="#">B. See "Restroom/Shower Room Cleaning Procedure"</a>	
<b>Windows</b>	<b>daily</b>			3
<b>Entrance Glass</b>	<b>daily</b>	Both Sides After cleaning the surface will present a uniform appearance free of all smudges, fingerprints, streaks, lint, etc. Areas adjacent to cleaned glass will present a uniform appearance free of all smudges, fingerprints, streaks, lint, etc.	<b>Squeegee method:</b> Obtain the needed products and tools - All Purpose Cleaner solution, bucket or spray bottle, cloth and sponge, strip wand, squeegee, extension pole (if needed). Clear the window area - window screens shall be removed and cleaned, and remove any objects that obstruct the window. Wet the window by applying the cleaner solution using the spray bottle or sponge. Start at the top and use vertical strokes to clean the window. Use the squeegee to dry the window. Place the squeegee at an angle so that about two inches of the rubber touches the window, then draw it along the top of the window to dry a narrow band. Wipe the squeegee blade with a cloth. Start on the dry surface close to the top of the window frame and draw the squeegee down from the top to the bottom of the window. Continue with additional vertical strokes until the whole window has been dried. After each squeegee stroke, wipe the rubber blade with a clean cloth to remove the run-off. Make the last stroke across the bottom of the window to remove any remaining water. Wipe clean the frame of the window.	
Completely clean both sides of the entrance glass and window immediately adjacent to the entrance doors. Areas adjacent to the entrance glass will be kept clean from cleaning chemicals, residue & debris.		Both Sides After cleaning the surface will present a uniform appearance free of all smudges, fingerprints, streaks, lint, etc. Areas adjacent to cleaned glass will present a uniform appearance free of all smudges, fingerprints, streaks, lint, etc.		
<b>Exterior Window cleaning</b>	<b>Summer</b>			3
part of the building exterior. Window screens shall		After the windows have been cleaned, exterior frames, casings sills, and glass shall be free of all traces of film, dirt, smudges, water and other foreign material.	<a href="#">Tucker Pole: See Tucker Pole Procedure</a> <a href="#">see: squeegee method</a>	
<b>Interior Window cleaning</b>	<b>See Breakdown</b>			
Clean glass surfaces that are over seven (7) feet		After surfaces have been cleaned, all traces of film, dirt, smudges, water and other foreign matter shall be removed from		

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frames, casings, sills, and glass.

	<b>1 x Month</b>	Main Lounge / Floor Lounges	3
	<b>1 x week</b>	Kitchen	3
	<b>1 x week</b>	Study Room	3
<b>Window coverings</b>	<b>Summer/as needed</b>		3
tapes and cords. Care shall be exercised to prevent		After cleaning appearance will be free of all dust, stains, soil, and smudges	<b>Dusting:</b> For dust use a high duster run it from the top of the blind to the bottom. Repeat this process with the rest of the blinds. <b>Cleaning:</b> For cleaning the soil, smudges, and stains use All Purpose Cleaner 2 solution in a bucket and use a sponge to wipe clean the blind. Use a clean rag to dry the blind afterwards. For areas that have tape residue use Solv-Oil on a rag and wipe the residue off. Be careful not to stain the cords.
<b>Clean Walls</b>	<b>daily</b>	After washing, the walls will have a uniform appearance and be free of all grease, soil, tapes, decals, contact paper, and graffiti.	<a href="#">see: Wall Cleaning and/or Wall Mop Cleaning</a> 4
<b>Dust Building</b>	<b>1 x week</b>	After cleaning, the surface will present a uniform appearance free of all streaks, smudges, stains, lint, film, chemical residue, scum, water, mildew, et cetera and present a uniform appearance.	Use dusting tool (duster, rag, vacuum) to remove dust. 2
<b>Clean Surfaces</b>	<b>Daily</b>	After cleaning, the surface will present a uniform appearance free of all streaks, smudges, stains, lint, film, chemical residue, scum, water, mildew, et cetera and present a uniform appearance.	With All Purpose 2 Cleaner in a spray bottle spray into a clean rag and wipe down the surface to be cleaned. If need use WallGlide Plus for the more stubborn areas using the same process. For stainless steel use Stainless Steel Polish with the same process but polishing the metal with the rag.
<b>Spot clean furniture</b>	<b>1x week</b>	After spot cleaning, the surface will have a uniform appearance free from abrasive marks, film, stains, spots, pen and pencil marks. The cleaning will not be of such degree as to remove the finish or leave abrasive marks.	Use the 40 second spotting technique. 1st step; spray the spot with AllClean. Step 2; use a clean towel and blot the spot to absorb it into the towel. Some stains may require SolvOil use the same blotting technique. Spray the area using AllClean in a spray bottle and let set. Now using the Mini Extractor extract the area with clean water. 2
<b>Dust Furniture</b>	<b>1 x week</b>	cobwebs.	Vacuum furniture to remove dust with vacuum attachment tool 2
<b>Restore furniture arrangement</b>	<b>1 x week</b>	Furniture will be returned to its original location.	In the Lounges the furniture needs to be put into an orderly arrangement. Tables straighten up, chairs pushed around 1

