

CUSTODIAL SERVICES																				
ACADEMIC/ADMINISTRATIVE BUILDINGS																				
CURRENT TASKS & FREQUENCIES																				
	Buff/Burnish Floors**	Clean/Dust Blinds**	Clean Chalk/Marker Boards**	*Clean Dust/Furniture**	Clean Railings**	*Clean Sinks/Counters/Toilets/Urinals**	Clean Telephones**	Clean Vents**	*Clean Window Ledges**	Dust/Mop Floors**	Dust/Wipe Wall Hanging**	Windows**	Remove Trash/Recycling**	Replenish Supplies**	Scrub Floors**	Clean Carpeting**	Spot Clean Doors, Walls, Carpeting**	Strip & Refinish or Scrub & Seal Floors**	*Vacuum Carpeting**	Vacuum Fabric Furniture**
CLASSROOMS/SEMINAR/ROOMS/AUDITORIUMS	M	M	D	D	-	-	D	M	3XW	D	2XW	M	D	D	2XY	2XY	D	Y	3XW	W
COMPUTER LABS	M	M	D	D	-	-	D	M	3XW	D	2XW	M	D	D	2XY	2XY	D	Y	3XW	W
CONFERENCE ROOMS	M	M	D	D	-	-	D	M	3XW	W	2XW	M	D	D	2XY	2XY	D	Y	3XW	W
ELEVATORS	M	-	-	-	D	-	D	M	-	W	2XW	M	-	-	-	2XY	D	Y	3XW	-
ENTRANCES	M	-	-	-	-	-	-	M	D	D	2XW	M	D	-	-	2XY	D	Y	3XW	W
HALLWAYS	M	M	-	-	-	-	D	M	3XW	D	2XW	M	D	-	2XM	2XY	D	Y	3XW	W
LABORATORIES	M	M	D	D	-	D	D	M	3XW	D	2XW	M	D	D	2XY	-	D	Y	3XW	-
SERVERIES	M	M	-	D	-	D	-	M	3XW	D	2XW	M	D	D	2XY	2XY	D	Y	3XW	W
LOBBIES	M	M	-	-	-	-	-	M	3XW	D	2XW	M	D	-	2XY	2XY	D	Y	3XW	W
LOUNGES	M	M	D	D	-	-	D	M	3XW	-	2XW	M	D	-	-	2XY	D	-	3XW	W
OFFICES	M	M	D	D	-	-	D	M	3XW	D	2XW	M	D	D	-	2XY	D	Y	3XW	W
RESTROOMS	M	-	-	-	-	D	-	M	3XW	D	2XW	M	D	D	2XY	-	D	Y	3XW	-
STAIRWAYS	-	M	-	-	3XW	-	-	M	3XW	D	2XW	M	D	-	Y	2XY	D	Y	3XW	-
STUDY ROOMS/AREAS	M	M	D	D	-	-	D	M	3XW	D	2XW	M	D	D	-	2XY	D	Y	3XW	W
WORK/FILE ROOMS	M	M	D	D	-	D	D	M	3XW	D	2XW	M	D	D	2XY	2XY	D	Y	3XW	-
*Unobstructed	Key: D=Daily, W=Weekly, M=Monthly, 2XW = 2 Times per Week, 3XW=3 Times per Week, 2XY=Twice per Year, 4XY=Quarterly, Y=Yearly																			
**As Needed																				
Custodial Services is not responsible for the following:									NOTE: The ROTC House, Office of Public Safety House, The Oakley Observatory and the Observatory House are cleaned 3XW and as needed.											
> Electronic equipment to include computers, monitors, keyboards, printers, photocopiers, fax machines, miscellaneous office equipment.																				
>Laboratory equipment.																				
>Refrigerators, microwaves																				
>Personal items (pictures, ornaments, knickknacks, etc.)																				
>Dishes, coffee pots, water coolers.																				
>Watering and maintenance of plants.																				