CUSTODIAL SERVICE SPECIFICATIONS -- ART & ANNEX BLDG Gross Sq Ft: 45,250 Cleanable Sq Ft: 24,585

AREA TYPE Public corridors, building entrances & lobbies Restrooms Restrooms X Restrooms X Restrooms X Res	Gross Sq Ft: 45,250 Cleanable Sq Ft: 24,585						
Restrooms	AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly	
Departmental offices, breakrooms & kitchenettes	Public corridors, building entrances & lobbies	Х					
Individual offices Conference rooms X Multi-purpose rooms, common areas X Stairwells X X X X X X X X X X X X X X X X X X	Restrooms	Х					
Conference rooms Multi-purpose rooms, common areas X Multi-purpose rooms, common areas X X X X X X X X X X X X X	Departmental offices, breakrooms & kitchenettes	Х					
Multi-purpose rooms, common areas Stairwells X X X X X X X X X X X X X	Individual offices			2 Times			
Stairwells X X X X X X X X X X X X X	Conference rooms	Х					
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS Collect & properly dispose of trash Collect & properly dispose of trash Collect & properly dispose of recycling Clean walk-off mats X X Clean walk-off mats X X Cusum carpeted areas; spot clean as needed X Sweep & dust/damp mop all hard surface flooring X Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass X Spot clean walks and doors Clean and sanitize drinking fountains/hydration stations X Service Hydration stations Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust and/or vacuum air supply & return grills Shampoo common area carpets Sweep & spot clean stairwell walls and doors TASKS: RESTROOMS Daily Weekly Monthly Quarterly Yearly Yearly Yearly Clean and disinfect toilets and urinals X De-scale sinks, toilets and urinals	Multi-purpose rooms, common areas	Х					
STAIRWELLS Collect & properly dispose of trash Collect & properly dispose of rescycling Clean walk-off mats X X Clean walk-off mats X X X X X X X X X X X X X	Stairwells	Х					
STAIRWELLS Collect & properly dispose of trash Collect & properly dispose of rescycling Clean walk-off mats X X Clean walk-off mats X X X X X X X X X X X X X							
STAIRWELLS Collect & properly dispose of trash Collect & properly dispose of rescycling Clean walk-off mats X X Clean walk-off mats X X X X X X X X X X X X X	TACKS, BURLIC CORRIDORS, BUILDING ENTRANCES & LORDIES						
Collect & properly dispose of recycling 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 Remove fingerprints from doors & partition glass X Spot clean walls and doors Clean and sanitize drinking fountains/hydration stations X Service Hydration stations Dust desks, chairs, tables & other furniture X Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust and/or vacuum air supply & return grills Shampoo common area carpets X Sweep & spot clean stairwell walls and doors TASKS: RESTROOMS Daily Weekly Monthly Quarterly Yearly Clean and disinfect toilets and urinals Collect & properly dispose of trash De-scale sinks, toilets and urinals X De-scale sinks, toilets and urinals X Colescale sinks, toilets and urinals		Daily	Weekly	Monthly	Quarterly	Yearly	
Clean walk-off mats Vacuum carpeted areas; spot clean as needed X Sweep & dust/damp mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Clean and sanitize drinking fountains/hydration stations X Service Hydration stations Dust desks, chairs, tables & other furniture X Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust and/or vacuum air supply & return grills X Sweep & spot clean stairwells and landings X Spot clean stairwell walls and doors TASKS: RESTROOMS Daily Weekly Monthly Quarterly Yearly Clean and disinfect toilets and urinals Collect & properly dispose of trash X De-scale sinks, toilets and urinals	Collect & properly dispose of trash	Х					
Vacuum carpeted areas; spot clean as needed X X Sweep & dust/damp mop all hard surface flooring X X X Sweep & dust/damp mop all hard surfaces X X Sweep & dust/damp mop all hard surfaces X X Sweep & dust/damp mop all hard surfaces X X Sweep & dust/form doors & partition glass X Sweep & dust/damp mop all hard surfaces X X Sweep & dust/damp mop all hard surfaces X X Sweep & dust/damp doors & partition glass X Sweep & dust/damp doors & partition glass X Sweep & moltings & X Sweep & moltings & X Sweep & moldings & X Sweep & dust/damp & X Sweep & dust/damp & X Sweep & spot clean area carpets & X Sweep & spot clean stairwells and landings X Sweep & spot clean stairwells and doors & X Sweep & spot clean stairwell walls and doors & X Sweep & dust/damp & X Sweep & spot clean stairwell walls and doors & X Sweep & spot clean stairwell walls and doors & X Sweep & dust/damp & X Swe	Collect & properly dispose of recycling		Χ				
Sweep & dust/damp mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Clean and sanitize drinking fountains/hydration stations X Service Hydration stations Dust desks, chairs, tables & other furniture X Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust and/or vacuum air supply & return grills Shampoo common area carpets Sweep & spot clean stairwells and landings X Spot clean stairwell walls and doors TASKS: RESTROOMS Daily Weekly Monthly Quarterly Yearly Clean and disinfect sinks Clean and disinfect toilets and urinals X Collect & properly dispose of trash X De-scale sinks, toilets and urinals X Coles and Common area carperly dispose of trash X Coles and Collect & properly dispose of trash X Coles and Collect & properly dispose of trash X Collect & properly dispose of trash Collect & properly	Clean walk-off mats	Х					
Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Clean and sanitize drinking fountains/hydration stations Service Hydration stations Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust and/or vacuum air supply & return grills Shampoo common area carpets Sweep & spot clean stairwells and landings Xy Sweep & spot clean stairwells and doors TASKS: RESTROOMS Daily Weekly Monthly Quarterly Yearly Clean mirrors Clean and disinfect sinks Clean and disinfect toilets and urinals X De-scale sinks, toilets and urinals	Vacuum carpeted areas; spot clean as needed	Χ					
Remove fingerprints from doors & partition glass Spot clean walls and doors Clean and sanitize drinking fountains/hydration stations Service Hydration stations Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust and/or vacuum air supply & return grills Shampoo common area carpets Sweep & spot clean stairwells and landings X Spot clean stairwell walls and doors TASKS: RESTROOMS Clean mirrors Clean and disinfect sinks Clean and disinfect toilets and urinals X De-scale sinks, toilets and urinals X Collect & properly dispose of trash	Sweep & dust/damp mop all hard surface flooring	Х					
Spot clean walls and doors Clean and sanitize drinking fountains/hydration stations Service Hydration stations Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust and/or vacuum air supply & return grills Shampoo common area carpets Sweep & spot clean stairwells and landings X Spot clean stairwell walls and doors X Spot clean stairwell walls and doors 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 Cless and urinals X Cless and visible to toilets and urinals X Cless and visible to toilets and urinals X Collect & properly dispose of trash X Cless and visible to toilets and urinals X Collect & properly dispose of trash X Cless and visible to toilets and urinals X Cless and visible to the transport of trans	Dust reachable horizontal surfaces		Х				
Clean and sanitize drinking fountains/hydration stations Service Hydration stations Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust and/or vacuum air supply & return grills Shampoo common area carpets Sweep & spot clean stairwells and landings Spot clean stairwell walls and doors TASKS: RESTROOMS Daily Weekly Monthly Quarterly Yearly Clean mirrors Clean and disinfect sinks Clean and disinfect toilets and urinals Collect & properly dispose of trash De-scale sinks, toilets and urinals X Collect sinks, toilets and urinals Collect sinks, toilets and urinals	Remove fingerprints from doors & partition glass	Х					
Service Hydration stations Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust and/or vacuum air supply & return grills Shampoo common area carpets Sweep & spot clean stairwells and landings Spot clean stairwell walls and doors TASKS: RESTROOMS Clean mirrors Clean and disinfect sinks Clean and disinfect toilets and urinals Collect & properly dispose of trash De-scale sinks, toilets and urinals X	Spot clean walls and doors	Х					
Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust and/or vacuum air supply & return grills Shampoo common area carpets Sweep & spot clean stairwells and landings X Spot clean stairwell walls and doors TASKS: RESTROOMS Daily Weekly Monthly Quarterly Yearly Clean mirrors X Clean and disinfect sinks Clean and disinfect toilets and urinals X De-scale sinks, toilets and urinals	Clean and sanitize drinking fountains/hydration stations	Х					
Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust and/or vacuum air supply & return grills Shampoo common area carpets Sweep & spot clean stairwells and landings X Spot clean stairwell walls and doors TASKS: RESTROOMS Daily Weekly Monthly Quarterly Yearly Clean mirrors X Clean and disinfect sinks Clean and disinfect toilets and urinals Collect & properly dispose of trash X Clean stairwell walls and urinals X Clean stairwell walls and winals X Clean and disinfect sinks X Clean and disinfect toilets and urinals X Collect & properly dispose of trash X	Service Hydration stations			2 Times			
Clean door kick plates & thresholds X Image: Clean kick plates & thresholds Yearly Yearly <td< td=""><td>Dust desks, chairs, tables & other furniture</td><td></td><td>Х</td><td></td><td></td><td></td></td<>	Dust desks, chairs, tables & other furniture		Х				
Detail edge all carpeted areas Dust and/or vacuum air supply & return grills Shampoo common area carpets Sweep & spot clean stairwells and landings Spot clean stairwell walls and doors TASKS: RESTROOMS Daily Weekly Monthly Quarterly Yearly Clean and disinfect sinks Clean and disinfect toilets and urinals X Collect & properly dispose of trash De-scale sinks, toilets and urinals	Dust all sills, ledges & moldings		Х				
Dust and/or vacuum air supply & return grills Shampoo common area carpets Sweep & spot clean stairwells and landings Spot clean stairwell walls and doors TASKS: RESTROOMS Daily Weekly Monthly Quarterly Yearly Clean mirrors X Clean and disinfect sinks X Clean and disinfect toilets and urinals X De-scale sinks, toilets and urinals X Collect & properly dispose of trash De-scale sinks, toilets and urinals	Clean door kick plates & thresholds		Χ				
Shampoo common area carpets Sweep & spot clean stairwells and landings X Spot clean stairwell walls and doors X Daily Weekly Monthly Quarterly Yearly Clean mirrors X Clean and disinfect sinks X Clean and disinfect toilets and urinals Collect & properly dispose of trash De-scale sinks, toilets and urinals X X S X S S S S S S S S S	Detail edge all carpeted areas			Х			
Sweep & spot clean stairwells and landings Spot clean stairwell walls and doors X X X X X X X X X X X X X	Dust and/or vacuum air supply & return grills				Х		
Spot clean stairwell walls and doors X Daily Weekly Monthly Quarterly Yearly Clean mirrors X Clean and disinfect sinks X Clean and disinfect toilets and urinals Collect & properly dispose of trash De-scale sinks, toilets and urinals X X X X X X X X X X X X X	Shampoo common area carpets				Х		
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 De-scale sinks, toilets and urinals X	Sweep & spot clean stairwells and landings	Χ					
Clean mirrors X X S S S S S S S S S S S S S S S S S	Spot clean stairwell walls and doors		Х				
Clean mirrors X X S S S S S S S S S S S S S S S S S							
Clean and disinfect sinks Clean and disinfect toilets and urinals Collect & properly dispose of trash De-scale sinks, toilets and urinals X X X X X X X X X X X X X	TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly	
Clean and disinfect toilets and urinals Collect & properly dispose of trash De-scale sinks, toilets and urinals X X	Clean mirrors	Х	-	•			
Collect & properly dispose of trash X De-scale sinks, toilets and urinals X	Clean and disinfect sinks	Х					
De-scale sinks, toilets and urinals X	Clean and disinfect toilets and urinals	Х					
De-scale sinks, toilets and urinals X	Collect & properly dispose of trash	Х					
Clean partitions and doors X	De-scale sinks, toilets and urinals		Х				
	Clean partitions and doors	Х					