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as necessary.

the tables. The couches need to be restored to the correct arrangement.

<b>Center Stairwell</b>	<b>daily</b>			<b>5</b>
		After dusting, all such surfaces will have a uniform appearance free from streaks, smudges, dust, lint, litter, cobwebs, etc. with complete removal of soil from surface.	<b>Dust Mopping-</b> Assemble the needed materials- Dust pan and brush, dust mop, broom (if needed), scraper blade, and dust cloth. Dust or sweep stair treads. Start at the top of the stairs and brush from banister side to wall side, bringing accumulation down to stair below. Stand about three steps below the stair you are working on. Clean corners. Use scraper to pick out ingrained soil in corners of riser; remove chewing gum with scraper also. Dusting. Use a treated dust cloth to wipe hand rails and other ledges between 2 ft. and 7 ft. after dust mopping or sweeping operation is complete.	
	<b>daily</b>	Walls		
	<b>1 x month</b>	Door windows and Frames		
<b>Fire Stairs</b>	<b>2 x week</b>			<b>5</b>
Sweep/Vacuum and Spot mop/clean stairs and stair landings. Hand railings, ledges, grills/diffusers, fire apparatus, doors, lights, window ledges and radiators shall be dusted.			<b>Walls and rails-</b> Using a spray bottle of All Purpose 2 Cleaner, or Wall Glide, wet a clean towel and remove the Spot. For some spots Solv-Oil may be required.	
	<b>Weekly</b>	Walls		<b>4</b>
	<b>1 x week</b>	Hand railings		<b>4</b>
	<b>2 x week</b>	Landings and Stair Treads		<b>5</b>
<b>Elevators</b>	<b>daily</b>			<b>5</b>
Daily- spot clean walls, pay particular attention to areas around light switches, control panels and other locations regularly touched. Clean door tracks of all dust & debris.		After cleaning, the elevator will be free from all dirt, smudge, oily film, and other foreign matter, and will have a uniform appearance.	Obtain the necessary products and tools - WallGlide Plus solution, All Purpose 2 cleaner, Stainless Steel Cleaner-Polish (or Dust Protector), dust mop and damp mop with bucket, or vacuum, High duster, and cleaning cloths. High dust ledges. Check for and remove debris in high ledges and light panels. Spot clean all non-stainless steel surfaces with WallGlide Plus solution. Clean and polish stainless steel surfaces with Stainless Steel Cleaner-Polish or Duster Protector. Dry mop hard surface floors, or vacuum carpet floor then use the vacuum to clean out the tracks. Damp mop hard surface floor. Post wet floor sign until the floor is dry. Carpeted floors should receive extraction cleaning on the same schedule as the carpet in the elevator lobby. Clean immediate surroundings outside elevators, including elevator push buttons.	
<b>Lights</b>	<b>daily</b>			<b>3</b>
Check inoperative lights; Replace with proper bulb or florescent tube. Clean lens, diffuser or shade at the time of bulb/tube replacement. Report broken or missing parts.		After cleaning, the light fixture / cover, will be free from all dust, soil, oily film, streaks, cobwebs, and smudges.	Lights need to be replaced when burnt out. Replace the bulb or tube with the same type that was taken out. Clean the lens, diffuser, and shades if needed when changing the burnt out light. If the light does not work when the correct bulbs or tubes are replaced or the lens, diffuser, and shades are broken report it to the supervisor..	

