

CUSTODIAL SERVICE SPECIFICATIONS -- ART & ANNEX BLDG

Gross Sq Ft: 45,250 Cleanable Sq Ft: 24,585

AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly
Public corridors, building entrances & lobbies	X				
Restrooms	X				
Departmental offices, breakrooms & kitchenettes	X				
Individual offices			2 Times		
Conference rooms	X				
Multi-purpose rooms, common areas	X				
Stairwells	X				
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean walk-off mats	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust/damp mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors	X				
Clean and sanitize drinking fountains/hydration stations	X				
Service Hydration stations			2 Times		
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Sweep & spot clean stairwells and landings	X				
Spot clean stairwell walls and doors		X			
TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly
Clean mirrors	X				
Clean and disinfect sinks	X				
Clean and disinfect toilets and urinals	X				
Collect & properly dispose of trash	X				
De-scale sinks, toilets and urinals		X			
Clean partitions and doors	X				

Spot clean walls and doors	X				
Clean and disinfect floor	X				
Clean floor drain	X				
Refill all dispensers	X				
Wipe and disinfect dispensers and adjacent surfaces	X				
Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills			X		
Replace waterless urinal cartridges			X		
Empty waste from sharps containers when full	X				
TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		2 Times			
Collect & properly dispose of recycling		X			
Clean and disinfect breakroom/kitchenette sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					
Compost collection		3 Times			
TASKS: INDIVIDUAL OFFICES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash			n/a		
Vacuum carpeted areas; spot clean as needed			2 Times		
Sweep & dust mop all hard surface flooring			2 Times		
Dust reachable horizontal surfaces			2 Times		
Remove fingerprints from doors & partition glass			2 Times		
Spot clean walls and doors			2 Times		
Dust desks, chairs, tables & other furniture			2 Times		
Dust all sills, ledges & moldings			X		
Clean door kick plates & thresholds			X		
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Clean whiteboards only on request					

TASKS: CLASSROOMS & CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean chalkboards/white boards; replenish erasers, markers & chalk as needed	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust mop all hard surface flooring	X				
Wipe/dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Straighten furniture	X				
Clean sinks	X				
Refill soap and paper towel dispensers	X				
Dust desks, chairs, tables & other furniture		X			
Wipe classroom tabletops	X				
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					
Empty waste from sharps container when full					

CUSTODIAL SERVICE SPECIFICATIONS -- CAMPUS & GROUNDS TRAILER

Gross Sq Ft: 800 Cleanable Sq Ft: 800

AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly
Public corridors, building entrances & lobbies	X				
Restrooms	X				
Departmental offices, breakrooms & kitchenettes	X				
Individual offices			2 Times		
Conference rooms	X				
Multi-purpose rooms, common areas		X			
Stairwells		N/A			
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		X			
Collect & properly dispose of recycling		X			
Clean walk-off mats		X			
Vacuum carpeted areas; spot clean as needed		X			
Sweep & dust/damp mop all hard surface flooring		X			
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass		X			
Spot clean walls and doors		X			
Clean and sanitize drinking fountains/hydration stations		N/A			
Service Hydration stations			N/A		
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Sweep & spot clean stairwells and landings		N/A			
Spot clean stairwell walls and doors		N/A			
TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly
Clean mirrors	X				
Clean and disinfect sinks	X				
Clean and disinfect toilets and urinals	X				
Collect & properly dispose of trash	X				
De-scale sinks, toilets and urinals		X			
Clean partitions and doors	X				
Spot clean walls and doors	X				
Clean and disinfect floor	X				
Clean floor drain	X				
Refill all dispensers	X				
Wipe and disinfect dispensers and adjacent surfaces	X				

Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills			X		
Replace waterless urinal cartridges			X		
Empty waste from sharps containers when full					
TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		2 Times			
Collect & properly dispose of recycling		X			
Clean and disinfect breakroom/kitchenette sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					
Compost collection		3 Times			
TASKS: INDIVIDUAL OFFICES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		n/a			
Vacuum carpeted areas; spot clean as needed		X			
Sweep & dust mop all hard surface flooring		X			
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass		X			
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Clean whiteboards only on request					
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			

Clean sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					

CUSTODIAL SERVICE SPECIFICATIONS - CRAMER HALL
Gross Sq Ft: 254,743 Cleanable Sq Ft: 200,377

AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly
Public corridors, building entrances & lobbies	X				
Restrooms	X				
Departmental offices, breakrooms & kitchenettes	X				
Individual offices			2 Times		
Classrooms, conference rooms, class labs	X				
Non-class labs		X			
Multi-purpose rooms, common areas	X				
Stairwells	X				
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling	X				
Clean walk-off mats	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust/damp mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors	X				
Clean and sanitize drinking fountains/hydration stations	X				
Service Hydration stations			2 Times		
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Sweep & spot clean stairwells and landings	X				
Spot clean stairwell walls and doors		X			
TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly
Clean mirrors	X				
Clean and disinfect sinks	X				
Clean and disinfect toilets and urinals	X				
Collect & properly dispose of trash	X				
De-scale sinks, toilets and urinals		X			
Clean partitions and doors	X				
Spot clean walls and doors	X				
Clean and disinfect floor	X				
Clean floor drain	X				
Refill all dispensers	X				

Wipe and disinfect dispensers and adjacent surfaces	X				
Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills			X		
Replace waterless urinal cartridges			X		
Empty waste from sharps containers when full					
TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		2 Times			
Collect & properly dispose of recycling		x			
Clean and disinfect breakroom/kitchenette sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					
Compost Collection		3 Times			
TASKS: INDIVIDUAL OFFICES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash			n/a		
Vacuum carpeted areas; spot clean as needed			2 Times		
Sweep & dust mop all hard surface flooring			2 Times		
Dust reachable horizontal surfaces			2 Times		
Remove fingerprints from doors & partition glass			2 Times		
Spot clean walls and doors			2 Times		
Dust desks, chairs, tables & other furniture			2 Times		
Dust all sills, ledges & moldings			X		
Clean door kick plates & thresholds			X		
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Clean whiteboards only on request					
TASKS: CLASSROOMS & CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			

