

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

Empty official can and plastic bottle recycling bins – Empty indoor silver bins sanctioned as part of the institutionally supported recycling program when the bins are full. These bins are located in public areas and should not be confused with localized Green Team recycling efforts, which are funded and serviced by volunteer Green Team members.

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. Microfiber wipers are color coded so that there is no cross contamination between the sinks/mirrors and the toilets/urinals. Red wipers are use for the toilets and urinals, and yellow wipers are used for the sinks and mirrors. The microfiber wipers are machine washed after use and fresh wipers are used in each restroom to reduce potential for cross contamination.

Replenish restroom supplies – Replenish hand soap, paper towels and toilet paper during the routine sanitation of the restrooms each night and up to three additional times during the day depending on traffic load.

Clean water fountains – Clean or disinfect as part of the routine cleaning each night.

Spot clean door glass and entrance glass – Wipe glass clean of smudges, smears and spots.

Clean chalk boards and white boards – Wipe white boards, chalk boards and trays in classrooms to clean daily.

Replenish chalk – Replenish chalk as necessary during the routine cleaning of the classroom.

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 contract biennially. In the fiscal year in which a building's windows are due to be washed, there is some flexibility 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.

Autoscrub or mop – Automated or manual wet cleaning of hard surface floors is provided to remove stuck and embedded dirt.

Scrub – Machine scrubbing is used to deep clean hard floor surfaces in restrooms and other areas that do not require application of floor finish (wax).

Burnish (buff) – Burnishing renews the shine on hard floors that are coated with floor finish (wax).

Spot clean carpet – Spots and spills on carpet are removed without cleaning the whole carpet. Maintenance processes are used to encapsulate and remove dirt stuck to the carpet in between carpet extractions.

Extract carpet – Extraction is the wet cleaning process used for thorough wall-to-wall cleaning of carpet.

Strip/scrub and refinish –Scrub and refinish is used to remove the top two or so of coats of floor finish and then recoat with new floor finish. Strip and refinish involves removing all coats of floor finish and completely refinishing the floor. Both methods restore the appearance of the floor; however, scrub and recoat is the preferred method because it uses milder products, less floor finish, less labor, and less down time for the area being refinished.