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<b>Wash Light fixtures</b>	<b>Summer</b>			<b>3</b>
The diffuser or the light globe is to be removed, cleaned and re-installed. Top surfaces of suspended light fixtures will be completely cleaned.		After cleaning, the fixture will be free of all dust, oily soil, smudges, streaks, and the diffuser will be properly locked in place. Any adjacent area soiled by splashing or dripping will also	Wash lenses, diffusers and shades with general purpose cleaner.	
<b>Remove Trash</b>	<b>Daily</b>			<b>3</b>
their designated location. Boxes, cans and paper		Trash receptacles shall be left clean, free of all foreign matter, and free of odors.	Empty wastebaskets and sanitary baskets: grasp the liner and tie or twist closed; remove the liner from the basket and replace with a new liner; place the used liner in the trash bag on the housekeeping cart. If basket is soiled, wipe clean with All Purpose 2 Cleaner. Sanitize with Sani Master 4	
<b>Floor trash chutes</b>	<b>Daily</b>			<b>3</b>
Keep exterior clean at all times		Exterior After cleaning, floor trash chutes, will be free of all dirt, streaks, smudges, and free of odors.	Keep exterior clean by washing with general purpose	
<b>Trash Room</b>	<b>Daily</b>			<b>5</b>
Daily-Manage trash daily. Unplug chutes as necessary.		These areas must be kept clean at all times and free from loose papers, boxes and materials.	Check dumpsters beginning of every shift, replace full dumpsters with empty dumpsters. Sweep up debris and make sure all plugged chutes are cleared.	
<b>Drinking Fountains</b>	<b>Daily</b>			<b>5</b>
Clean all exterior surfaces, disinfect all porcelain and polished metal surfaces including the orifices and drains.		Drinking fountains shall be free of streaks, stains, spots, smudges, scale, and other obvious soil.	Spray all cleanable surfaces with All Purpose 2 Cleaner. Clean the sinks, fixtures, and pipes with a clean towel. For the built up deposits use Scrub-N-Shine and a green pad. For stainless steel use Stainless Steel-Polish and a clean rag. Wipe down the tops and bottoms. With a clean towel sanitize with Sani Master 4.	
<b>Janitorial Areas</b>	<b>monthly</b>			<b>4</b>
Supplies are stocked and maintained properly. Area is clean.		The entire area must be kept clean and neat at all times.	Make sure area is stocked, and kept clean.	
<b>Utility Rooms</b>	<b>monthly</b>			<b>4</b>
		The entire area must be kept clean and neat at all times.	Make sure floor is swept and clear of debris	
<b>Vents / Grilles / Louvers</b>	<b>Daily</b>			<b>1</b>
		All surfaces will be free of all types of soil.	Using duster, broom or vacuum remove all types of soil.	
<b>Phone Booths /</b>	<b>Daily</b>			<b>4</b>
		After cleaning area will be free from all dust, dirt, soil, and other foreign matter, and will have a uniform appearance.	See vacuum & Wall Washing procedures	
<b>Fireplaces</b>	<b>As Requested</b>			<b>2</b>
<b>Clean as used</b> , removing all ashes and paper, plus sweeping or vacuuming as necessary. Keep the face of the fireplace clean at all times.		After cleaning, the fire place, will be free from all dust, ashes, and other foreign matter.	After use and ashes are cooled, sweep out fireplace and remove any debris. Vacuum out fireplace and wipe down with general purpose cleaner.	