Clean chalkboards/white boards; replenish erasers, markers & chalk as needed	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust mop all hard surface flooring	X				
Wipe/dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors	X				
Straighten furniture	X				
Clean sinks	X				
Refill soap and paper towel dispensers	X				
Dust desks, chairs, tables & other furniture		X			
Wipe classroom tabletops	X				
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
TASKS: NON-CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		X			
Collect & properly dispose of recycling		X			
Vacuum carpeted areas; spot clean as needed		X			
Sweep & wet mop all hard surface flooring		X			
Wipe/dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass		X			
Spot clean walls and doors		X			
Clean sinks		X			
Refill soap and papertowel dispensers		X			
Dust desks, chairs, tables & other furniture		X			
Wipe lab tabletops		N/A			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				

Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					

CUSTODIAL SERVICE SPECIFICATIONS -- EAST HALL

Gross Sq Ft: 23,389 Cleanable Sq Ft: 19,746

AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly
Public corridors, building entrances & lobbies	X				
Restrooms	X				
Departmental offices, breakrooms & kitchenettes	X				
Individual offices			2 Times		
Conference rooms	X				
Multi-purpose rooms, common areas	X				
Stairwells	X				
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean walk-off mats	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust/damp mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors	X				
Clean and sanitize drinking fountains/hydration stations	X				
Service Hydration stations			2 Times		
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Sweep & spot clean stairwells and landings	X				
Spot clean stairwell walls and doors		X			
TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly
Clean mirrors	X				
Clean and disinfect sinks	X				
Clean and disinfect toilets and urinals	X				
Collect & properly dispose of trash	X				
De-scale sinks, toilets and urinals		X			
Clean partitions and doors	X				

Spot clean walls and doors	X				
Clean and disinfect floor	X				
Clean floor drain	X				
Refill all dispensers	X				
Wipe and disinfect dispensers and adjacent surfaces	X				
Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills			X		
Replace waterless urinal cartridges			X		
Empty waste from sharps containers when full					
TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		2 Times			
Collect & properly dispose of recycling		X			
Clean and disinfect breakroom/kitchenette sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					
Compost Collection		3 Times			
TASKS: INDIVIDUAL OFFICES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash			n/a		
Vacuum carpeted areas; spot clean as needed			2 Times		
Sweep & dust mop all hard surface flooring			2 Times		
Dust reachable horizontal surfaces			2 Times		
Remove fingerprints from doors & partition glass			2 Times		
Spot clean walls and doors			2 Times		
Dust desks, chairs, tables & other furniture			2 Times		
Dust all sills, ledges & moldings			X		
Clean door kick plates & thresholds			X		
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Clean whiteboards only on request					

TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					

CUSTODIAL SERVICE SPECIFICATIONS

SCHOOL OF EDUCATION Gross Sq Ft: 57,389 Cleanable Sq Ft: 43,470

SCHOOL OF BUSINESS ADMINISTRATION Gross Sq Ft: 52,964 Cleanable Sq Ft: 47,819

AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly
Public corridors, building entrances & lobbies	X				
Restrooms	X				
Departmental offices, breakrooms & kitchenettes	X				
Individual offices			2 Times		
Conference rooms	X				
Multi-purpose rooms, common areas	X				
Stairwells	X				
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling	X				
Clean walk-off mats	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust/damp mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors	X				
Clean and sanitize drinking fountains/hydration stations	X				
Service Hydration stations			2 Times		
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Sweep & spot clean stairwells and landings	X				
Spot clean stairwell walls and doors		X			
TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly
Clean mirrors	X				
Clean and disinfect sinks	X				
Clean and disinfect toilets and urinals	X				
Collect & properly dispose of trash	X				
De-scale sinks, toilets and urinals		X			

Clean partitions and doors	X				
Spot clean walls and doors	X				
Clean and disinfect floor	X				
Clean floor drain	X				
Refill all dispensers	X				
Wipe and disinfect dispensers and adjacent surfaces	X				
Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills			X		
Replace waterless urinal cartridges			X		
Empty waste from sharps containers when full					
TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		2 Times			
Collect & properly dispose of recycling		X			
Clean and disinfect breakroom/kitchenette sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					
Compost collection		3 Times			
TASKS: INDIVIDUAL OFFICES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash			n/a		
Vacuum carpeted areas; spot clean as needed			2 Times		
Sweep & dust mop all hard surface flooring			2 Times		
Dust reachable horizontal surfaces			2 Times		
Remove fingerprints from doors & partition glass			2 Times		
Spot clean walls and doors			2 Times		
Dust desks, chairs, tables & other furniture			2 Times		
Dust all sills, ledges & moldings			X		
Clean door kick plates & thresholds			X		
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Clean whiteboards only on request					

TASKS: CLASSROOMS & CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean chalkboards/white boards; replenish erasers, markers & chalk as needed	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust mop all hard surface flooring	X				
Wipe/dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Straighten furniture	X				
Clean sinks	X				
Refill soap and paper towel dispensers	X				
Dust desks, chairs, tables & other furniture		X			
Wipe classroom tabletops	X				
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					

CUSTODIAL SERVICE SPECIFICATIONS - ENGINEERING BUILDING (LEED BUILDING)

Gross Sq Ft: 130,255

Cleanable Sq Ft: 109,794

AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly
Public corridors, building entrances & lobbies	X				
Restrooms	X				
Departmental offices, breakrooms & kitchenettes	X				
Individual offices			2 Times		
Classrooms, conference rooms, class labs	X				
Non-class labs		X			
Multi-purpose rooms, common areas	X				
Stairwells	X				
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling	X				
Clean walk-off mats	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust/damp mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors	X				
Clean and sanitize drinking fountains/hydration stations	X				
Service Hydration stations			2 Times		
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Sweep & spot clean stairwells and landings	X				
Spot clean stairwell walls and doors		X			
TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly
Clean mirrors	X				
Clean and disinfect sinks	X				
Clean and disinfect toilets and urinals	X				
Collect & properly dispose of trash	X				
De-scale sinks, toilets and urinals		X			
Clean partitions and doors	X				

Spot clean walls and doors	X				
Clean and disinfect floor	X				
Clean floor drain	X				
Refill all dispensers	X				
Wipe and disinfect dispensers and adjacent surfaces	X				
Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills			X		
Replace waterless urinal cartridges			X		
Empty waste from sharps containers when full					
TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		2 Times			
Collect & properly dispose of recycling		X			
Clean and disinfect breakroom/kitchenette sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					
Compost Collection		3 Times			
TASKS: INDIVIDUAL OFFICES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash			n/a		
Vacuum carpeted areas; spot clean as needed			2 Times		
Sweep & dust mop all hard surface flooring			2 Times		
Dust reachable horizontal surfaces			2 Times		
Remove fingerprints from doors & partition glass			2 Times		
Spot clean walls and doors			2 Times		
Dust desks, chairs, tables & other furniture			2 Times		
Dust all sills, ledges & moldings			X		
Clean door kick plates & thresholds			X		
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Clean whiteboards only on request					