Spot clean walls and doors	Х				
Clean and disinfect floor	X				
Clean floor drain	X				
Refill all dispensers	X				
Wipe and disinfect dispensers and adjacent sufaces	X				
Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills			Х		
Replace waterless urinal cartridges			X		
Empty waste from sharps containers when full	Х				
Empty waste nom sharps containers when tail					
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		Х			
Clean and disinfect breakroom/kitchenette sinks	Х				
Restock soap and paper towel dispensers	Х				
Vacuum carpeted areas; spot clean as needed	Χ				
Sweep & wet mop all hard surface flooring	Х				
Dust reachable horizontal surfaces		Χ			
Remove fingerprints from doors & partition glass	Χ				
Spot clean walls and doors		Х			
Dust desks, chairs, tables & other furniture		Χ			
Dust all sills, ledges & moldings		Х			
Clean door kick plates & thresholds		Х			
Detail edge all carpeted areas			Χ		
Dust all high partition ledges & moldingss			Х		
Dust and/or vacuum air supply & return grills				Х	
Shampoo common area carpets				Χ	
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			Х		
Clean door kick plates & thresholds			Х		
Detail edge all carpeted areas			Х		
Dust all high partition ledges & moldingss			Х		
Dust and/or vacuum air supply & return grills				Х	
Clean whiteboards only on request					

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

CUSTODIAL SERVICE SPECIFICATIONS -- CAMPUS & GROUNDS TRAILER Gross Sq Ft: 800 Cleanable Sq Ft: 800

Gross 34 Ft. 800 Clearlable 34 Ft. 800							
AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly		
Public corridors, building entrances & lobbies	Х						
Restrooms	Х						
Departmental offices, breakrooms & kitchenettes	Х						
Individual offices			2 Times				
Conference rooms	Х						
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		Х					
Clean walk-off mats		X					
Vacuum carpeted areas; spot clean as needed		Х					
Sweep & dust/damp mop all hard surface flooring		Х					
Dust reachable horizontal surfaces		X					
Remove fingerprints from doors & partition glass		Х					
Spot clean walls and doors		Х					
Clean and sanitize drinking fountains/hydration stations		N/A					
Service Hydration stations			N/A				
Dust desks, chairs, tables & other furniture		Х					
Dust all sills, ledges & moldings		Х					
Clean door kick plates & thresholds		Х					
Detail edge all carpeted areas			Х				
Dust and/or vacuum air supply & return grills				Х			
Shampoo common area carpets				Х			
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	Х						
Clean and disinfect sinks	Х						
Clean and disinfect toilets and urinals	Х						
Collect & properly dispose of trash	Х						
De-scale sinks, toilets and urinals		Х					
Clean partitions and doors	Х						
Spot clean walls and doors	Х						
Clean and disinfect floor	Х						
Clean floor drain	Х						
Refill all dispensers	Х						
Wipe and disinfect dispensers and adjacent sufaces	Х						

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

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

Wipe and disinfect dispensers and adjacent sufaces	Х				
Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills	^		Х		
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	Х				
Restock soap and paper towel dispensers	Х				
Vacuum carpeted areas; spot clean as needed	Х				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		Х			
Remove fingerprints from doors & partition glass	Х				
Spot clean walls and doors		Х			
Dust desks, chairs, tables & other furniture		Х			
Dust all sills, ledges & moldings		Х			
Clean door kick plates & thresholds		Х			
Detail edge all carpeted areas			Х		
Dust all high partition ledges & moldingss			Х		
Dust and/or vacuum air supply & return grills				Х	
Shampoo common area carpets				Х	
Clean whiteboards only on request					
Compost Collection		3 Times			
TASKS: INDIVIDUAL OFFICES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash					
conserve of property and process of the conserve of the conser	•	,	n/a		
Vacuum carpeted areas; spot clean as needed	,	,	n/a 2 Times		-
			-		-
Vacuum carpeted areas; spot clean as needed			2 Times		
Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring			2 Times 2 Times		
Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces			2 Times 2 Times 2 Times		
Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass			2 Times 2 Times 2 Times 2 Times		
Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings			2 Times 2 Times 2 Times 2 Times 2 Times 2 Times		
Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds			2 Times		
Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas			2 Times 2 Times 2 Times 2 Times 2 Times 2 Times X		
Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss			2 Times 2 Times 2 Times 2 Times 2 Times 2 Times X X		
Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss Dust and/or vacuum air supply & return grills			2 Times 2 Times 2 Times 2 Times 2 Times 2 Times X X X	X	
Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss			2 Times 2 Times 2 Times 2 Times 2 Times 2 Times X X X		
Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss Dust and/or vacuum air supply & return grills			2 Times 2 Times 2 Times 2 Times 2 Times 2 Times X X X		
Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss Dust and/or vacuum air supply & return grills Clean whiteboards only on request			2 Times 2 Times 2 Times 2 Times 2 Times 2 Times X X X X	X	
Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss Dust and/or vacuum air supply & return grills Clean whiteboards only on request TASKS: CLASSROOMS & CLASS LABS	Daily	Weekly	2 Times 2 Times 2 Times 2 Times 2 Times 2 Times X X X		Yearly
Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss Dust and/or vacuum air supply & return grills Clean whiteboards only on request	Daily		2 Times 2 Times 2 Times 2 Times 2 Times 2 Times X X X X	X	Yearly

Clean chalkboards/white boards; replenish erasers, markers &					
chalk as needed	Х				
Vacuum carpeted areas; spot clean as needed	Х				
Sweep & dust mop all hard surface flooring	Х				
Wipe/dust reachable horizontal surfaces		Х			
Remove fingerprints from doors & partition glass	Х				
Spot clean walls and doors	Х				
Straighten furniture	Х				
Clean sinks	Х				
Refill soap and paper towel dispensers	Х				
Dust desks, chairs, tables & other furniture		Х			
Wipe classroom tabletops	Х				
Dust all sills, ledges & moldings		Х			
Clean door kick plates & thresholds		Х			
Detail edge all carpeted areas			Х		
Dust all high partition ledges & moldings	†		Х		
Dust and/or vacuum air supply & return grills				Х	
Shampoo common area carpets	1			Х	
·					
TASKS: NON-CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		Х			
Collect & properly dispose of recycling		Х			
Vacuum carpeted areas; spot clean as needed		Х			
Sweep & wet mop all hard surface flooring		Х			
Wipe/dust reachable horizontal surfaces		Х			
Remove fingerprints from doors & partition glass		Х			
Spot clean walls and doors		Х			
Clean sinks		Х			
Refill soap and papertowel dispensers		Х			
Dust desks, chairs, tables & other furniture		Х			
Wipe lab tabletops		N/A			
Dust all sills, ledges & moldings		Х			
Clean door kick plates & thresholds		Х			
Detail edge all carpeted areas			Х		
Dust all high partition ledges & moldingss			Х		
Dust and/or vacuum air supply & return grills				Х	
Shampoo common area carpets				Х	
TACKS, MILLTI DUDDOCE DOOMS & COMMON ADEAS		Weekly	Monthly	Quarterly	Yearly
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS	Daily	vveekiy	ivioniting	Quarterly	
Collect & properly dispose of trash	Daily X	vveekiy	Wildling	Quarterry	
	_	X	Wonting	Quarterry	
Collect & properly dispose of trash	_		iviontiny	Quarterry	
Collect & properly dispose of trash Collect & properly dispose of recycling	Х		Wientiny	Quarterry	,

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

CUSTODIAL SERVICE SPECIFICATIONS -- EAST HALL Gross Sq Ft: 23,389 Cleanable Sq Ft: 19,746

Gross Sq Ft: 23,389 Cleanable Sq Ft: 19,746						
AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly	
Public corridors, building entrances & lobbies	Х					
Restrooms	Х					
Departmental offices, breakrooms & kitchenettes	Х					
Individual offices			2 Times			
Conference rooms	Х					
Multi-purpose rooms, common areas	Х					
Stairwells	Х					
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly	
Collect & properly dispose of trash	Х					
Collect & properly dispose of recycling		Х				
Clean walk-off mats	Χ					
Vacuum carpeted areas; spot clean as needed	Χ					
Sweep & dust/damp mop all hard surface flooring	Х					
Dust reachable horizontal surfaces		Х				
Remove fingerprints from doors & partition glass	Х					
Spot clean walls and doors	Х					
Clean and sanitize drinking fountains/hydration stations	Х					
Service Hydration stations			2 Times			
Dust desks, chairs, tables & other furniture		Х				
Dust all sills, ledges & moldings		Х				
Clean door kick plates & thresholds		Х				
Detail edge all carpeted areas			Х			
Dust and/or vacuum air supply & return grills				Х		
Shampoo common area carpets				Х		
Sweep & spot clean stairwells and landings	Χ					
Spot clean stairwell walls and doors		Х				
TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly	
Clean mirrors	Х					
Clean and disinfect sinks	Х					
Clean and disinfect toilets and urinals	Х					
Collect & properly dispose of trash	Х					
De-scale sinks, toilets and urinals		Х				
Clean partitions and doors	Х					

Spot clean walls and doors	Х				
Clean and disinfect floor	X				
Clean floor drain	X				
Refill all dispensers	X				
Wipe and disinfect dispensers and adjacent sufaces	X				
Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills			Х		
Replace waterless urinal cartridges			X		
Empty waste from sharps containers when full					
Empty waste nom sharps containers when run					
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		Х			
Clean and disinfect breakroom/kitchenette sinks	Х				
Restock soap and paper towel dispensers	Х				
Vacuum carpeted areas; spot clean as needed	Х				
Sweep & wet mop all hard surface flooring	Х				
Dust reachable horizontal surfaces		Х			
Remove fingerprints from doors & partition glass	Х				
Spot clean walls and doors		Х			
Dust desks, chairs, tables & other furniture		Х			
Dust all sills, ledges & moldings		Х			
Clean door kick plates & thresholds		Х			
Detail edge all carpeted areas			Х		
Dust all high partition ledges & moldingss			Χ		
Dust and/or vacuum air supply & return grills				Х	
Shampoo common area carpets				Х	
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			Х		
Clean door kick plates & thresholds			Х		
Detail edge all carpeted areas			Х		
Dust all high partition ledges & moldingss			Х		
Dust and/or vacuum air supply & return grills				Х	
Clean whiteboards only on request					