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<b>Laundry Room</b>	<b>Daily</b>			<b>5</b>
Any clothing left in the area must remain there. NO CLOTHING IS TO BE REMOVED!		After cleaning the laundry room must be free of all dust, lint, and materials.	Laundry Rm & Washer & Dryers: Pick up all debris and dust (including from behind machines) wipe all machines outer hard surfaces, clean around detergent dispenser, check vents located in ducting, Floors should be cleaned following proper floor procedures.	
<b>Washers &amp; Dryers</b>	<b>Daily</b>			
Clean dryer vents and exterior surfaces. Report any inoperative equipment.		After cleaning, machine will be free from all soap, dirt, dust, lint, and material.		
<b>Ceilings</b>	<b>btwn Summer Term</b>			<b>2</b>
		After cleaning, the ceiling will be free from all dirt, smudges, decals, tape, oily spots, and other foreign matter.	<a href="#">see: Wall Washing Procedure</a>	
<b>Study Rooms</b>	<b>Weekly</b>			<b>3</b>
Empty trash, spot clean walls, doors, light switches; damp wipe desks, clean floor, replace light bulbs as required.		After cleaning, the study room will be free from all dust, dirt, soil, cobwebs and other foreign matter.	see: vacuum, wall washing & furniture cleaning procedures	
<b>Ranges</b>	<b>Daily</b>			<b>4</b>
Damp clean entire outside and burner trays. Clean ovens between terms. Do not use aluminum foil under burners or in the oven.		After cleaning, there shall be a uniform appearance, free from spots, spills, lint, dust, film, etc.	Clean all outside surfaces during school year, during summer clean inside of oven using oven cleaner and following directions as outlined on label.	
<b>Refrigerators</b>	<b>Daily</b>			<b>4</b>
Damp clean outside. Clean inside and defrost between terms. DO NOT OPEN DURING ACADEMIC YEAR. Coordinate defrosting with Residence Director.		After cleaning, there shall be a uniform appearance, free from spots, spills, lint, dust, film, etc.,	Clean all outside surfaces during school year, during summer defrost freezer, and clean entire unit inside using	
<b>Heaters / Radiator Covers</b>	<b>daily</b>			<b>4</b>
Wash exterior surfaces.		After cleaning, the heaters / radiator cover, will be free from, all dirt, dust, smudges, and will have a uniform appearance.		
<b>Outside Grounds</b>	<b>daily</b>			<b>5</b>
Collect and properly dispose of all trash and debris around the buildings (around entire building perimeter from building to curb). Empty all exterior trash containers. There is NO SMOKING within 30 feet of any UHDS building.		After cleaning, these areas are to be free from all garbage, and other foreign matter. These areas are to be maintained at all times.		
<b>Microwaves</b>	<b>Daily</b>			<b>4</b>
Clean inside and out		After cleaning, there shall be a uniform appearance, free from spots, spills, film, dust, lint etc.	Clean all outside surfaces during school year, during summer clean inside of oven using oven cleaner and following directions as outlined on label.	

<b>Student Rooms</b>	<b>Frequency</b>	<b>Standard</b>	<b>Procedure</b>	<b>Value</b>
<b>Bed Frames</b>	<b>Summer</b>			<b>4</b>

Remove mattress, wash and clean all areas of the bed frame, springs, braces and legs.

After cleaning the bed frame will be free of all gum, dirt, soil, and other material.

<b>Mattresses</b>	<b>Summer</b>			4
Vinyl / Nylon - wash and clean entire mattress (all sides). Report all torn or damaged mattresses.		Mattress will be free from all dust, dirt, spots, and spills.	Vinyl / Nylon - wash and clean entire mattress (all sides). Report all torn or damaged mattresses using general purpose cleaner.	
<b>Shelves</b>	<b>Summer</b>			2
Wash all areas.		After cleaning, all areas will be free, from dust, dirt, lint, and other material.	Clean all surfaces using general purpose cleaner.	
<b>Closets</b>	<b>Summer</b>			2
Wash inside and outside		After cleaning, the closet will be free from all dust, dirt, lint, and other material.	see: wall and floor procedure	
<b>Chairs</b>	<b>Summer</b>			3
Wash - Wipe down		After cleaning, the chair will be free from all dirt, lint, spills, other foreign matter.	see: shelves procedure	
<b>Desks</b>	<b>Summer</b>			3
Wash inside and outside, clean desk drawers, between drawers and floor area under drawers.		After cleaning the desk will be free from all dust, dirt, and other foreign matter.	see: shelves procedure	