TASKS: CLASSROOMS & CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean chalkboards/white boards; replenish erasers, markers & chalk as needed	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust mop all hard surface flooring	X				
Wipe/dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors	X				
Straighten furniture	X				
Clean sinks	X				
Refill soap and paper towel dispensers	X				
Dust desks, chairs, tables & other furniture		X			
Wipe classroom tabletops	X				
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
TASKS: NON-CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		X			
Collect & properly dispose of recycling		X			
Vacuum carpeted areas; spot clean as needed		X			
Sweep & wet mop all hard surface flooring		X			
Wipe/dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass		X			
Spot clean walls and doors		X			
Clean sinks		X			
Refill soap and papertowel dispensers		X			
Dust desks, chairs, tables & other furniture		X			
Wipe lab tabletops		N/A			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			

Clean sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					

CUSTODIAL SERVICE SPECIFICATIONS
HARDER HOUSE Gross Sq Ft: 4,871 Cleanable Sq Ft: 3,536

AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly
Public corridors, building entrances & lobbies	X				
Restrooms	X				
Departmental offices, breakrooms & kitchenettes	X				
Individual offices		X			
Conference rooms	X				
Multi-purpose rooms, common areas	X				
Stairwells	X				
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean walk-off mats	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust/damp mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors	X				
Clean and sanitize drinking fountains/hydration stations	N/A				
Service Hydration stations			2 Times		
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Sweep & spot clean stairwells and landings	X				
Spot clean stairwell walls and doors	X				
TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly
Clean mirrors	X				
Clean and disinfect sinks	X				
Clean and disinfect toilets and urinals	X				
Collect & properly dispose of trash	X				
De-scale sinks, toilets and urinals		X			
Clean partitions and doors	X				
Spot clean walls and doors	X				
Clean and disinfect floor	X				
Clean floor drain	X				
Refill all dispensers	X				

Wipe and disinfect dispensers and adjacent surfaces	X				
Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills			X		
Replace waterless urinal cartridges			X		
Empty waste from sharps containers when full					
TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		2 Times			
Collect & properly dispose of recycling		X			
Clean and disinfect breakroom/kitchenette sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					
Compost collection		3 Times			
TASKS: INDIVIDUAL OFFICES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		n/a			
Vacuum carpeted areas; spot clean as needed		X			
Sweep & dust mop all hard surface flooring		X			
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass		X			
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Clean whiteboards only on request					
TASKS: CLASSROOMS & CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			

Clean chalkboards/white boards; replenish erasers, markers & chalk as needed	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust mop all hard surface flooring	X				
Wipe/dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Straighten furniture	X				
Clean sinks	X				
Refill soap and paper towel dispensers	X				
Dust desks, chairs, tables & other furniture		X			
Wipe classroom tabletops	X				
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					

CUSTODIAL SERVICE SPECIFICATIONS -- HARRISON STREET BLDG

Gross Sq Ft: 2,023 Cleanable Sq Ft: 1,768

AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly
Public corridors, building entrances & lobbies	X				
Restrooms	X				
Departmental offices, breakrooms & kitchenettes	X				
Individual offices			2 Times		
Conference rooms	X				
Multi-purpose rooms, common areas		X			
Stairwells		N/A			
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		X			
Collect & properly dispose of recycling		X			
Clean walk-off mats		X			
Vacuum carpeted areas; spot clean as needed		X			
Sweep & dust/damp mop all hard surface flooring		X			
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass		X			
Spot clean walls and doors		X			
Clean and sanitize drinking fountains/hydration stations		N/A			
Service Hydration stations			2 Times		
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Sweep & spot clean stairwells and landings		N/A			
Spot clean stairwell walls and doors		N/A			
TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly
Clean mirrors	X				
Clean and disinfect sinks	X				
Clean and disinfect toilets and urinals	X				
Collect & properly dispose of trash	X				
De-scale sinks, toilets and urinals		X			
Clean partitions and doors	X				
Spot clean walls and doors	X				
Clean and disinfect floor	X				
Clean floor drain	X				
Refill all dispensers	X				
Wipe and disinfect dispensers and adjacent surfaces	X				

Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills			X		
Replace waterless urinal cartridges			X		
Empty waste from sharps containers when full					
TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		2 Times			
Collect & properly dispose of recycling		X			
Clean and disinfect breakroom/kitchenette sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					
Compost collection		3 Times			
TASKS: INDIVIDUAL OFFICES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		n/a			
Vacuum carpeted areas; spot clean as needed		X			
Sweep & dust mop all hard surface flooring		X			
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass		X			
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Clean whiteboards only on request					
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			

Clean sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					

CUSTODIAL SERVICE SPECIFICATIONS -- HOFFMANN HALL

Gross Sq Ft: 13,289 Cleanable Sq Ft: 8,663

AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly
Public corridors, building entrances & lobbies	X				
Restrooms	X				
Departmental offices, breakrooms & kitchenettes	X				
Individual offices	X				
Conference rooms	X				
Multi-purpose rooms, common areas	X				
Stairwells	X				
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean walk-off mats	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust/damp mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors	X				
Clean and sanitize drinking fountains/hydration stations	X				
Service Hydration stations			2 Times		
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Sweep & spot clean stairwells and landings	X				
Spot clean stairwell walls and doors	X				
TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly
Clean mirrors	X				
Clean and disinfect sinks	X				
Clean and disinfect toilets and urinals	X				
Collect & properly dispose of trash	X				
De-scale sinks, toilets and urinals		X			
Clean partitions and doors	X				
Spot clean walls and doors	X				
Clean and disinfect floor	X				
Clean floor drain	X				
Refill all dispensers	X				
Wipe and disinfect dispensers and adjacent surfaces	X				

Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills			X		
Replace waterless urinal cartridges			X		
Empty waste from sharps containers when full					
TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean and disinfect breakroom/kitchenette sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					
Compost collection		3 Times			
TASKS: CLASSROOMS & CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean chalkboards/white boards; replenish erasers, markers & chalk as needed	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust mop all hard surface flooring	X				
Wipe/dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Straighten furniture	X				
Clean sinks	X				
Refill soap and paper towel dispensers	X				
Dust desks, chairs, tables & other furniture		X			
Wipe classroom tabletops	X				
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	

TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					

CUSTODIAL SERVICE SPECIFICATIONS
UNIVERSITY HONORS PROGRAM Gross Sq Ft: 5,433 Cleanable Sq Ft: 3,064

AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly
Public corridors, building entrances & lobbies	X				
Restrooms	X				
Departmental offices, breakrooms & kitchenettes	X				
Individual offices		X			
Conference rooms	X				
Multi-purpose rooms, common areas	X				
Stairwells	X				
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean walk-off mats	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust/damp mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors	X				
Clean and sanitize drinking fountains/hydration stations	N/A				
Service Hydration stations			2 Times		
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Sweep & spot clean stairwells and landings	X				
Spot clean stairwell walls and doors	X				
TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly
Clean mirrors	X				
Clean and disinfect sinks	X				
Clean and disinfect toilets and urinals	X				
Collect & properly dispose of trash	X				
De-scale sinks, toilets and urinals		X			
Clean partitions and doors	X				
Spot clean walls and doors	X				
Clean and disinfect floor	X				
Clean floor drain	X				
Refill all dispensers	X				

Wipe and disinfect dispensers and adjacent surfaces	X				
Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills			X		
Replace waterless urinal cartridges			X		
Empty waste from sharps containers when full					
TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		2 Times			
Collect & properly dispose of recycling		X			
Clean and disinfect breakroom/kitchenette sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					
Compost collection		3 Times			
TASKS: INDIVIDUAL OFFICES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		n/a			
Vacuum carpeted areas; spot clean as needed		X			
Sweep & dust mop all hard surface flooring		X			
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass		X			
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Clean whiteboards only on request					
TASKS: CLASSROOMS & CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			

Clean chalkboards/white boards; replenish erasers, markers & chalk as needed	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust mop all hard surface flooring	X				
Wipe/dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Straighten furniture	X				
Clean sinks	X				
Refill soap and paper towel dispensers	X				
Dust desks, chairs, tables & other furniture		X			
Wipe classroom tabletops	X				
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					

CUSTODIAL SERVICE SPECIFICATIONS -- KOINONIA HOUSE

Gross Sq Ft: 13,213 Cleanable Sq Ft: 8,749

AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly
Public corridors, building entrances & lobbies	X				
Restrooms	X				
Departmental offices, breakrooms & kitchenettes	X				
Individual offices	X				
Conference rooms	X				
Multi-purpose rooms, common areas	X				
Stairwells	X				
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean walk-off mats	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust/damp mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors	X				
Clean and sanitize drinking fountains/hydration stations	X				
Service Hydration stations			2 Times		
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Sweep & spot clean stairwells and landings	X				
Spot clean stairwell walls and doors	X				
TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly
Clean mirrors	X				
Clean and disinfect sinks	X				
Clean and disinfect toilets and urinals	X				
Collect & properly dispose of trash	X				
De-scale sinks, toilets and urinals		X			
Clean partitions and doors	X				
Spot clean walls and doors	X				
Clean and disinfect floor	X				
Clean floor drain	X				
Refill all dispensers	X				
Wipe and disinfect dispensers and adjacent surfaces	X				

Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills			X		
Replace waterless urinal cartridges			X		
Empty waste from sharps containers when full					
TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		2 Times			
Collect & properly dispose of recycling		X			
Clean and disinfect breakroom/kitchenette sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					
Compost collection		3 Times			
TASKS: INDIVIDUAL OFFICES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	n/a				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Clean whiteboards only on request					
TASKS: CLASSROOMS & CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			

Clean chalkboards/white boards; replenish erasers, markers & chalk as needed	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust mop all hard surface flooring	X				
Wipe/dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Straighten furniture	X				
Clean sinks	X				
Refill soap and paper towel dispensers	X				
Dust desks, chairs, tables & other furniture		X			
Wipe classroom tabletops	X				
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					

CUSTODIAL SERVICE SPECIFICATIONS - Library East
Gross Sq Ft: 56,898 Cleanable Sq Ft: 44,533

AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly
Public corridors, building entrances & lobbies	X				
Restrooms	X				
Departmental offices, breakrooms & kitchenettes	X				
Individual offices		3 Times			
Classrooms, conference rooms, class labs	X				
Multi-purpose rooms, common areas	X				
Stairwells	X				
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling	X				
Clean walk-off mats	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust/damp mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors	X				
Clean and sanitize drinking fountains/hydration stations	X				
Service Hydration stations			2 Times		
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Sweep & spot clean stairwells and landings	X				
Spot clean stairwell walls and doors		X			
TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly
Clean mirrors	X				
Clean and disinfect sinks	X				
Clean and disinfect toilets and urinals	X				
Collect & properly dispose of trash	X				
De-scale sinks, toilets and urinals		X			
Clean partitions and doors	X				
Spot clean walls and doors	X				

Clean and disinfect floor	X				
Clean floor drain	X				
Refill all dispensers	X				
Wipe and disinfect dispensers and adjacent surfaces	X				
Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills			X		
Replace waterless urinal cartridges			X		
Empty waste from sharps containers when full					
TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean and disinfect breakroom/kitchenette sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					
Compost Collection		3 Times			
TASKS: INDIVIDUAL OFFICES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		3 Times			
Vacuum carpeted areas; spot clean as needed		3 Times			
Sweep & dust mop all hard surface flooring		3 Times			
Dust reachable horizontal surfaces		3 Times			
Remove fingerprints from doors & partition glass		3 Times			
Spot clean walls and doors		3 Times			
Dust desks, chairs, tables & other furniture		3 Times			
Dust all sills, ledges & moldings			X		
Clean door kick plates & thresholds			X		
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Clean whiteboards only on request					

TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					

CUSTODIAL SERVICE SPECIFICATIONS -- LINCOLN HALL (LEED BUILDING)

Gross Sq Ft: 152,684 Cleanable Sq Ft: 116,525

AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly
Public corridors, building entrances & lobbies	X				
Restrooms	X				
Departmental offices, breakrooms & kitchenettes	X				
Individual offices	X				
Conference rooms	X				
Multi-purpose rooms, common areas	X				
Stairwells	X				
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling	X				
Clean walk-off mats	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust/damp mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors	X				
Clean and sanitize drinking fountains/hydration stations	X				
Service Hydration stations			2 Times		
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Sweep & spot clean stairwells and landings	X				
Spot clean stairwell walls and doors	X				
TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly
Clean mirrors	X				
Clean and disinfect sinks	X				
Clean and disinfect toilets and urinals	X				
Collect & properly dispose of trash	X				
De-scale sinks, toilets and urinals		X			
Clean partitions and doors	X				