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

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

Clean partitions and doors	Х				
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 sufaces	X				
Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills	^		Х		
Replace waterless urinal cartridges			X		
Empty waste from sharps containers when full			Λ		
Empty waste from sharps containers when rain					
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	Х				
Restock soap and paper towel dispensers	Х				
Vacuum carpeted areas; spot clean as needed	Χ				
Sweep & wet mop all hard surface flooring	X				
Dust reachable horizontal surfaces		X			
Remove fingerprints from doors & partition glass	Х				
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			Х		
Dust all high partition ledges & moldingss			Х		
Dust and/or vacuum air supply & return grills				Х	
Shampoo common area carpets				Х	
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 & moldingss			Х	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	
Dust and/or vacuum air supply & return grills				Х	
Clean whiteboards only on request					

15

TASKS: CLASSROOMS & CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	Х				
Collect & properly dispose of recycling		Х			
Clean chalkboards/white boards; replenish erasers, markers &	Х				
chalk as needed	^				
Vacuum carpeted areas; spot clean as needed	Х				
Sweep & dust mop all hard surface flooring	Х				
Wipe/dust reachable horizontal surfaces		Х			
Remove fingerprints from doors & partition glass	Х				
Spot clean walls and doors		Х			
Straighten furniture	Х				
Clean sinks	Х				
Refill soap and paper towel dispensers	Х				
Dust desks, chairs, tables & other furniture		Х			
Wipe classroom tabletops	Х				
Dust all sills, ledges & moldings		Х			
Clean door kick plates & thresholds		Х			
Detail edge all carpeted areas			Х		
Dust all high partition ledges & moldings			Х		
Dust and/or vacuum air supply & return grills				Х	
Shampoo common area carpets				Х	
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	Х				
Collect & properly dispose of recycling		Х			
Clean sinks	Х				
Restock soap and paper towel dispensers	Х				
Vacuum carpeted areas; spot clean as needed	Х				
Sweep & wet mop all hard surface flooring	Х				
Dust reachable horizontal surfaces		Х			
Remove fingerprints from doors & partition glass	Х				
Spot clean walls and doors		Х			
Dust desks, chairs, tables & other furniture		Х			
Dust all sills, ledges & moldings		Х			
Clean door kick plates & thresholds		Х			
Detail edge all carpeted areas			Х		
Dust all high partition ledges & moldingss			Х		
Dust and/or vacuum air supply & return grills				Х	
3	†			Х	
Shampoo common area carpets				/\	
Shampoo common area carpets 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	Х						
Restrooms	Х						
Departmental offices, breakrooms & kitchenettes	Х						
Individual offices			2 Times				
Classrooms, conference rooms, class labs	Х						
Non-class labs		Х					
Multi-purpose rooms, common areas	Х						
Stairwells	X						
TASKS: DITRITIC CORDIDORS BITTI DING ENTRANCES & LORDIES							
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly		
Collect & properly dispose of trash	Х						
Collect & properly dispose of recycling	Х						
Clean walk-off mats	Х						
Vacuum carpeted areas; spot clean as needed	Х						
Sweep & dust/damp mop all hard surface flooring	Х						
Dust reachable horizontal surfaces		X					
Remove fingerprints from doors & partition glass	Х						
Spot clean walls and doors	Х						
Clean and sanitize drinking fountains/hydration stations	Х						
Service Hydration stations			2 Times				
Dust desks, chairs, tables & other furniture		Х					
Dust all sills, ledges & moldings		Х					
Clean door kick plates & thresholds		Х					
Detail edge all carpeted areas			Х				
Dust and/or vacuum air supply & return grills				Х			
Shampoo common area carpets				Х			
Sweep & spot clean stairwells and landings	Х						
Spot clean stairwell walls and doors		Х					
TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly		
Clean mirrors	Х						
Clean and disinfect sinks	Х						
Clean and disinfect toilets and urinals	Х						
Collect & properly dispose of trash	Х						
De-scale sinks, toilets and urinals		Х					
Clean partitions and doors	Х						

_	•		1		
Spot clean walls and doors	Χ				
Clean and disinfect floor	Х				
Clean floor drain	Х				
Refill all dispensers	Х				
Wipe and disinfect dispensers and adjacent sufaces	Х				
Check devices for proper operation after filling/cleaning	Х				
Dust and/or vacuum air supply & return grills			Х		
Replace waterless urinal cartridges			Х		
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		Х			
Clean and disinfect breakroom/kitchenette sinks	Х				
Restock soap and paper towel dispensers	Х				
Vacuum carpeted areas; spot clean as needed	Х				
Sweep & wet mop all hard surface flooring	Х				
Dust reachable horizontal surfaces		Х			
Remove fingerprints from doors & partition glass	Х				
Spot clean walls and doors		Х			
Dust desks, chairs, tables & other furniture		Х			
Dust all sills, ledges & moldings		Х			
Clean door kick plates & thresholds		Х			
Detail edge all carpeted areas			Х		
Dust all high partition ledges & moldingss			Х		
Dust and/or vacuum air supply & return grills				Х	
Shampoo common area carpets				Х	
Clean whiteboards only on request					
Compost Collection		3 Times			
		3 1111103			
TASKS: INDIVIDUAL OFFICES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	Dany	veciny	n/a	Quarterry	rearry
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 & moldingss			Х	.,	
Dust and/or vacuum air supply & return grills				Х	
Clean whiteboards only on request					

TASKS: CLASSROOMS & CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	Χ				
Collect & properly dispose of recycling		Х			
Clean chalkboards/white boards; replenish erasers, markers &					
chalk as needed	Χ				
Vacuum carpeted areas; spot clean as needed	Х				
Sweep & dust mop all hard surface flooring	Х				
Wipe/dust reachable horizontal surfaces		Х			
Remove fingerprints from doors & partition glass	Х				
Spot clean walls and doors	Х				
Straighten furniture	Х				
Clean sinks	Х				
Refill soap and paper towel dispensers	Х				
Dust desks, chairs, tables & other furniture		Х			
Wipe classroom tabletops	Х				
Dust all sills, ledges & moldings		Х			
Clean door kick plates & thresholds		Х			
Detail edge all carpeted areas			Х		
Dust all high partition ledges & moldings			Х		
Dust and/or vacuum air supply & return grills				Х	
Shampoo common area carpets				Х	
TASKS: NON-CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash		Х			
Collect & properly dispose of recycling		Х			
Vacuum carpeted areas; spot clean as needed		Х			
Sweep & wet mop all hard surface flooring		Х			
Wipe/dust reachable horizontal surfaces		Х			
Remove fingerprints from doors & partition glass		Х			
Spot clean walls and doors		Х			
Clean sinks		Х			
Refill soap and papertowel dispensers		Х			
Dust desks, chairs, tables & other furniture		Х			
Wipe lab tabletops		N/A			
Dust all sills, ledges & moldings		Х			
Clean door kick plates & thresholds		Х			
Detail edge all carpeted areas			Х		
Dust all high partition ledges & moldingss			Х		
Dust and/or vacuum air supply & return grills				Х	
Shampoo common area carpets				Х	
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	Х				
Collect & properly dispose of recycling	1	Х			

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

Wipe and disinfect dispensers and adjacent sufaces	Х				
Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills	Α		Х		
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		Х			
Clean and disinfect breakroom/kitchenette sinks	Х				
Restock soap and paper towel dispensers	Х				
Vacuum carpeted areas; spot clean as needed	Х				
Sweep & wet mop all hard surface flooring	Х				
Dust reachable horizontal surfaces		Х			
Remove fingerprints from doors & partition glass	Х				
Spot clean walls and doors		Х			
Dust desks, chairs, tables & other furniture		Х			
Dust all sills, ledges & moldings		Х			
Clean door kick plates & thresholds		Х			
Detail edge all carpeted areas			Х		
Dust all high partition ledges & moldingss			Х		
Dust and/or vacuum air supply & return grills				Х	
Shampoo common area carpets				Х	
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		Х			
Sweep & dust mop all hard surface flooring		Х			
Dust reachable horizontal surfaces		Х			
Remove fingerprints from doors & partition glass		Х			
Spot clean walls and doors		Х			
Dust desks, chairs, tables & other furniture		Х			
Dust all sills, ledges & moldings		Х			
Clean door kick plates & thresholds		Х			
Detail edge all carpeted areas			Х		
Dust all high partition ledges & moldingss			Х		
Dust and/or vacuum air supply & return grills				Х	
Clean whiteboards only on request					
Clean whiteboards only on request TASKS: CLASSROOMS & CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly
Clean whiteboards only on request	Daily X	Weekly	Monthly	Quarterly	Yearly

Χ				
Χ				
Χ				
	Х			
Χ				
	Х			
Χ				
Χ				
Χ				
	Х			
Х				
	Х			
	Х			
		Х		
		Х		
			Х	
			Х	
Daily	Weekly	Monthly	Quarterly	Yearly
Χ				
	Х			
Х	Х			
X X	X			
	X			
Х	X			
X X	X			
X X				
X X X				
X X X	X			
X X X	X			
X X X	X X X			
X X X	X X X X	X		
X X X	X X X X	X		
X X X	X X X X		X	
X X X	X X X X		X	
X X X	X X X X			
	X X X X X X Daily	X X X X X X X X X X X X X X X W X X W Weekly	X	X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X Daily Weekly Monthly Quarterly

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

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

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

CUSTODIAL SERVICE SPECIFICATIONS -- HOFFMANN HALL Gross Sq Ft: 13,289 Cleanable Sq Ft: 8,663

G1035 34 1 t. 13,255								
AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly			
Public corridors, building entrances & lobbies	Х							
Restrooms	Х							
Departmental offices, breakrooms & kitchenettes	Х							
Individual offices	Х							
Conference rooms	Х							
Multi-purpose rooms, common areas	Х							
Stairwells	Х							
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly			
Collect & properly dispose of trash	Х							
Collect & properly dispose of recycling		Х						
Clean walk-off mats	Х							
Vacuum carpeted areas; spot clean as needed	Х							
Sweep & dust/damp mop all hard surface flooring	Х							
Dust reachable horizontal surfaces		Х						
Remove fingerprints from doors & partition glass	Х							
Spot clean walls and doors	Х							
Clean and sanitize drinking fountains/hydration stations	Х							
Service Hydration stations			2 Times					
Dust desks, chairs, tables & other furniture		Х						
Dust all sills, ledges & moldings		Х						
Clean door kick plates & thresholds		Х						
Detail edge all carpeted areas			Х					
Dust and/or vacuum air supply & return grills				Х				
Shampoo common area carpets				Х				
Sweep & spot clean stairwells and landings	Х							
Spot clean stairwell walls and doors	Х							
TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly			
Clean mirrors	Х							
Clean and disinfect sinks	Х							
Clean and disinfect toilets and urinals	Х							
Collect & properly dispose of trash	Х							
De-scale sinks, toilets and urinals		Х						
Clean partitions and doors	Х							
Spot clean walls and doors	Х							
Clean and disinfect floor	Х							
Clean floor drain	Х							
Refill all dispensers	Х							
Wipe and disinfect dispensers and adjacent sufaces	Х							