**Touch less Bathroom system**

- Select the desired metering tip for the chemical being used.
- Place the cleaning agent container into the cleaning formula compartment.
- Place the chemical tube in the container
- Fill the solution tank with clean water.
- Connect power into a grounded wall outlet outside the area to be cleaned. Use a GFCI device to protect against electrical shock.
- Remove trash containers from the room and exposed paper products from the room
- Blow off dust and vents using the blower hose.
- Flush all fixtures in restrooms and keep lids open on toilets.
- Position the machine in the doorway to block access to area.
- Turn the FORMULA ON/OFF lever to the ON position
- Adjust the gun to low pressure and apply the cleaning agent starting at the right of and go clock wise around the room spraying from bottom to top.
- If area is not equipped with a floor drain, connect black recovery hose to the gulper tool and place tool where water may puddle when operating.
- While the cleaning solution is working, use the brush tool to scrub corners, cove base and heavily soiled areas.
- Turn the FORMULA ON/OFF lever to the OFF position and adjust the spray gun to high pressure to rinse the area. Begin rinsing entire area from top to bottom thoroughly rinsing entire area.
- Wipe off the solution hose and return gun to storage hook.
- Use the glass squeegee tool to squeegee mirrors and countertops.
- With a clean rag wipe down the sinks and toilet seats of excess water.
- Use the wand squeegee tool to vacuum the water off the floor.
- Release the hose to their correct position

- Replace the hoses to their correct position.
- Drain the recovery tank.
- Move to the next restroom.

**Microfiber Mop:**

- Assemble mop.
- Open the bin filled with the solution appropriate to the type of cleaning being performed.
- Mount a pad on the holder by placing the holder flat against a pad on the floor.
- Begin cleaning the floor starting from the back of the room and work towards the door.
- Use the "S" stroke motion to catch dirt and debris on the leading edge of the Microfiber pad.
- Collect dirt and debris at door with a brush and a dustpan.
- Always maintain the same leading edge on the Microfiber pad.
- Change the Microfiber pad every 3 to 4 rooms, or when soiled.

**Tucker Pole:**

- Estimate the distance from the ground to the top of the windows you plan to wash, and extend the pole. The length of the pole should be approximately three to four feet shorter than the highest window being washed. Hand tighten the worm gear clamps. Make the fine adjustments in length with the bottom section.
- Place the butt ring at a right angle against the base of the building when raising the pole. Pick up the Tucker Pole at the top section near the brush, and raise over your head with both hands walking towards the building raising the Tucker Pole hand over hand. Lift and pull the handle section away from the building at a slight angle.
- Open the detergent dispenser then add two tablets then close.
- With the soap turned on start washing in the furthest most corner.
- Move the brush up and down on the glass at a moderate speed.
- Rinse immediately after.
- Continue with the rest of the windows at that height before lowering to the next height.

**Standard restrooms and shower cleaning procedure**

- Dust the inside of the door frame and all high surfaces with a duster or dust cloth.
- Empty wastebaskets and sanitary baskets replace with a new liner. If basket is soiled, wipe clean.
- Restock all supplies. Spray and wipe off the inside and outside of the dispensers with a clean rag as needed.
- Dust mop the floor starting from the back of the room and work towards the door. Use the "S" stroke motion to catch dirt and debris on the leading edge of the dust mop. Collect the dirt and debris at door with a brush and a dustpan.
- Clean the walls and partitions by spraying all cleanable surfaces and wipe with a clean towel using an "S" pattern to wipe dry as needed.
- Spray the mirror lightly then wipe with a clean towel using an "S" pattern.
- Spray sinks with the chemical cleaner. Clean the sinks, fixtures, and pipes with a green back sponge. Make sure to rinse all residue off. Wipe tops and bottoms dry

green back sponge. Make sure to rinse all residue off. Wipe tops and bottoms dry with a clean towel.

- Spray the toilets and urinals with the cleaning chemical on the inside and outside. With the Bowl Mop worked the chemical around, making sure to get under the rim, and into all crevices. Remove hard water stains with a Scotch Bright pad. Flush and rinse the toilet and urinal after cleaning. Wipe dry the toilet seat.
- Spray the cleaner on the shower walls and floors. Use a scrubbing pad to clean off the soap or mold. Rinse the surface off completely.
- Remove the drains grate and basket. Remove all build-up deposits and embedded hairs from the grate, basket, and neck of the drain with a putty knife. Replace the grate and basket. Pour water down the drains to make sure there is water in the waist gate.
- Shower Curtains: Remove the dirty shower curtains and replace with clean curtains on the 1st and 3rd Monday of each month. Put the dirty curtains in a bag to be stored in the main custodial closet until they can be picked up to be cleaned.
- To sanitize spray sanitizer and let dry or let dwell for 10 min.
- Wet Mopping: Move the mop bucket to the area to be mopped. Saturate the mop in the detergent mixture, wring out so the mop feels dry. Drag the mop along to the far end of the area. Use the "S" stroke to mop the rest of the area back towards the bucket. Proceed to the next section of the area.