Spot clean walls and doors	X				
Clean and disinfect floor	X				
Clean floor drain	X				
Refill all dispensers	X				
Wipe and disinfect dispensers and adjacent surfaces	X				
Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills			X		
Replace waterless urinal cartridges			X		
Empty waste from sharps containers when full					
TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		2 Times			
Collect & properly dispose of recycling		X			
Clean and disinfect breakroom/kitchenette sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					
Compost collection		3 Times			
TASKS: INDIVIDUAL OFFICES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Clean whiteboards only on request					

TASKS: CLASSROOMS & CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean chalkboards/white boards; replenish erasers, markers & chalk as needed	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust mop all hard surface flooring	X				
Wipe/dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Straighten furniture	X				
Clean sinks	X				
Refill soap and paper towel dispensers	X				
Dust desks, chairs, tables & other furniture		X			
Wipe classroom tabletops	X				
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					

CUSTODIAL SERVICE SPECIFICATIONS - MILLAR LIBRARY

Gross Sq Ft: 191,269

Cleanable Sq Ft: 167,035

AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly
Public corridors, building entrances & lobbies	X				
Restrooms	X				
Departmental offices, breakrooms & kitchenettes	X				
Individual offices			2 Times		
Classrooms, conference rooms, class labs	X				
Multi-purpose rooms, common areas	X				
Stairwells	X				
Half-time day porter service weekdays	X				
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling	X				
Clean walk-off mats	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust/damp mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors	X				
Clean and sanitize drinking fountains/hydration stations	X				
Service Hydration stations			2 Times		
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Sweep & spot clean stairwells and landings	X				
Spot clean stairwell walls and doors		X			
TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly
Clean mirrors	X				
Clean and disinfect sinks	X				
Clean and disinfect toilets and urinals	X				
Collect & properly dispose of trash	X				
De-scale sinks, toilets and urinals		X			
Clean partitions and doors	X				
Spot clean walls and doors	X				

Clean and disinfect floor	X				
Clean floor drain	X				
Refill all dispensers	X				
Wipe and disinfect dispensers and adjacent surfaces	X				
Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills			X		
Replace waterless urinal cartridges			X		
Empty waste from sharps containers when full					
TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		2 Times			
Collect & properly dispose of recycling		X			
Clean and disinfect breakroom/kitchenette sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					
Compost Collection		3 Times			
TASKS: INDIVIDUAL OFFICES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash			n/a		
Vacuum carpeted areas; spot clean as needed			2 Times		
Sweep & dust mop all hard surface flooring			2 Times		
Dust reachable horizontal surfaces			2 Times		
Remove fingerprints from doors & partition glass			2 Times		
Spot clean walls and doors			2 Times		
Dust desks, chairs, tables & other furniture			2 Times		
Dust all sills, ledges & moldings			X		
Clean door kick plates & thresholds			X		
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Clean whiteboards only on request					
TASKS: CLASSROOMS & CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly

Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean chalkboards/white boards; replenish erasers, markers & chalk as needed	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust mop all hard surface flooring	X				
Wipe/dust reachable horizontal surfaces	X				
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors	X				
Straighten furniture	X				
Clean sinks	X				
Refill soap and paper towel dispensers	X				
Dust desks, chairs, tables & other furniture		X			
Wipe classroom tabletops	X				
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					

CUSTODIAL SERVICE SPECIFICATIONS - NEUBERGER HALL

Gross Sq Ft: 230,221

Cleanable Sq Ft: 190,259

AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly
Public corridors, building entrances & lobbies	X				
Restrooms	X				
Departmental offices, breakrooms & kitchenettes	X				
Individual offices			2 Times		
Classrooms, conference rooms, class labs	X				
Multi-purpose rooms, common areas	X				
Stairwells	X				
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling	X				
Clean walk-off mats	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust/damp mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors	X				
Clean and sanitize drinking fountains/hydration stations	X				
Service Hydration stations			2 Times		
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Sweep & spot clean stairwells and landings	X				
Spot clean stairwell walls and doors		X			
TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly
Clean mirrors	X				
Clean and disinfect sinks	X				
Clean and disinfect toilets and urinals	X				
Collect & properly dispose of trash	X				
De-scale sinks, toilets and urinals		X			
Clean partitions and doors	X				
Spot clean walls and doors	X				

Clean and disinfect floor	X				
Clean floor drain	X				
Refill all dispensers	X				
Wipe and disinfect dispensers and adjacent surfaces	X				
Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills			X		
Replace waterless urinal cartridges			X		
Empty waste from sharps containers when full					
TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		2 Times			
Collect & properly dispose of recycling		X			
Clean and disinfect breakroom/kitchenette sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					
Compost Collection		3 Times			
TASKS: INDIVIDUAL OFFICES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash			n/a		
Vacuum carpeted areas; spot clean as needed			2 Times		
Sweep & dust mop all hard surface flooring			2 Times		
Dust reachable horizontal surfaces			2 Times		
Remove fingerprints from doors & partition glass			2 Times		
Spot clean walls and doors			2 Times		
Dust desks, chairs, tables & other furniture			2 Times		
Dust all sills, ledges & moldings			X		
Clean door kick plates & thresholds			X		
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Clean whiteboards only on request					
TASKS: CLASSROOMS & CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly

Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean chalkboards/white boards; replenish erasers, markers & chalk as needed	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust mop all hard surface flooring	X				
Wipe/dust reachable horizontal surfaces	X				
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors	X				
Straighten furniture	X				
Clean sinks	X				
Refill soap and paper towel dispensers	X				
Dust desks, chairs, tables & other furniture		X			
Wipe classroom tabletops	X				
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					

CUSTODIAL SERVICE SPECIFICATIONS - PS1, PS3, UCB, FAB
Gross Sq Ft: 460 Cleanable Sq Ft: 369

AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly
Kiosk	X				
Restrooms	X				
TASKS: KIOSK	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		X			
Collect & properly dispose of recycling		X			
Sweep & dust/damp mop all hard surface flooring		X			
TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly
Clean mirrors		X			
Clean and disinfect sinks		X			
Clean and disinfect toilets and urinals		X			
Collect & properly dispose of trash		X			
De-scale sinks, toilets and urinals			X		
Clean partitions and doors		X			
Spot clean walls and doors		X			
Clean and disinfect floor		X			
Clean floor drain		X			
Refill all dispensers		X			
Wipe and disinfect dispensers and adjacent surfaces		X			
Check devices for proper operation after filling/cleaning		X			
Dust and/or vacuum air supply & return grills			X		
Empty waste from sharps containers when full					