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

	1					
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS	Daily	Weekly	Monthly	Quarterly	Yearly	
Collect & properly dispose of trash	Х					
Collect & properly dispose of recycling		Х				
Clean sinks	Х					
Restock soap and paper towel dispensers	Х					
Vacuum carpeted areas; spot clean as needed	Х					
Sweep & wet mop all hard surface flooring	Х					
Dust reachable horizontal surfaces		Х				
Remove fingerprints from doors & partition glass	Х					
Spot clean walls and doors		Х				
Dust desks, chairs, tables & other furniture		Х				
Dust all sills, ledges & moldings		Х				
Clean door kick plates & thresholds		Х				
Detail edge all carpeted areas			Х			
Dust all high partition ledges & moldingss			Х			
Dust and/or vacuum air supply & return grills				Х		
Shampoo common area carpets				Х		
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	Х				
Restrooms	Х				
Departmental offices, breakrooms & kitchenettes	Х				
Individual offices		Х			
Conference rooms	Х				
Multi-purpose rooms, common areas	Х				
Stairwells	Х				
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	Х				
Collect & properly dispose of recycling		X			
Clean walk-off mats	Х				
Vacuum carpeted areas; spot clean as needed	Х				
Sweep & dust/damp mop all hard surface flooring	Х				
Dust reachable horizontal surfaces		Х			
Remove fingerprints from doors & partition glass	Х				
Spot clean walls and doors	Х				
Clean and sanitize drinking fountains/hydration stations	N/A				
Service Hydration stations			2 Times		
Dust desks, chairs, tables & other furniture		Х			
Dust all sills, ledges & moldings		Х			
Clean door kick plates & thresholds		Х			
Detail edge all carpeted areas			Χ		
Dust and/or vacuum air supply & return grills				Х	
Shampoo common area carpets				Х	
Sweep & spot clean stairwells and landings	Х				
Spot clean stairwell walls and doors	Х				
	- "				
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	Х	.,			
De-scale sinks, toilets and urinals		Х			
Clean partitions and doors	X				
Spot clean walls and doors	Х				
Clean and disinfect floor	Х				
Clean floor drain	Х				
Refill all dispensers	Х				

Wipe and disinfect dispensers and adjacent sufaces	Х				
Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills	Α		Х		
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		Х			
Clean and disinfect breakroom/kitchenette sinks	Х				
Restock soap and paper towel dispensers	Х				
Vacuum carpeted areas; spot clean as needed	Х				
Sweep & wet mop all hard surface flooring	Х				
Dust reachable horizontal surfaces		Х			
Remove fingerprints from doors & partition glass	Х				
Spot clean walls and doors		Х			
Dust desks, chairs, tables & other furniture		Х			
Dust all sills, ledges & moldings		Х			
Clean door kick plates & thresholds		Х			
Detail edge all carpeted areas			Х		
Dust all high partition ledges & moldingss			Х		
Dust and/or vacuum air supply & return grills				Х	
Shampoo common area carpets				Х	
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		Х			
Sweep & dust mop all hard surface flooring		Х			
Dust reachable horizontal surfaces		Х			
Remove fingerprints from doors & partition glass		Х			
Spot clean walls and doors		Х			
Dust desks, chairs, tables & other furniture		Х			
Dust all sills, ledges & moldings		Х			
Clean door kick plates & thresholds		Х			
Detail edge all carpeted areas			Х		
Dust all high partition ledges & moldingss			Х		
Dust and/or vacuum air supply & return grills				Х	
Clean whiteboards only on request					
Clean whiteboards only on request TASKS: CLASSROOMS & CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly
Clean whiteboards only on request	Daily X	Weekly	Monthly	Quarterly	Yearly

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

CUSTODIAL SERVICE SPECIFICATIONS -- KOINONIA HOUSE Gross Sq Ft: 13,213 Cleanable Sq Ft: 8,749

GIOSS 34 Ft. 15,215 Cleanable 34 Ft. 6,745								
AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly			
Public corridors, building entrances & lobbies	Χ							
Restrooms	Χ							
Departmental offices, breakrooms & kitchenettes	Х							
Individual offices	Χ							
Conference rooms	Х							
Multi-purpose rooms, common areas	Х							
Stairwells	Х							
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly			
Collect & properly dispose of trash	Х							
Collect & properly dispose of recycling		Χ						
Clean walk-off mats	Х							
Vacuum carpeted areas; spot clean as needed	Х							
Sweep & dust/damp mop all hard surface flooring	Χ							
Dust reachable horizontal surfaces		Χ						
Remove fingerprints from doors & partition glass	Х							
Spot clean walls and doors	Х							
Clean and sanitize drinking fountains/hydration stations	Х							
Service Hydration stations			2 Times					
Dust desks, chairs, tables & other furniture		Х						
Dust all sills, ledges & moldings		Х						
Clean door kick plates & thresholds		Х						
Detail edge all carpeted areas			Х					
Dust and/or vacuum air supply & return grills				Х				
Shampoo common area carpets				Х				
Sweep & spot clean stairwells and landings	Х							
Spot clean stairwell walls and doors	Х							
TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly			
Clean mirrors	Х							
Clean and disinfect sinks	Х							
Clean and disinfect toilets and urinals	Χ							
Collect & properly dispose of trash	Х							
De-scale sinks, toilets and urinals		Х						
Clean partitions and doors	Х							
Spot clean walls and doors	Х							
Clean and disinfect floor	Х							
Clean floor drain	Х							
Refill all dispensers	Х							
Wipe and disinfect dispensers and adjacent sufaces	Х							

Check devices for proper operation after filling/cleaning	Х				
Dust and/or vacuum air supply & return grills			Х		
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	Х				
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		Х			
Remove fingerprints from doors & partition glass	Х	, A			
Spot clean walls and doors		Х			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas		^	Х		
Dust all high partition ledges & moldingss			X		
Dust and/or vacuum air supply & return grills			^	V	
Shampoo common area carpets				X	
Clean whiteboards only on request				Χ	
· · · ·		2 Times			
Compost collection		3 Times			
TASKS: INDIVIDUAL OFFICES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	n/a	Treekiy	Monthly	Quarterry	rearry
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust mop all hard surface flooring	X				
Dust reachable horizontal surfaces		Х			
Remove fingerprints from doors & partition glass	Х				
Spot clean walls and doors		Х			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			Х		
Dust all high partition ledges & moldingss			X		
Dust and/or vacuum air supply & return grills				Х	
Clean whiteboards only on request				^	
onean winterboards only on request		1	ļ		
]	
TASKS: CLASSROOMS & CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly
TASKS: CLASSROOMS & CLASS LABS Collect & properly dispose of trash	Daily X	Weekly	Monthly	Quarterly	Yearly
	 	Weekly	Monthly	Quarterly	Yearly

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

CUSTODIAL SERVICE SPECIFIC Gross Sq Ft: 56,898 C		ibrary East q Ft: 44,533			
AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly
Public corridors, building entrances & lobbies	Х				
Restrooms	Х				
Departmental offices, breakrooms & kitchenettes	Х				
Individual offices		3 Times			
Classrooms, conference rooms, class labs	Х				
Multi-purpose rooms, common areas	Х				
Stairwells	Х				
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	Х				
Collect & properly dispose of recycling	Х				
Clean walk-off mats	Х				
Vacuum carpeted areas; spot clean as needed	Х				
Sweep & dust/damp mop all hard surface flooring	Х				
Dust reachable horizontal surfaces		Х			
Remove fingerprints from doors & partition glass	Х				
Spot clean walls and doors	Х				
Clean and sanitize drinking fountains/hydration stations	Х				
Service Hydration stations			2 Times		
Dust desks, chairs, tables & other furniture		Х			
Dust all sills, ledges & moldings		Х			
Clean door kick plates & thresholds		Х			
Detail edge all carpeted areas			Х		
Dust and/or vacuum air supply & return grills				Х	
Shampoo common area carpets				Х	
Sweep & spot clean stairwells and landings	Х				
Spot clean stairwell walls and doors		Х			
TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly
Clean mirrors	Х				
Clean and disinfect sinks	Х				
Clean and disinfect toilets and urinals	Х				
Collect & properly dispose of trash	Х				
De-scale sinks, toilets and urinals		Х			
Clean partitions and doors	Х				
Spot clean walls and doors	Х				

Clean and disinfect floor	Х				
Clean floor drain	X				
Refill all dispensers	X				
Wipe and disinfect dispensers and adjacent sufaces	X				
Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills			Х		
Replace waterless urinal cartridges			X		
Empty waste from sharps containers when full					
Empty waste nom sharps contained when tail					
TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	Х				
Collect & properly dispose of recycling		Χ			
Clean and disinfect breakroom/kitchenette sinks	Х				
Restock soap and paper towel dispensers	Х				
Vacuum carpeted areas; spot clean as needed	Х				
Sweep & wet mop all hard surface flooring	Х				
Dust reachable horizontal surfaces		Х			
Remove fingerprints from doors & partition glass	Х				
Spot clean walls and doors		Х			
Dust desks, chairs, tables & other furniture		Х			
Dust all sills, ledges & moldings		Х			
Clean door kick plates & thresholds		Х			
Detail edge all carpeted areas			Χ		
Dust all high partition ledges & moldingss			Χ		
Dust and/or vacuum air supply & return grills				Х	
1,1,					
Shampoo common area carpets				Х	
1,7,7				Х	
Shampoo common area carpets		3 Times		X	
Shampoo common area carpets Clean whiteboards only on request		3 Times		X	
Shampoo common area carpets Clean whiteboards only on request Compost Collection TASKS: INDIVIDUAL OFFICES	Daily		Monthly	X Quarterly	Yearly
Shampoo common area carpets Clean whiteboards only on request Compost Collection	Daily		Monthly		Yearly
Shampoo common area carpets Clean whiteboards only on request Compost Collection TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed	Daily	Weekly	Monthly		Yearly
Shampoo common area carpets Clean whiteboards only on request Compost Collection TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash	Daily	Weekly 3 Times	Monthly		Yearly
Shampoo common area carpets Clean whiteboards only on request Compost Collection TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed	Daily	Weekly 3 Times 3 Times	Monthly		Yearly
Shampoo common area carpets Clean whiteboards only on request Compost Collection TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring	Daily	Weekly 3 Times 3 Times 3 Times	Monthly		Yearly
Shampoo common area carpets Clean whiteboards only on request Compost Collection TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors	Daily	Weekly 3 Times 3 Times 3 Times 3 Times	Monthly		Yearly
Shampoo common area carpets Clean whiteboards only on request Compost Collection TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass	Daily	Weekly 3 Times 3 Times 3 Times 3 Times 3 Times	Monthly		Yearly
Shampoo common area carpets Clean whiteboards only on request Compost Collection TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings	Daily	Weekly 3 Times 3 Times 3 Times 3 Times 3 Times 3 Times	Monthly		Yearly
Shampoo common area carpets Clean whiteboards only on request Compost Collection TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds	Daily	Weekly 3 Times 3 Times 3 Times 3 Times 3 Times 3 Times	X		Yearly
Shampoo common area carpets Clean whiteboards only on request Compost Collection TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas	Daily	Weekly 3 Times 3 Times 3 Times 3 Times 3 Times 3 Times	X		Yearly
Shampoo common area carpets Clean whiteboards only on request Compost Collection TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss	Daily	Weekly 3 Times 3 Times 3 Times 3 Times 3 Times 3 Times	X		Yearly
Shampoo common area carpets Clean whiteboards only on request Compost Collection TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas	Daily	Weekly 3 Times 3 Times 3 Times 3 Times 3 Times 3 Times	X X X		Yearly
Shampoo common area carpets Clean whiteboards only on request Compost Collection TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss	Daily	Weekly 3 Times 3 Times 3 Times 3 Times 3 Times 3 Times	X X X	Quarterly	Yearly
Shampoo common area carpets Clean whiteboards only on request Compost Collection TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss Dust and/or vacuum air supply & return grills	Daily	Weekly 3 Times 3 Times 3 Times 3 Times 3 Times 3 Times	X X X	Quarterly	Yearly