#### **Spot cleaning walls:**

- Spray the cleaner on the area and wipe dry with clean towel.
- Repeat if necessary.

#### **Wall Mop Cleaning**

- Prepare the cleaning solution in a plastic bucket or directly in a mop bucket.
- Place the wringer insert into the wringer. The flat side of the insert should face up.
- Attach a mop to the mop head holder on the pole.
- Mentally divide the area to be cleaned into even sections (about 10-12 feet in length).
- Dip the mop into the cleaning solution. Avoid wetting the drip arrestor.
- Place the mop into the wringer, resting it on the basket insert.
- Pull the pressure bar down, making sure the drip arrestor is under the bar. Press firmly to wring out excess cleaning solution.
- Designate one section as the starting point.
- Place the mop in the bottom outside corner of this section and work in a left to right motion.
- Make one pass, slide the Wall Mop up about 7 inches and overlap the previously cleaned area, returning to the starting edge. Continue this horizontal motion until the ceiling is reached.
- After cleaning the first section, move to section two and continue cleaning, beginning at the bottom of the wall.
- Repeat the cleaning process just described.
- Continue cleaning until all sections have been cleaned. If a second cleaning is required, repeat the above procedure.

#### **Vacuuming Carpet**

The purpose of vacuuming is to extend the carpet life while maintaining a clean, pleasant

The purpose of vacuuming is to extend the carpet life while maintaining a clean, pleasant and healthy indoor environment.

#### REQUIRED MATERIALS

- Back Pack Vacuum with hose, wand, carpet cleaning tool
- or
- Upright type vacuum
- Putty Knife

#### STEPS TO VACUUMING CARPET

- Arrange the area to be vacuumed
- Check filters and bag
- Plug in machine and work from central locations, making sure that equipment has a 3 prong plug.
- Vacuum Carpet, work so that you are always cleaning away from the cord and wall socket, overlap cleaning strokes.

## UHDS Cleaning Procedures

### **Touch less Bathroom system**

- Select the desired metering tip for the chemical being used.
- Place the cleaning agent container into the cleaning formula compartment.
- Place the chemical tube in the container
- Fill the solution tank with clean water.
- Connect power into a grounded wall outlet outside the area to be cleaned. Use a GFCI device to protect against electrical shock.
- Remove trash containers from the room and exposed paper products from the room
- Blow off dust and vents using the blower hose.
- Flush all fixtures in restrooms and keep lids open on toilets.
- Position the machine in the doorway to block access to area.
- Turn the FORMULA ON/OFF lever to the ON position
- Adjust the gun to low pressure and apply the cleaning agent starting at the right of and go clock wise around the room spraying from bottom to top.
- If area is not equipped with a floor drain, connect black recovery hose to the gulper tool and place tool where water may puddle when operating.
- While the cleaning solution is working, use the brush tool to scrub corners, cove base and heavily soiled areas.
- Turn the FORMULA ON/OFF lever to the OFF position and adjust the spray gun to high pressure to rinse the area. Begin rinsing entire area from top to bottom thoroughly rinsing entire area.
- Wipe off the solution hose and return gun to storage hook.
- Use the glass squeegee tool to squeegee mirrors and countertops.
- With a clean rag wipe down the sinks and toilet seats of excess water.
- Use the wand squeegee tool to vacuum the water off the floor.
- Replace the hoses to there correct position.
- Drain the recovery tank.
- Move to the next restroom.

### **Microfiber Mop:**

- Assemble mop.
- Open the bin filled with the solution appropriate to the type of cleaning being performed.
- Mount a pad on the holder by placing the holder flat against a pad on the floor.
- Begin cleaning the floor starting from the back of the room and work towards the door.
- Use the “S” stroke motion to catch dirt and debris on the leading edge of the Microfiber pad.
- Collect dirt and debris at door with a brush and a dustpan.
- Always maintain the same leading edge on the Microfiber pad.
- Change the Microfiber pad every 3 to 4 rooms, or when soiled.