CUSTODIAL SERVICE SPECIFICATIONS - PETER STOTT CENTER

Gross Sq Ft: 220,088 Cleanable Sq Ft: 119,776

AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly
Public corridors, building entrances & lobbies	X				
Restrooms	X				
Departmental offices, breakrooms & kitchenettes	X				
Individual offices	X				
Classrooms, conference rooms, class labs	X				
Gymnasiums	X				
Multi-purpose rooms, common areas	X				
Stairwells	X				
Shower and Locker Rooms	X				
Swimming Pool Area	X				
Rooftop, running track & tennis courts.	X				
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean walk-off mats	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust/damp mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors	X				
Clean and sanitize drinking fountains/hydration stations	X				
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas		X			
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Sweep & spot clean stairwells and landings	X				
Spot clean stairwell walls and doors		X			

TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly
Clean mirrors	X				
Clean and disinfect sinks	X				
Clean and disinfect toilets and urinals	X				
Collect & properly dispose of trash	X				
De-scale sinks, toilets and urinals		X			
Clean partitions and doors	X				
Spot clean walls and doors		X			
Clean and disinfect floor	X				
Clean floor drain	X				
Refill all dispensers	X				
Wipe and disinfect dispensers and adjacent surfaces	X				
Check devices for proper operation after filling/cleaning	X				
TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling	X				
Clean and disinfect breakroom/kitchenette sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings			X		
Clean door kick plates & thresholds			X		
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					

TASKS: INDIVIDUAL OFFICES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust mop all hard surface flooring	X	x			
Dust reachable horizontal surfaces	X	x			
Remove fingerprints from doors & partition glass	X	x			
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings			X		
Clean door kick plates & thresholds			X		
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Clean whiteboards only on request					
TASKS: CLASSROOMS & CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean chalkboards/white boards; replenish erasers, markers & chalk as needed	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust mop all hard surface flooring	X				
Wipe/dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Straighten furniture	X				
Clean sinks	X				
Refill soap and paper towel dispensers	X				
Dust desks, chairs, tables & other furniture		X			
Wipe classroom tabletops		X			
Dust all sills, ledges & moldings			X		
Clean door kick plates & thresholds			X		
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	

TASKS: SWIMMING POOL AREA	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling	N/A				
Vacuum carpeted areas; spot clean as needed	N/A				
Sweep & wet mop all hard surface flooring	X				
Wipe/dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors	X				
Clean sinks	X				
Refill soap and papertowel dispensers	X				
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Dust all high partition ledges & moldings		X			
Dust and/or vacuum air supply & return grills				X	
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Clean and sanitize drinking fountains/hydration stations	X				
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings			X		
Clean door kick plates & thresholds			X		
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					

TASKS: GYMNASIUMS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Vacuum walk-off mats; spot clean as needed	X				
Sweep & spot mop wood flooring to remove spills	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Clean and sanitize drinking fountains/hydration stations	X				
Benches & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds			X		
Remove debris from fixed seating	X				
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills			X		
TASKS: SHOWER AND LOCKER ROOMS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling	N/A				
Clean sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop and disinfect all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings			X		
Clean door kick plates & thresholds			X		
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					

TASKS: ROOFTOP, RUNNING TRACK AND TENNIS COURTS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling	N/A				
Clean drinking fountains	X				
Sweep & wet mop to remove spills and bird droppings	X				
Spot clean walls and doors		X			
Clean door kick plates & thresholds		X			
Clean all roof drains	X				
Remove leaves and other debris	X				
Sweep outside stairs to sidewalk	X				

CUSTODIAL SERVICE SPECIFICATIONS -- SCIENCE and EDUCATION CENTER

Gross Sq Ft: 36,857 Cleanable Sq Ft: 32,998

AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly
Public corridors, building entrances & lobbies	X				
Restrooms	X				
Departmental offices, breakrooms & kitchenettes	X				
Individual offices	X				
Conference rooms	X				
Multi-purpose rooms, common areas	X				
Stairwells	X				
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling	X				
Clean walk-off mats	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust/damp mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors	X				
Clean and sanitize drinking fountains/hydration stations	X				
Service Hydration stations if applicable			2 Times		
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Sweep & spot clean stairwells and landings	X				
Spot clean stairwell walls and doors	X				
TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly
Clean mirrors	X				
Clean and disinfect sinks	X				
Clean and disinfect toilets and urinals	X				
Collect & properly dispose of trash	X				
De-scale sinks, toilets and urinals		X			
Clean partitions and doors	X				
Spot clean walls and doors	X				
Clean and disinfect floor	X				
Clean floor drain	X				

Refill all dispensers	X				
Wipe and disinfect dispensers and adjacent surfaces	X				
Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills			X		
Replace waterless urinal cartridges			X		
Empty waste from sharps containers when full					
TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean and disinfect breakroom/kitchenette sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					
Compost collection		3 Times			
TASKS: INDIVIDUAL OFFICES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Clean whiteboards only on request					
TASKS: CLASSROOMS & CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			

Clean chalkboards/white boards; replenish erasers, markers & chalk as needed	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust mop all hard surface flooring	X				
Wipe/dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Straighten furniture	X				
Clean sinks	X				
Refill soap and paper towel dispensers	X				
Dust desks, chairs, tables & other furniture		X			
Wipe classroom tabletops	X				
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					

CUSTODIAL SERVICE SPECIFICATIONS - SCIENCE BUILDING 1

Gross Sq Ft: 90,884

Cleanable Sq Ft: 73,282

AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly
Public corridors, building entrances & lobbies	X				
Restrooms	X				
Departmental offices, breakrooms & kitchenettes	X				
Individual offices			2 Times		
Classrooms, conference rooms, class labs	X				
Non-class labs		X			
Multi-purpose rooms, common areas	X				
Stairwells	X				
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling	X				
Clean walk-off mats	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust/damp mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors	X				
Clean and sanitize drinking fountains/hydration stations	X				
Service Hydration stations			2 Times		
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Sweep & spot clean stairwells and landings	X				
Spot clean stairwell walls and doors		X			
TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly
Clean mirrors	X				
Clean and disinfect sinks	X				
Clean and disinfect toilets and urinals	X				
Collect & properly dispose of trash	X				
De-scale sinks, toilets and urinals		X			
Clean partitions and doors	X				
Spot clean walls and doors	X				
Clean and disinfect floor	X				
Clean floor drain	X				