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

Clean and disinfect floor Clean floor drain Refill all dispensers Wipe and disinfect dispensers and adjacent sufaces X Check devices for proper operation after filling/cleaning X Dust and/or vacuum air supply & return grills Replace waterless urinal cartridges Empty waste from sharps containers when full TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES Collect & properly dispose of trash Collect & properly dispose of trash Collect & properly dispose of recycling Clean and disinfect breakroom/kitchenette sinks X Restock soap and paper towel dispensers X Sweep & wet mop all hard surface flooring X Suseep & wet mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Syot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Dust all ligh partition ledges & moldings Dust all ligh partition ledges & moldings Dust and/or vacuum air supply & return grills Shampoo common area carpets Compost collection 3 Times V	Spot clean walls and doors	Х				
Clean floor drain Refill all dispensers Wipe and disinfect dispensers and adjacent sufaces X Check devices for proper operation after filling/cleaning X Dust and/or vacuum air supply & return grills Replace waterless urinal cartridges Empty waste from sharps containers when full TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES Collect & properly dispose of trash Collect & properly dispose of trash Collect & properly dispose of recycling Collean and disinfect breakroom/kitchenette sinks Restock soap and paper towel dispensers Vacuum carpeted areas; spot clean as needed X Sweep & wet mop all hard surface flooring X Sustendable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldings Dust and/or vacuum air supply & return grills Shampoo common area carpets Clean hydrous and sills on request Compost collection 3 Times Compost collection						
Refill all dispensers Wipe and disinfect dispensers and adjacent sufaces X Check devices for proper operation after filling/cleaning Dust and/or vacuum air supply & return grills Replace waterless urinal cartridges Empty waste from sharps containers when full TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES Collect & properly dispose of trash Collect & properly dispose of recycling Clean and disinfect breakroom/kitchenette sinks Restock soap and paper towel dispensers Vacuum carpeted areas; spot clean as needed X Sweep & wet mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass X Dust all sills, ledges & moldings Dust all sills, ledges & moldings Dust all sills, ledges & moldings Dust all high partition ledges & moldings Clean door vacuum air supply & return grills Shampoo common area carpets Compost collection 3 Times Compost collection		+				
Wipe and disinfect dispensers and adjacent sufaces Check devices for proper operation after filling/cleaning Dust and/or vacuum air supply & return grills Replace waterless urinal cartridges Empty waste from sharps containers when full TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES Collect & properly dispose of trash Collect & properly dispose of recycling Clean and disinfect breakroom/kitchenette sinks Restock soap and paper towel dispensers Vacuum carpeted areas; spot clean as needed X Sweep & wet mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust all sills, ledges & moldings Dust all sills, ledges & moldings Detail edge all carpeted areas Dust all high partition ledges & moldings Dust all high partition ledges & moldings Dust all high partition ledges & moldings Clean door vacuum air supply & return grills N Shampoo common area carpets Compost collection 3 Times Compost collection						
Check devices for proper operation after filling/cleaning Dust and/or vacuum air supply & return grills Replace waterless urinal cartridges Empty waste from sharps containers when full TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES Collect & properly dispose of trash Collect & properly dispose of recycling Clean and disinfect breakroom/kitchenette sinks X Restock soap and paper towel dispensers Vacuum carpeted areas; spot clean as needed X Sweep & wet mop all hard surface flooring X Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldings Dust and/or vacuum air supply & return grills Shampoo common area carpets Compost collection 3 Times X X X X X X X X X X X X X	·					
Dust and/or vacuum air supply & return grills Replace waterless urinal cartridges Empty waste from sharps containers when full TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES Collect & properly dispose of trash Collect & properly dispose of recycling 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 Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture X Dust all sills, ledges & moldings Clean door kick plates & thresholds Dust all high partition ledges & moldingss Dust all high partition ledges & moldingss Clean walls and/or vacuum air supply & return grills Shampoo common area carpets Compost collection 3 Times	· · · · · · · · · · · · · · · · · · ·					
Replace waterless urinal cartridges Empty waste from sharps containers when full TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES Collect & properly dispose of trash Collect & properly dispose of recycling Clean and disinfect breakroom/kitchenette sinks Restock soap and paper towel dispensers Vacuum carpeted areas; spot clean as needed X Sweep & wet mop all hard surface flooring X Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass X Spot clean walls and doors Dust desks, chairs, tables & other furniture X Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss Dust and/or vacuum air supply & return grills Shampoo common area carpets Clean whiteboards only on request Compost collection X Monthly Weekly Monthly Weekly Monthly Weekly Monthly Weekly Monthly Vearly Yearly Vearly Yearly Yearly A A Daily Weekly Monthly Weekly Monthly Quarterly Yearly Yearly Yearly Yearly Tearly Tear		Α		X		
Empty waste from sharps containers when full TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES Collect & properly dispose of trash Collect & properly dispose of recycling Clean and disinfect breakroom/kitchenette sinks Restock soap and paper towel dispensers Vacuum carpeted areas; spot clean as needed X Sweep & wet mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture X Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss Dust and/or vacuum air supply & return grills Shampoo common area carpets Compost collection Tasks Noombo Weekly Monthly Quarterly Yearly Yearly Monthly Quarterly Yearly Monthly Monthly Quarterly Yearly Monthly Quarterly Yearly Monthly Quarterly Yearly Monthly A						
TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS, KITCHENETTES Collect & properly dispose of trash Collect & properly dispose of recycling Clean and disinfect breakroom/kitchenette sinks Restock soap and paper towel dispensers Vacuum carpeted areas; spot clean as needed X Sweep & wet mop all hard surface flooring X Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture X Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss Dust and/or vacuum air supply & return grills Shampoo common area carpets Compost collection 3 Times Times Monthly Weekly Monthly Weekly Monthly Vearly Vearly Vearly Yearly In the self of the second seco				^		
KITCHENETTES Collect & properly dispose of trash Collect & properly dispose of recycling Clean and disinfect breakroom/kitchenette sinks 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 Remove fingerprints from doors & partition glass Spot clean walls and doors Dust dean walls and doors Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss X Dust and/or vacuum air supply & return grills X Shampoo common area carpets Compost collection 3 Times Times	Empty waste nom sharps contained when tail					
Collect & properly dispose of recycling Clean and disinfect breakroom/kitchenette sinks Restock soap and paper towel dispensers Vacuum carpeted areas; spot clean as needed X Sweep & wet mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass X Spot clean walls and doors Dust desks, chairs, tables & other furniture X Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss X Dust and/or vacuum air supply & return grills Shampoo common area carpets Compost collection X X X X X X X X X X X X		Daily	Weekly	Monthly	Quarterly	Yearly
Clean and disinfect breakroom/kitchenette sinks Restock soap and paper towel dispensers Vacuum carpeted areas; spot clean as needed X Sweep & wet mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass X Spot clean walls and doors Dust desks, chairs, tables & other furniture X Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss X Dust and/or vacuum air supply & return grills X Shampoo common area carpets Compost collection 3 Times	Collect & properly dispose of trash		2 Times			
Restock soap and paper towel dispensers Vacuum carpeted areas; spot clean as needed X Sweep & wet mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass X Spot clean walls and doors Dust desks, chairs, tables & other furniture X Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss X Dust and/or vacuum air supply & return grills Shampoo common area carpets Clean whiteboards only on request Compost collection 3 Times	Collect & properly dispose of recycling		Х			
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 & moldingss X Dust and/or vacuum air supply & return grills X Shampoo common area carpets X Clean whiteboards only on request Compost collection 3 Times	Clean and disinfect breakroom/kitchenette sinks	X				
Sweep & wet mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture X Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss X Dust and/or vacuum air supply & return grills Shampoo common area carpets Clean whiteboards only on request Compost collection X X Shampoo to manual supply & return grills Compost collection 3 Times	Restock soap and paper towel dispensers	Х				
Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture X Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss X Dust and/or vacuum air supply & return grills Shampoo common area carpets Clean whiteboards only on request Compost collection X Shampoo common area carpets Compost collection 3 Times	Vacuum carpeted areas; spot clean as needed	Х				
Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture X Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss X Dust and/or vacuum air supply & return grills Shampoo common area carpets Clean whiteboards only on request Compost collection X X STimes	Sweep & wet mop all hard surface flooring	Х				
Spot clean walls and doors Dust desks, chairs, tables & other furniture X Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss X Dust and/or vacuum air supply & return grills Shampoo common area carpets Clean whiteboards only on request Compost collection X X X X X X X X X X X X X	Dust reachable horizontal surfaces		Х			
Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss Dust and/or vacuum air supply & return grills Shampoo common area carpets Clean whiteboards only on request Compost collection X X X X X X X X X X X X X	Remove fingerprints from doors & partition glass	Х				
Dust all sills, ledges & moldings Clean door kick plates & thresholds X Detail edge all carpeted areas Dust all high partition ledges & moldingss X Dust and/or vacuum air supply & return grills Shampoo common area carpets Clean whiteboards only on request Compost collection X X X X X X X X X X X X X	Spot clean walls and doors		Х			
Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss Dust and/or vacuum air supply & return grills Shampoo common area carpets Clean whiteboards only on request Compost collection X X X X X X X X X X X X X	Dust desks, chairs, tables & other furniture		Х			
Detail edge all carpeted areas Dust all high partition ledges & moldingss Dust and/or vacuum air supply & return grills Shampoo common area carpets Clean whiteboards only on request Compost collection X X X X X X X X X X X X X	Dust all sills, ledges & moldings		Х			
Dust all high partition ledges & moldingss Dust and/or vacuum air supply & return grills Shampoo common area carpets Clean whiteboards only on request Compost collection 3 Times	Clean door kick plates & thresholds		Х			
Dust and/or vacuum air supply & return grills Shampoo common area carpets Clean whiteboards only on request Compost collection 3 Times	Detail edge all carpeted areas			Х		
Shampoo common area carpets Clean whiteboards only on request Compost collection 3 Times	Dust all high partition ledges & moldingss			Х		
Clean whiteboards only on request Compost collection 3 Times	Dust and/or vacuum air supply & return grills				Х	
Compost collection 3 Times	Shampoo common area carpets				Х	
	Clean whiteboards only on request					
TASKS: INDIVIDUAL OFFICES Daily Weekly Monthly Quarterly Yearly	Compost collection		3 Times			
TASKS: INDIVIDUAL OFFICES Daily Weekly Monthly Quarterly Yearly						
	TASKS: INDIVIDUAL OFFICES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash X	Collect & properly dispose of trash	Х				
Vacuum carpeted areas; spot clean as needed X	Vacuum carpeted areas; spot clean as needed	Х				
Sweep & dust mop all hard surface flooring X	Sweep & dust mop all hard surface flooring	Х				
Dust reachable horizontal surfaces X	Dust reachable horizontal surfaces		Х			
Remove fingerprints from doors & partition glass X	Remove fingerprints from doors & partition glass	Х				
Spot clean walls and doors X	Spot clean walls and doors		Х			
Dust desks, chairs, tables & other furniture X	Dust desks, chairs, tables & other furniture		Х			
Dust all sills, ledges & moldings X	Dust all sills, ledges & moldings		Х			
Clean door kick plates & thresholds X	Clean door kick plates & thresholds		X			
Detail edge all carpeted areas X	Detail edge all carpeted areas			Х		
Dust all high partition ledges & moldingss X	Dust all high partition ledges & moldingss			Х		
Dust and/or vacuum air supply & return grills X	Dust and/or vacuum air supply & return grills				Х	
Clean whiteboards only on request	Clean whiteboards only on request					