### **Tucker Pole:**

**Tucker Pole:**

- Estimate the distance from the ground to the top of the windows you plan to wash, and extend the pole. The length of the pole should be approximately three to four feet shorter than the highest window being washed. Hand tighten the worm gear clamps. Make the fine adjustments in length with the bottom section.
- Place the butt ring at a right angle against the base of the building when raising the pole. Pick up the Tucker Pole at the top section near the brush, and raise over your head with both hands walking towards the building raising the Tucker Pole hand over hand. Lift and pull the handle section away from the building at a slight angle.
- Open the detergent dispenser then add two tablets then close.
- With the soap turned on start washing in the further most corner.
- Move the brush up and down on the glass at a moderate speed.
- Rinse immediately after.
- Continue with the rest of the windows at that height before lowering to the next height.

**Standard restrooms and shower cleaning procedure**

- Dust the inside of the door frame and all high surfaces with a duster or dust cloth.
- Empty wastebaskets and sanitary baskets replace with a new liner. If basket is soiled, wipe clean.
- Restock all supplies. Spray and wipe off the inside and outside of the dispensers with a clean rag as needed.
- Dust mop the floor starting from the back of the room and work towards the door. Use the "S" stroke motion to catch dirt and debris on the leading edge of the dust mop. Collect the dirt and debris at door with a brush and a dustpan.
- Clean the walls and partitions by spraying all cleanable surfaces and wipe with a clean towel using an "S" pattern to wipe dry as needed.
- Spray the mirror lightly then wipe with a clean towel using an "S" pattern.
- Spray sinks with the chemical cleaner. Clean the sinks, fixtures, and pipes with a green back sponge. Make sure to rinse all residue off. Wipe tops and bottoms dry with a clean towel.
- Spray the toilets and urinals with the cleaning chemical on the inside and outside. With the Bowl Mop worked the chemical around, making sure to get under the rim, and into all crevices. Remove hard water stains with a Scotch Bright pad. Flush and rinse the toilet and urinal after cleaning. Wipe dry the toilet seat.
- Spray the cleaner on the shower walls and floors. Use a scrubbing pad to clean off the soap or mold. Rinse the surface off completely.
- Remove the drains grate and basket. Remove all build-up deposits and embedded hairs from the grate, basket, and neck of the drain with a putty knife. Replace the grate and basket. Pour water down the drains to make sure there is water in the waist gate.
- Shower Curtains: Remove the dirty shower curtains and replace with clean curtains on the 1st and 3rd Monday of each month. Put the dirty curtains in a bag to be stored the main custodial closet until they can be picked up to be cleaned.
- To sanitize spray sanitizer and let dry or let dwell for 10 min.
- Wet Mopping: Move the mop bucket to the area to be mopped. Saturate the mop

- Wet Mopping: Move the mop bucket to the area to be mopped. Saturate the mop in the detergent mixture, wring out so the mop feels dry. Drag the mop along to the far end of the area. Use the "S" stroke to mop the rest of the area back towards the bucket. Proceed to the next section of the area.

### **Spot cleaning walls:**

- Spray the cleaner on the area and wipe dry with clean towel.
- Repeat if necessary.

### **Wall Mop Cleaning**

- Prepare the cleaning solution in a plastic bucket or directly in a mop bucket.
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- Make one pass, slide the Wall Mop up about 7 inches and overlap the previously cleaned area, returning to the starting edge. Continue this horizontal motion until the ceiling is reached.
- After cleaning the first section, move to section two and continue cleaning, beginning at the bottom of the wall.
- Repeat the cleaning process just described.
- Continue cleaning until all sections have been cleaned. if a second cleaning is required, repeat the above procedure.

### **Vacuumping Carpet**

The purpose of vacuumping is to extend the carpet life while maintaining a clean, pleasant and healthy indoor environment.

#### **REQUIRED MATERIALS**

- Back Pack Vacuum with hose, wand, carpet cleaning tool
- or
- Upright type vacuum
- Putty Knife

#### **STEPS TO VACUUMPING CARPET**

- Arrange the area to be vacuumped
- Check filters and bag
- Plug in machine and work from central locations, making sure that equipment has

Plug in machine and turn from center room, making sure that equipment has a 3 prong plug.

- Vacuum Carpet, work so that you are always cleaning away from the cord and wall socket, overlap cleaning strokes.