Refill all dispensers	X				
Wipe and disinfect dispensers and adjacent surfaces	X				
Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills			X		
Replace waterless urinal cartridges			X		
Empty waste from sharps containers when full					
TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X	2 Times			
Collect & properly dispose of recycling		X			
Clean and disinfect breakroom/kitchenette sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					
Compost Collection		3 Times			
TASKS: INDIVIDUAL OFFICES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash			n/a		
Vacuum carpeted areas; spot clean as needed			2 Times		
Sweep & dust mop all hard surface flooring			2 Times		
Dust reachable horizontal surfaces			2 Times		
Remove fingerprints from doors & partition glass			2 Times		
Spot clean walls and doors			2 Times		
Dust desks, chairs, tables & other furniture			2 Times		
Dust all sills, ledges & moldings			X		
Clean door kick plates & thresholds			X		
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Clean whiteboards only on request					
TASKS: CLASSROOMS & CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			

Clean chalkboards/white boards; replenish erasers, markers & chalk as needed	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust mop all hard surface flooring	X				
Wipe/dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors	X				
Straighten furniture	X				
Clean sinks	X				
Refill soap and paper towel dispensers	X				
Dust desks, chairs, tables & other furniture		X			
Wipe classroom tabletops	X				
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
TASKS: NON-CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		X			
Collect & properly dispose of recycling		X			
Vacuum carpeted areas; spot clean as needed		X			
Sweep & wet mop all hard surface flooring		X			
Wipe/dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass		X			
Spot clean walls and doors		X			
Clean sinks		X			
Refill soap and papertowel dispensers		X			
Dust desks, chairs, tables & other furniture		X			
Wipe lab tabletops		N/A			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				

Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					

CUSTODIAL SERVICE SPECIFICATIONS - SCIENCE RESEARCH & TEACHING BLDG (LEED BUILDING)
Gross Sq Ft: 194,113 Cleanable Sq Ft: 164,315

AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly
Public corridors, building entrances & lobbies	X				
Restrooms	X				
Departmental offices, breakrooms & kitchenettes	X				
Individual offices			2 Times		
Classrooms, conference rooms, class labs	X				
Non-class labs		X			
Multi-purpose rooms, common areas	X				
Stairwells	X				
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling	X				
Clean walk-off mats	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust/damp mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors	X				
Clean and sanitize drinking fountains/hydration stations	X				
Service Hydration stations			2 Times		
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Sweep & spot clean stairwells and landings	X				
Spot clean stairwell walls and doors		X			
TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly
Clean mirrors	X				
Clean and disinfect sinks	X				
Clean and disinfect toilets and urinals	X				
Collect & properly dispose of trash	X				
De-scale sinks, toilets and urinals		X			
Clean partitions and doors	X				

Spot clean walls and doors	X				
Clean and disinfect floor	X				
Clean floor drain	X				
Refill all dispensers	X				
Wipe and disinfect dispensers and adjacent surfaces	X				
Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills			X		
Replace waterless urinal cartridges			X		
Empty waste from sharps containers when full					
TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		2 Times			
Collect & properly dispose of recycling		X			
Clean and disinfect breakroom/kitchenette sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					
Compost Collection		3 Times			
TASKS: INDIVIDUAL OFFICES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash			n/a		
Vacuum carpeted areas; spot clean as needed			2 Times		
Sweep & dust mop all hard surface flooring			2 Times		
Dust reachable horizontal surfaces			2 Times		
Remove fingerprints from doors & partition glass			2 Times		
Spot clean walls and doors			2 Times		
Dust desks, chairs, tables & other furniture			2 Times		
Dust all sills, ledges & moldings			X		
Clean door kick plates & thresholds			X		
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Clean whiteboards only on request					

TASKS: CLASSROOMS & CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean chalkboards/white boards; replenish erasers, markers & chalk as needed	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust mop all hard surface flooring	X				
Wipe/dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors	X				
Straighten furniture	X				
Clean sinks	X				
Refill soap and paper towel dispensers	X				
Dust desks, chairs, tables & other furniture		X			
Wipe classroom tabletops	X				
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
TASKS: NON-CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		X			
Collect & properly dispose of recycling		X			
Vacuum carpeted areas; spot clean as needed		X			
Sweep & wet mop all hard surface flooring		X			
Wipe/dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass		X			
Spot clean walls and doors		X			
Clean sinks		X			
Refill soap and papertowel dispensers		X			
Dust desks, chairs, tables & other furniture		X			
Wipe lab tabletops		N/A			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			

Clean sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					

CUSTODIAL SERVICE SPECIFICATIONS -- SHATTUCK HALL (LEED BUILDING)

Gross Sq Ft: 73,082 Cleanable Sq Ft: 58,986

AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly
Public corridors, building entrances & lobbies	X				
Restrooms	X				
Departmental offices, breakrooms & kitchenettes	X				
Individual offices	X				
Conference rooms	X				
Multi-purpose rooms, common areas	X				
Stairwells	X				
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling	X				
Clean walk-off mats	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust/damp mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors	X				
Clean and sanitize drinking fountains/hydration stations	X				
Service Hydration stations			2 Times		
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Sweep & spot clean stairwells and landings	X				
Spot clean stairwell walls and doors	X				
TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly
Clean mirrors	X				
Clean and disinfect sinks	X				
Clean and disinfect toilets and urinals	X				
Collect & properly dispose of trash	X				
De-scale sinks, toilets and urinals		X			
Clean partitions and doors	X				
Spot clean walls and doors	X				
Clean and disinfect floor	X				

Clean floor drain	X				
Refill all dispensers	X				
Wipe and disinfect dispensers and adjacent surfaces	X				
Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills			X		
Replace waterless urinal cartridges			X		
Empty waste from sharps containers when full					
TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		2 Times			
Collect & properly dispose of recycling		X			
Clean and disinfect breakroom/kitchenette sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					
Compost collection		3 Times			
TASKS: INDIVIDUAL OFFICES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	n/a				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Clean whiteboards only on request					
TASKS: CLASSROOMS & CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			

Clean chalkboards/white boards; replenish erasers, markers & chalk as needed	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust mop all hard surface flooring	X				
Wipe/dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Straighten furniture	X				
Clean sinks	X				
Refill soap and paper towel dispensers	X				
Dust desks, chairs, tables & other furniture		X			
Wipe classroom tabletops	X				
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					
Empty waste from sharps containers when full					