TASKS: CLASSROOMS & CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	Х				
Collect & properly dispose of recycling		Х			
Clean chalkboards/white boards; replenish erasers, markers &					
chalk as needed	Х				
Vacuum carpeted areas; spot clean as needed	Х				
Sweep & dust mop all hard surface flooring	Х				
Wipe/dust reachable horizontal surfaces		Х			
Remove fingerprints from doors & partition glass	Х				
Spot clean walls and doors		Х			
Straighten furniture	Х				
Clean sinks	Х				
Refill soap and paper towel dispensers	Х				
Dust desks, chairs, tables & other furniture		Х			
Wipe classroom tabletops	Х				
Dust all sills, ledges & moldings		Х			
Clean door kick plates & thresholds		Х			
Detail edge all carpeted areas			Х		
Dust all high partition ledges & moldings			Х		
Dust and/or vacuum air supply & return grills				Х	
ISHAIIIDOO COHIIIIOH area Carpets				1 X I	
Shampoo common area carpets				X	
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS	Daily	Weekly	Monthly	X Quarterly	Yearly
	Daily X	Weekly	Monthly		Yearly
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS	•	Weekly	Monthly		Yearly
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS Collect & properly dispose of trash	•		Monthly		Yearly
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS Collect & properly dispose of trash Collect & properly dispose of recycling	Х		Monthly		Yearly
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS Collect & properly dispose of trash Collect & properly dispose of recycling Clean sinks	X		Monthly		Yearly
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS Collect & properly dispose of trash Collect & properly dispose of recycling Clean sinks Restock soap and paper towel dispensers	X X X		Monthly		Yearly
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS Collect & properly dispose of trash Collect & properly dispose of recycling Clean sinks Restock soap and paper towel dispensers Vacuum carpeted areas; spot clean as needed	X X X		Monthly		Yearly
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS Collect & properly dispose of trash Collect & properly dispose of recycling Clean sinks Restock soap and paper towel dispensers Vacuum carpeted areas; spot clean as needed Sweep & wet mop all hard surface flooring	X X X	X	Monthly		Yearly
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS Collect & properly dispose of trash Collect & properly dispose of recycling Clean sinks Restock soap and paper towel dispensers Vacuum carpeted areas; spot clean as needed Sweep & wet mop all hard surface flooring Dust reachable horizontal surfaces	X X X X	X	Monthly		Yearly
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS Collect & properly dispose of trash Collect & properly dispose of recycling Clean sinks Restock soap and paper towel dispensers Vacuum carpeted areas; spot clean as needed Sweep & wet mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture	X X X X	X	Monthly		Yearly
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS Collect & properly dispose of trash Collect & properly dispose of recycling Clean sinks Restock soap and paper towel dispensers Vacuum carpeted areas; spot clean as needed Sweep & wet mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings	X X X X	X	Monthly		Yearly
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS Collect & properly dispose of trash Collect & properly dispose of recycling Clean sinks Restock soap and paper towel dispensers Vacuum carpeted areas; spot clean as needed Sweep & wet mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds	X X X X	X X X	Monthly		Yearly
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS Collect & properly dispose of trash Collect & properly dispose of recycling Clean sinks Restock soap and paper towel dispensers Vacuum carpeted areas; spot clean as needed Sweep & wet mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas	X X X X	X X X X	Monthly		Yearly
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS Collect & properly dispose of trash Collect & properly dispose of recycling Clean sinks Restock soap and paper towel dispensers Vacuum carpeted areas; spot clean as needed Sweep & wet mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss	X X X X	X X X X			Yearly
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS Collect & properly dispose of trash Collect & properly dispose of recycling Clean sinks Restock soap and paper towel dispensers Vacuum carpeted areas; spot clean as needed Sweep & wet mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss Dust and/or vacuum air supply & return grills	X X X X	X X X X	X		Yearly
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS Collect & properly dispose of trash Collect & properly dispose of recycling Clean sinks Restock soap and paper towel dispensers Vacuum carpeted areas; spot clean as needed Sweep & wet mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss Dust and/or vacuum air supply & return grills Shampoo common area carpets	X X X X	X X X X	X	Quarterly	Yearly
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS Collect & properly dispose of trash Collect & properly dispose of recycling Clean sinks Restock soap and paper towel dispensers Vacuum carpeted areas; spot clean as needed Sweep & wet mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss Dust and/or vacuum air supply & return grills	X X X X	X X X X	X	Quarterly	Yearly

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

Clean and disinfect floor	Х				
Clean floor drain	Х				
Refill all dispensers	X				
Wipe and disinfect dispensers and adjacent sufaces	X				
Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills			Х		
Replace waterless urinal cartridges			X		
Empty waste from sharps containers when full					
TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS,	Daily	Weekly	Monthly	Quarterly	Yearly
KITCHENETTES	•	2 =:	·		,
Collect & properly dispose of trash		2 Times			
Collect & properly dispose of recycling		Х			
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	Х				
Dust reachable horizontal surfaces		Х			
Remove fingerprints from doors & partition glass	Х				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		Х			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldingss			Х	V	
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets Clean whiteboards only on request				Х	
Compost Collection		3 Times			
Compost Conection		5 Tilles			
TASKS: INDIVIDUAL OFFICES	Daily	Mookly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	Dally	VVEEKIY	n/a	Quarterly	Tearry
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 & moldingss			X		
Dust and/or vacuum air supply & return grills				Х	
Clean whiteboards only on request					
, ,					
TASKS: CLASSROOMS & CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly

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

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	Х				
Restrooms	Х				
Departmental offices, breakrooms & kitchenettes	Х				
Individual offices			2 Times		
Classrooms, conference rooms, class labs	Х				
Multi-purpose rooms, common areas	Х				
Stairwells	Х				
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	Х				
Collect & properly dispose of recycling	X				
Clean walk-off mats	Х				
Vacuum carpeted areas; spot clean as needed	X				
Sweep & dust/damp mop all hard surface flooring	Χ				
Dust reachable horizontal surfaces		Χ			
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		Х			
Dust all sills, ledges & moldings		Х			
Clean door kick plates & thresholds		Х			
Detail edge all carpeted areas			Х		
Dust and/or vacuum air supply & return grills				Х	
Shampoo common area carpets				Х	
Sweep & spot clean stairwells and landings	Х				
Spot clean stairwell walls and doors		Х			
TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly
Clean mirrors	Х				
Clean and disinfect sinks	Х				
Clean and disinfect toilets and urinals	Х				
Collect & properly dispose of trash	Х				
De-scale sinks, toilets and urinals		Х			
Clean partitions and doors	Х				
Spot clean walls and doors	X				

Clean and disinfect floor	Х				
Clean floor drain	Х				
Refill all dispensers	X				
Wipe and disinfect dispensers and adjacent sufaces	X				
Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills			Х		
Replace waterless urinal cartridges			X		
Empty waste from sharps containers when full					
TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS,	Daily	Weekly	Monthly	Quarterly	Yearly
KITCHENETTES	•	2 =:	·		,
Collect & properly dispose of trash		2 Times			
Collect & properly dispose of recycling		Х			
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	Х				
Dust reachable horizontal surfaces		Х			
Remove fingerprints from doors & partition glass	Х				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		Х			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldingss			Х	V	
Dust and/or vacuum air supply & return grills				X	
Shampoo common area carpets Clean whiteboards only on request				Х	
Compost Collection		3 Times			
Compost Conection		5 Tilles			
TASKS: INDIVIDUAL OFFICES	Daily	Mookly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	Dally	VVEEKIY	n/a	Quarterly	Tearry
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 & moldingss			X		
Dust and/or vacuum air supply & return grills				Х	
Clean whiteboards only on request					
, ,					
TASKS: CLASSROOMS & CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly

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

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

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

CUSTODIAL SERVICE SPECIFICATIONS - PETER STOTT CENTER Gross Sq Ft: 220,088 Cleanable Sq Ft: 119,776