CUSTODIAL SERVICE SPECIFICATIONS - SMITH MEMORIAL STUDENT UNION

Gross Sq Ft: 166,429

Cleanable Sq Ft: 84,373

AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly
Public corridors, building entrances & lobbies	X				
Restrooms	X				
Departmental offices, breakrooms & kitchenettes	X				
Individual offices		3 Times			
Classrooms, conference rooms, class labs	X				
Multi-purpose rooms, common areas	X				
Stairwells	X				
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean walk-off mats	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust/damp mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors	X				
Clean and sanitize drinking fountains/hydration stations	X				
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Sweep & spot clean stairwells and landings	X				
Spot clean stairwell walls and doors		X			

TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly
Clean mirrors	X				
Clean and disinfect sinks	X				
Clean and disinfect toilets and urinals	X				
Collect & properly dispose of trash	X				
De-scale sinks, toilets and urinals		X			
Clean partitions and doors	X				
Spot clean walls and doors	X				
Clean and disinfect floor	X				
Clean floor drain	X				
Refill all dispensers	X				
Wipe and disinfect dispensers and adjacent surfaces	X				
Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills			X		
TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean and disinfect breakroom/kitchenette sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					
Compost Collection		X			

TASKS: INDIVIDUAL OFFICES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		3 Times			
Vacuum carpeted areas; spot clean as needed		3 Times			
Sweep & dust mop all hard surface flooring		3 Times			
Dust reachable horizontal surfaces		3 Times			
Remove fingerprints from doors & partition glass		3 Times			
Spot clean walls and doors		3 Times			
Dust desks, chairs, tables & other furniture		3 Times			
Dust all sills, ledges & moldings			X		
Clean door kick plates & thresholds			X		
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Clean whiteboards only on request					
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					
3rd Floor Servery by Ballroom	X				

CUSTODIAL SERVICE SPECIFICATIONS -- UNIVERSITY SERVICES BLDG

Gross Sq Ft: 61,915 Cleanable Sq Ft: 53,777

AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly
Public corridors, building entrances & lobbies	X				
Restrooms	X				
Departmental offices, breakrooms & kitchenettes	X				
Individual offices			2 Times		
Conference rooms	X				
Multi-purpose rooms, common areas	X				
Stairwells	X				
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean walk-off mats	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust/damp mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors	X				
Clean and sanitize drinking fountains/hydration stations	X				
Service Hydration stations			2 Times		
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Sweep & spot clean stairwells and landings	X				
Spot clean stairwell walls and doors		X			
TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly
Clean mirrors	X				
Clean and disinfect sinks	X				
Clean and disinfect toilets and urinals	X				
Collect & properly dispose of trash	X				
De-scale sinks, toilets and urinals		X			
Clean partitions and doors	X				

Spot clean walls and doors	X				
Clean and disinfect floor	X				
Clean floor drain	X				
Refill all dispensers	X				
Wipe and disinfect dispensers and adjacent surfaces	X				
Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills			X		
Replace waterless urinal cartridges			X		
Empty waste from sharps containers when full					
TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		2 Times			
Collect & properly dispose of recycling		X			
Clean and disinfect breakroom/kitchenette sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					
Compost Collection		3 Times			
TASKS: INDIVIDUAL OFFICES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash			n/a		
Vacuum carpeted areas; spot clean as needed			2 Times		
Sweep & dust mop all hard surface flooring			2 Times		
Dust reachable horizontal surfaces			2 Times		
Remove fingerprints from doors & partition glass			2 Times		
Spot clean walls and doors			2 Times		
Dust desks, chairs, tables & other furniture			2 Times		
Dust all sills, ledges & moldings			X		
Clean door kick plates & thresholds			X		
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Clean whiteboards only on request					

TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					

CUSTODIAL SERVICE SPECIFICATIONS - URBAN AND DISTANCE LEARNING CENTER					Gross
Sq Ft: 108,879		Cleanable Sq Ft: 84,665			
AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly
Public corridors, building entrances & lobbies	X				
Restrooms	X				
Departmental offices, breakrooms & kitchenettes	X				
Individual offices			2 Times		
Classrooms, conference rooms, class labs	X				
Multi-purpose rooms, common areas	X				
Stairwells	X				
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling	X				
Clean walk-off mats	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust/damp mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors	X				
Clean and sanitize drinking fountains/hydration stations	X				
Service Hydration stations			2 Times		
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Sweep & spot clean stairwells and landings	X				
Spot clean stairwell walls and doors		X			
TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly
Clean mirrors	X				
Clean and disinfect sinks	X				
Clean and disinfect toilets and urinals	X				
Collect & properly dispose of trash	X				
De-scale sinks, toilets and urinals		X			
Clean partitions and doors	X				
Spot clean walls and doors	X				
Clean and disinfect floor	X				
Clean floor drain	X				
Refill all dispensers	X				
Wipe and disinfect dispensers and adjacent surfaces	X				

Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills			X		
Replace waterless urinal cartridges			X		
Empty waste from sharps containers when full					
TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		2 Times			
Collect & properly dispose of recycling		X			
Clean and disinfect breakroom/kitchenette sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					
Compost Collection		3 Times			
TASKS: INDIVIDUAL OFFICES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash			n/a		
Vacuum carpeted areas; spot clean as needed			2 Times		
Sweep & dust mop all hard surface flooring			2 Times		
Dust reachable horizontal surfaces			2 Times		
Remove fingerprints from doors & partition glass			2 Times		
Spot clean walls and doors			2 Times		
Dust desks, chairs, tables & other furniture			2 Times		
Dust all sills, ledges & moldings			X		
Clean door kick plates & thresholds			X		
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Clean whiteboards only on request					
TASKS: CLASSROOMS & CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean chalkboards/white boards; replenish erasers, markers & chalk as needed	X				

Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust mop all hard surface flooring	X				
Wipe/dust reachable horizontal surfaces	X				
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors	X				
Straighten furniture	X				
Clean sinks	X				
Refill soap and paper towel dispensers	X				
Dust desks, chairs, tables & other furniture		X			
Wipe classroom tabletops	X				
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	X				
Collect & properly dispose of recycling		X			
Clean sinks	X				
Restock soap and paper towel dispensers	X				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	X				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldings			X		
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets				X	
Clean whiteboards only on request					