Gross Sq. Ft: 220,088 Cleanable Sq. Ft: 119,776					
AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly
Public corridors, building entrances & lobbies	Х				
Restrooms	Х				
Departmental offices, breakrooms & kitchenettes	Х				
Individual offices	Х				
Classrooms, conference rooms, class labs	Х				
Gymnasiums	Х				
Multi-purpose rooms, common areas	Х				
Stairwells	Х				
Shower and Locker Rooms	Х				
Swimming Pool Area	Х				
Rooftop, running track & tennis courts.	Х				
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	Х				
Collect & properly dispose of recycling		Х			
Clean walk-off mats	Х				
Vacuum carpeted areas; spot clean as needed	Х				
Sweep & dust/damp mop all hard surface flooring	Х				
Dust reachable horizontal surfaces		Х			
Remove fingerprints from doors & partition glass	Х				
Spot clean walls and doors	Х				
Clean and sanitize drinking fountains/hydration stations	Х				
Dust desks, chairs, tables & other furniture		Х			
Dust all sills, ledges & moldings		Х			
Clean door kick plates & thresholds		Х			
Detail edge all carpeted areas		Х			
Dust and/or vacuum air supply & return grills				Х	
Shampoo common area carpets				Х	
Sweep & spot clean stairwells and landings	Х				
Spot clean stairwell walls and doors		Х			

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

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

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

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

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

CUSTODIAL SERVICE SPECIFICATIONS -- SCIENCE and EDUCATION CENTER Gross Sq Ft: 36,857 Cleanable Sq Ft: 32,998

G1055 34 Ft. 30,037 Cleanable 34 Ft. 32,336								
AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly			
Public corridors, building entrances & lobbies	Х							
Restrooms	Х							
Departmental offices, breakrooms & kitchenettes	Х							
Individual offices	Χ							
Conference rooms	Х							
Multi-purpose rooms, common areas	Х							
Stairwells	Х							
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly			
Collect & properly dispose of trash	Х							
Collect & properly dispose of recycling	Χ							
Clean walk-off mats	Χ							
Vacuum carpeted areas; spot clean as needed	Х							
Sweep & dust/damp mop all hard surface flooring	Х							
Dust reachable horizontal surfaces		Х						
Remove fingerprints from doors & partition glass	Х							
Spot clean walls and doors	Х							
Clean and sanitize drinking fountains/hydration stations	Х							
Service Hydration stations if applicable			2 Times					
Dust desks, chairs, tables & other furniture		Х						
Dust all sills, ledges & moldings		Х						
Clean door kick plates & thresholds		Х						
Detail edge all carpeted areas			Х					
Dust and/or vacuum air supply & return grills				Х				
Shampoo common area carpets				Х				
Sweep & spot clean stairwells and landings	Х							
Spot clean stairwell walls and doors	Х							
TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly			
Clean mirrors	Х							
Clean and disinfect sinks	Х							
Clean and disinfect toilets and urinals	Х							
Collect & properly dispose of trash	Х							
De-scale sinks, toilets and urinals		Х						
Clean partitions and doors	Х							
Spot clean walls and doors	Χ							
Clean and disinfect floor	Х							
Clean floor drain	Х							

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

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

CUSTODIAL SERVICE SPECIFICATIONS - SCIENCE BUILDING 1 Gross Sq Ft: 90, 884 Cleanable Sq Ft: 73,282

Gross Sq Ft: 90, 884 Cleanable Sq Ft: 73,282					
AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly
Public corridors, building entrances & lobbies	Х				
Restrooms	Х				
Departmental offices, breakrooms & kitchenettes	Х				
Individual offices			2 Times		
Classrooms, conference rooms, class labs	Х				
Non-class labs		Х			
Multi-purpose rooms, common areas	Х				
Stairwells	Х				
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	Х				
Collect & properly dispose of recycling	Х				
Clean walk-off mats	Х				
Vacuum carpeted areas; spot clean as needed	Х				
Sweep & dust/damp mop all hard surface flooring	Х				
Dust reachable horizontal surfaces		Х			
Remove fingerprints from doors & partition glass	Х				
Spot clean walls and doors	Х				
Clean and sanitize drinking fountains/hydration stations	Х				
Service Hydration stations			2 Times		
Dust desks, chairs, tables & other furniture		Х			
Dust all sills, ledges & moldings		Х			
Clean door kick plates & thresholds		Х			
Detail edge all carpeted areas			Х		
Dust and/or vacuum air supply & return grills				Х	
Shampoo common area carpets				Х	
Sweep & spot clean stairwells and landings	Х				
Spot clean stairwell walls and doors		Х			
TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly
Clean mirrors	Х				
Clean and disinfect sinks	Х				
Clean and disinfect toilets and urinals	Х				
Collect & properly dispose of trash	Х				
De-scale sinks, toilets and urinals		Х			
Clean partitions and doors	Х				
Spot clean walls and doors	Х				
Clean and disinfect floor	Х				
Clean floor drain	Х				

Refill all dispensers	Х				
Wipe and disinfect dispensers and adjacent sufaces	X				
Check devices for proper operation after filling/cleaning	X				
Dust and/or vacuum air supply & return grills			Х		
Replace waterless urinal cartridges			X		
Empty waste from sharps containers when full			Λ		
Empty waste from sharps containers when rain					
TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS,					
KITCHENETTES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	Х	2 Times			
Collect & properly dispose of recycling		X			
Clean and disinfect breakroom/kitchenette sinks	Х	Α			
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		Х			
Remove fingerprints from doors & partition glass	X	 			
Spot clean walls and doors		Х			
Dust desks, chairs, tables & other furniture		X			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			Х		
Dust all high partition ledges & moldingss			Х		
Dust and/or vacuum air supply & return grills				Х	
Shampoo common area carpets				Х	
Clean whiteboards only on request					
Compost Collection		3 Times			
[COMPOST COMECTION		3 1111163			
Compost Conection		3 Tilles			
TASKS: INDIVIDUAL OFFICES	Daily	Weekly	Monthly	Quarterly	Yearly
·	Daily		Monthly n/a	Quarterly	Yearly
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash	Daily		•	Quarterly	Yearly
TASKS: INDIVIDUAL OFFICES	Daily		n/a	Quarterly	Yearly
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed	Daily		n/a 2 Times	Quarterly	Yearly
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring	Daily		n/a 2 Times 2 Times	Quarterly	Yearly
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces	Daily		n/a 2 Times 2 Times 2 Times	Quarterly	Yearly
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass	Daily		n/a 2 Times 2 Times 2 Times 2 Times	Quarterly	Yearly
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors	Daily		n/a 2 Times 2 Times 2 Times 2 Times 2 Times 2 Times	Quarterly	Yearly
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture	Daily		n/a 2 Times	Quarterly	Yearly
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings	Daily		n/a 2 Times X	Quarterly	Yearly
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds	Daily		n/a 2 Times 2 Times 2 Times 2 Times 2 Times 2 Times X X	Quarterly	Yearly
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas	Daily		n/a 2 Times 2 Times 2 Times 2 Times 2 Times 2 Times X X	Quarterly	Yearly
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss	Daily		n/a 2 Times 2 Times 2 Times 2 Times 2 Times 2 Times X X		Yearly
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss Dust and/or vacuum air supply & return grills	Daily		n/a 2 Times 2 Times 2 Times 2 Times 2 Times 2 Times X X		Yearly
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss Dust and/or vacuum air supply & return grills	Daily		n/a 2 Times 2 Times 2 Times 2 Times 2 Times 2 Times X X		Yearly
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss Dust and/or vacuum air supply & return grills	Daily		n/a 2 Times 2 Times 2 Times 2 Times 2 Times 2 Times X X		Yearly
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss Dust and/or vacuum air supply & return grills Clean whiteboards only on request		Weekly	n/a 2 Times 2 Times 2 Times 2 Times 2 Times X X X X	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	Х				
Wipe/dust reachable horizontal surfaces	+	Х			
Remove fingerprints from doors & partition glass	Х				
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	+	Х			
Wipe classroom tabletops	Х				
Dust all sills, ledges & moldings	+	Х			
Clean door kick plates & thresholds	†	X			
Detail edge all carpeted areas	+		Х		
Dust all high partition ledges & moldings	†		Х		
Dust and/or vacuum air supply & return grills				Х	
Shampoo common area carpets				Х	
·					
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		Х			
Sweep & wet mop all hard surface flooring		Х			
Wipe/dust reachable horizontal surfaces		Х			
Remove fingerprints from doors & partition glass		Х			
Spot clean walls and doors		X			
Clean sinks		Х			
Refill soap and papertowel dispensers		X			
Dust desks, chairs, tables & other furniture		Х			
Wipe lab tabletops		N/A			
Dust all sills, ledges & moldings		X			
Clean door kick plates & thresholds		X			
Detail edge all carpeted areas			Χ		
Dust all high partition ledges & moldingss			Χ		
Dust and/or vacuum air supply & return grills				Х	
Shampoo common area carpets				Х	
TASKS: MULTI-PURPOSE ROOMS & COMMON AREAS	Daily	Weekly	Monthly	Quarterly	Yearly
		1	1		
Collect & properly dispose of trash	Х				
Collect & properly dispose of recycling		Х			
Collect & properly dispose of recycling Clean sinks	X	X			
Collect & properly dispose of recycling		X			

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

_	•		1		
Spot clean walls and doors	Χ				
Clean and disinfect floor	Х				
Clean floor drain	Х				
Refill all dispensers	Х				
Wipe and disinfect dispensers and adjacent sufaces	Х				
Check devices for proper operation after filling/cleaning	Х				
Dust and/or vacuum air supply & return grills			Х		
Replace waterless urinal cartridges			Х		
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		Х			
Clean and disinfect breakroom/kitchenette sinks	Х				
Restock soap and paper towel dispensers	Х				
Vacuum carpeted areas; spot clean as needed	Х				
Sweep & wet mop all hard surface flooring	Х				
Dust reachable horizontal surfaces		Х			
Remove fingerprints from doors & partition glass	Х				
Spot clean walls and doors		Х			
Dust desks, chairs, tables & other furniture		Х			
Dust all sills, ledges & moldings		Х			
Clean door kick plates & thresholds		Х			
Detail edge all carpeted areas			Х		
Dust all high partition ledges & moldingss			Х		
Dust and/or vacuum air supply & return grills				Х	
Shampoo common area carpets				Х	
Clean whiteboards only on request					
Compost Collection		3 Times			
		3 1111103			
TASKS: INDIVIDUAL OFFICES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	Dany	veciny	n/a	Quarterry	rearry
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 & moldingss			Х		
Dust and/or vacuum air supply & return grills				Х	
Clean whiteboards only on request					

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

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

CUSTODIAL SERVICE SPECIFICATIONS -- SHATTUCK HALL (LEED BUILDING) Gross Sq Ft: 73,082 Cleanable Sq Ft: 58,986

Gross Sq Ft: 73,082 Cleanable Sq Ft: 58,986							
AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly		
Public corridors, building entrances & lobbies	Х						
Restrooms	Χ						
Departmental offices, breakrooms & kitchenettes	Х						
Individual offices	Х						
Conference rooms	Х						
Multi-purpose rooms, common areas	Х						
Stairwells	Х						
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly		
	V						
Collect & properly dispose of trash	X						
Collect & properly dispose of recycling Clean walk-off mats	X						
	X						
Vacuum carpeted areas; spot clean as needed	X						
Sweep & dust/damp mop all hard surface flooring	Х	.,					
Dust reachable horizontal surfaces		Х					
Remove fingerprints from doors & partition glass	X						
Spot clean walls and doors	Х						
Clean and sanitize drinking fountains/hydration stations	Х						
Service Hydration stations			2 Times				
Dust desks, chairs, tables & other furniture		Х					
Dust all sills, ledges & moldings		Х					
Clean door kick plates & thresholds		Х					
Detail edge all carpeted areas			Х				
Dust and/or vacuum air supply & return grills				Х			
Shampoo common area carpets				Х			
Sweep & spot clean stairwells and landings	Х						
Spot clean stairwell walls and doors	Х						
TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly		
Clean mirrors	Х						
Clean and disinfect sinks	Х						
Clean and disinfect toilets and urinals	Х						
Collect & properly dispose of trash	Х						
De-scale sinks, toilets and urinals		Х					
Clean partitions and doors	Х						
Spot clean walls and doors	Х						
Clean and disinfect floor	Х						

Clean floor drain	Х				
Refill all dispensers	Х				
Wipe and disinfect dispensers and adjacent sufaces	Х				
Check devices for proper operation after filling/cleaning	Х				
Dust and/or vacuum air supply & return grills			Х		
Replace waterless urinal cartridges			Х		
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		Х			
Clean and disinfect breakroom/kitchenette sinks	X				
Restock soap and paper towel dispensers	Х				
Vacuum carpeted areas; spot clean as needed	Х				
Sweep & wet mop all hard surface flooring	Х				
Dust reachable horizontal surfaces		Х			
Remove fingerprints from doors & partition glass	Х				
Spot clean walls and doors		Х			
Dust desks, chairs, tables & other furniture		Х			
Dust all sills, ledges & moldings		Х			
Clean door kick plates & thresholds		Х			
Detail edge all carpeted areas			Χ		
Dust all high partition ledges & moldingss			Χ		
Dust and/or vacuum air supply & return grills				Х	
Shampoo common area carpets				Х	
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	Х				
Sweep & dust mop all hard surface flooring	Х				
Dust reachable horizontal surfaces		Х			
Remove fingerprints from doors & partition glass	Х				
Spot clean walls and doors		Х			
Dust desks, chairs, tables & other furniture		Х			
Dust all sills, ledges & moldings		Х			
Clean door kick plates & thresholds		Х			
Detail edge all carpeted areas			X		
Dust all high partition ledges & moldingss			Х		
Dust and/or vacuum air supply & return grills				Х	
Clean whiteboards only on request					
— A OV. O. A CO. O. O. A CO.	5 11	100			
TASKS: CLASSROOMS & CLASS LABS	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	Х	.,			
Collect & properly dispose of recycling		Х			

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

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

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

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

CUSTODIAL SERVICE SPECIFICATIONS -- UNIVERSITY SERVICES BLDG Gross Sq Ft: 61,915 Cleanable Sq Ft: 53,777

Gross Sq Ft: 61,915 Cleanable Sq Ft: 53,777							
AREA TYPE	Daily	Weekly	Monthly	Quarterly	Yearly		
Public corridors, building entrances & lobbies	Х						
Restrooms	Х						
Departmental offices, breakrooms & kitchenettes	Х						
Individual offices			2 Times				
Conference rooms	Х						
Multi-purpose rooms, common areas	Х						
Stairwells	Х						
TASKS: PUBLIC CORRIDORS, BUILDING ENTRANCES & LOBBIES, STAIRWELLS	Daily	Weekly	Monthly	Quarterly	Yearly		
Collect & properly dispose of trash	Х						
Collect & properly dispose of recycling		Х					
Clean walk-off mats	Х						
Vacuum carpeted areas; spot clean as needed	Х						
Sweep & dust/damp mop all hard surface flooring	Х						
Dust reachable horizontal surfaces		Х					
Remove fingerprints from doors & partition glass	Х						
Spot clean walls and doors	Х						
Clean and sanitize drinking fountains/hydration stations	Х						
Service Hydration stations			2 Times				
Dust desks, chairs, tables & other furniture		Х					
Dust all sills, ledges & moldings		Х					
Clean door kick plates & thresholds		Х					
Detail edge all carpeted areas			Х				
Dust and/or vacuum air supply & return grills				Х			
Shampoo common area carpets				Х			
Sweep & spot clean stairwells and landings	Х						
Spot clean stairwell walls and doors		Х					
TASKS: RESTROOMS	Daily	Weekly	Monthly	Quarterly	Yearly		
Clean mirrors	Х						
Clean and disinfect sinks	Х						
Clean and disinfect toilets and urinals	Х						
Collect & properly dispose of trash	Х						
De-scale sinks, toilets and urinals		Х					
Clean partitions and doors	Х						

_	•		1		
Spot clean walls and doors	Χ				
Clean and disinfect floor	Х				
Clean floor drain	Х				
Refill all dispensers	Х				
Wipe and disinfect dispensers and adjacent sufaces	Х				
Check devices for proper operation after filling/cleaning	Х				
Dust and/or vacuum air supply & return grills			Х		
Replace waterless urinal cartridges			Х		
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		Х			
Clean and disinfect breakroom/kitchenette sinks	Х				
Restock soap and paper towel dispensers	Х				
Vacuum carpeted areas; spot clean as needed	Х				
Sweep & wet mop all hard surface flooring	Х				
Dust reachable horizontal surfaces		Х			
Remove fingerprints from doors & partition glass	Х				
Spot clean walls and doors		Х			
Dust desks, chairs, tables & other furniture		Х			
Dust all sills, ledges & moldings		Х			
Clean door kick plates & thresholds		Х			
Detail edge all carpeted areas			Х		
Dust all high partition ledges & moldingss			Х		
Dust and/or vacuum air supply & return grills				Х	
Shampoo common area carpets				Х	
Clean whiteboards only on request					
Compost Collection		3 Times			
		3 1111103			
TASKS: INDIVIDUAL OFFICES	Daily	Weekly	Monthly	Quarterly	Yearly
Collect & properly dispose of trash	Dany	veciny	n/a	Quarterry	rearry
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 & moldingss			Х		
Dust and/or vacuum air supply & return grills				Х	
Clean whiteboards only on request					

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

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

Check devices for proper operation after filling/cleaning	Х				
Dust and/or vacuum air supply & return grills			Х		
Replace waterless urinal cartridges			Х		
Empty waste from sharps containers when full					
TASKS: DEPARTMENT & OPEN OFFICE AREAS, BREAK ROOMS,	Daily	Weekly	Monthly	Quarterly	Yearly
KITCHENETTES	Daily	Weekly	Widitilly	Quarterly	rearry
Collect & properly dispose of trash		2 Times			
Collect & properly dispose of recycling		X			
Clean and disinfect breakroom/kitchenette sinks	Х				
Restock soap and paper towel dispensers	Х				
Vacuum carpeted areas; spot clean as needed	Х				
Sweep & wet mop all hard surface flooring	Х				
Dust reachable horizontal surfaces		Х			
Remove fingerprints from doors & partition glass	Х				
Spot clean walls and doors		X			
Dust desks, chairs, tables & other furniture		Х			
Dust all sills, ledges & moldings		Х			
Clean door kick plates & thresholds		Χ			
Detail edge all carpeted areas			Х		
Dust all high partition ledges & moldingss			Х		
Dust and/or vacuum air supply & return grills				Х	
Shampoo common area carpets				Х	
Clean whiteboards only on request					
Compost Collection		3 Times			
- Compost Concession		3 111163			
·	- "				
TASKS: INDIVIDUAL OFFICES	Daily	Weekly	Monthly	Quarterly	Yearly
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash	Daily		n/a	Quarterly	Yearly
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed	Daily		n/a 2 Times	Quarterly	Yearly
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring	Daily		n/a 2 Times 2 Times	Quarterly	Yearly
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces	Daily		n/a 2 Times 2 Times 2 Times	Quarterly	Yearly
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass	Daily		n/a 2 Times 2 Times 2 Times 2 Times	Quarterly	Yearly
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors	Daily		n/a 2 Times 2 Times 2 Times 2 Times 2 Times 2 Times	Quarterly	Yearly
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture	Daily		n/a 2 Times	Quarterly	Yearly
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings	Daily		n/a 2 Times X	Quarterly	Yearly
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds	Daily		n/a 2 Times 2 Times 2 Times 2 Times 2 Times 2 Times X X	Quarterly	Yearly
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas	Daily		n/a 2 Times 2 Times 2 Times 2 Times 2 Times 2 Times X X X	Quarterly	Yearly
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss	Daily		n/a 2 Times 2 Times 2 Times 2 Times 2 Times 2 Times X X		Yearly
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss Dust and/or vacuum air supply & return grills	Daily		n/a 2 Times 2 Times 2 Times 2 Times 2 Times 2 Times X X X	Quarterly	Yearly
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss	Daily		n/a 2 Times 2 Times 2 Times 2 Times 2 Times 2 Times X X X		Yearly
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss Dust and/or vacuum air supply & return grills	Daily		n/a 2 Times 2 Times 2 Times 2 Times 2 Times 2 Times X X X		Yearly
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss Dust and/or vacuum air supply & return grills Clean whiteboards only on request		Weekly	n/a 2 Times 2 Times 2 Times 2 Times 2 Times X X X X	X	
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss Dust and/or vacuum air supply & return grills Clean whiteboards only on request TASKS: CLASSROOMS & CLASS LABS	Daily		n/a 2 Times 2 Times 2 Times 2 Times 2 Times 2 Times X X X		Yearly
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss Dust and/or vacuum air supply & return grills Clean whiteboards only on request TASKS: CLASSROOMS & CLASS LABS Collect & properly dispose of trash		Weekly	n/a 2 Times 2 Times 2 Times 2 Times 2 Times X X X X	X	
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss Dust and/or vacuum air supply & return grills Clean whiteboards only on request TASKS: CLASSROOMS & CLASS LABS Collect & properly dispose of recycling	Daily	Weekly	n/a 2 Times 2 Times 2 Times 2 Times 2 Times X X X X	X	
TASKS: INDIVIDUAL OFFICES Collect & properly dispose of trash Vacuum carpeted areas; spot clean as needed Sweep & dust mop all hard surface flooring Dust reachable horizontal surfaces Remove fingerprints from doors & partition glass Spot clean walls and doors Dust desks, chairs, tables & other furniture Dust all sills, ledges & moldings Clean door kick plates & thresholds Detail edge all carpeted areas Dust all high partition ledges & moldingss Dust and/or vacuum air supply & return grills Clean whiteboards only on request TASKS: CLASSROOMS & CLASS LABS Collect & properly dispose of trash	Daily	Weekly	n/a 2 Times 2 Times 2 Times 2 Times 2 Times X X X X	X	

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