

General Custodial Guidelines

The following guidelines provide a broad overview of routine custodial services and the general frequency of various cleaning tasks. Please note that the schedule and tasks described herein are subject to variation based on daily staffing levels, inclement weather, and emergency calls.

I. Uptown Academic Podium; Downtown Academic Campus; Athletics; and Out Buildings

A. PUBLIC AREAS – ENTRANCES, LOBBIES, AND HALLWAYS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Unlock academic building main entrance doors. ➤ Walk off mats vacuumed. ➤ Dust mop, wet mop or auto scrub vinyl or terrazzo floors, where applicable. ➤ Trash cans emptied and liners replaced. ➤ Drinking fountains disinfected. 	<ul style="list-style-type: none"> ➤ Public area trash cans cleaned. ➤ Glass display cases dusted. ➤ Carpeted areas vacuumed as needed. ➤ Windows and door glass spot cleaned as necessary. 		<ul style="list-style-type: none"> ➤ Floors top scrubbed/ stripped and waxed. ➤ Walk off mats replaced. ➤ Vents dusted. ➤ Spot cleaning of walls. ➤ Burnish public areas, hallways, and entrances if time/staffing permit. 	<ul style="list-style-type: none"> ➤ Set up, break down, and clean up after events. ➤ Outside public windows and glass cleaned one hour/day on rotational basis when weather and conditions permit.

B. CLASSROOMS, TEACHING LABS, LECTURE CENTER, LSRB LABS, AND THEATERS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ White, chalk boards cleaned. ➤ Floors dust mopped, wet mopped or vacuumed. ➤ Desks straightened. ➤ Replace chalk and board erasers as needed. ➤ Empty trash and recycling receptacles, replace liners on Tuesday Thursday and Fridays 	<ul style="list-style-type: none"> ➤ Desk tops cleaned. ➤ Chalk board troughs cleaned. 	<ul style="list-style-type: none"> ➤ Clean trash cans. 	<ul style="list-style-type: none"> ➤ Top scrub/strip/wax/ burnish vinyl tile floors. ➤ Bonnet buff/extract carpets. ➤ Clean door surfaces and jams. ➤ Clean windows. ➤ Dust vents, windowsills. ➤ Spot clean walls. 	<ul style="list-style-type: none"> ➤ Set up, break down, and clean up after events.

C. STAIRWELLS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Swept if needed. ➤ Spot mopped if needed. 	<ul style="list-style-type: none"> ➤ Mopped/scrubbed. 	<ul style="list-style-type: none"> ➤ Handrails washed, window ledges dusted. 	<ul style="list-style-type: none"> ➤ Pressure washed. ➤ Stairwell doors cleaned. ➤ Landings top scrubbed/stripped/waxed buffed. 	

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D. OFFICES, CONFERENCE ROOMS, LIBRARIES, BREAK ROOMS, KITCHENETTES, AND RECEPTION AREAS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Occupants will leave trash and recycling receptacles in hallways for custodians to empty and reline. ➤ Wipe down tables and reset chairs, as needed, conference rooms only. ➤ Occupants responsible for cleaning tables and/or countertops in kitchenettes. 	<ul style="list-style-type: none"> ➤ Wipe down appliances, sinks, and fixtures, as necessary. 	<ul style="list-style-type: none"> ➤ Carpets vacuumed, as needed 	<ul style="list-style-type: none"> ➤ Public area vinyl floors top scrubbed/stripped/waxed/burnished. ➤ Carpets bonnet buffed and extracted. ➤ Window ledges dusted, clean doors and wall surfaces. ➤ Clean study carrels and desk tops. ➤ Vents dusted. ➤ Display cases dusted. 	<ul style="list-style-type: none"> ➤ Private office carpets shampooed and vinyl tile floors stripped, waxed, and burnished through submission of funded work requests by occupants.
E. RESEARCH LABS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Empty trash and recycling receptacles, replace liners on Tuesday Thursday and Fridays 	<ul style="list-style-type: none"> ➤ Dust and/or wet map labs as needed. 			<ul style="list-style-type: none"> ➤ Research lab vinyl tile floors are stripped, waxed, and burnished ONLY through submission of funded work requests by occupants. Researcher is responsible for removing all items from the floors and ensuring all equipment and chemicals are secure.
F. CAMPUS CENTER MEETING ROOMS, BALLROOM, AND LOUNGES				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Rooms/Lounges set up for scheduled events. ➤ Monitor areas including restrooms during and after events. ➤ Empty trash and recycling receptacles, replace liners. ➤ Spots, spills removed. 	<ul style="list-style-type: none"> ➤ Trash cans cleaned. ➤ Walls spot cleaned. ➤ Desk, table tops washed. ➤ Lounge furniture vacuumed/dusted. ➤ Carpets Vacuumed. 		<ul style="list-style-type: none"> ➤ Carpets bonnet buffed and extracted. ➤ Vinyl tiled floors top scrubbed/stripped/waxed/burnished. ➤ Lounge furniture vacuumed. ➤ Vents, window ledges, cleaned. 	

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G. ELEVATORS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Sweep/vacuum. 	<ul style="list-style-type: none"> ➤ Vacuum door tracks. ➤ Clean doors and walls. 		<ul style="list-style-type: none"> ➤ Replace walk off mat. 	

H. REST ROOMS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Empty waste receptacles and change liners. ➤ Restock dispensers: soap, paper towels and toilet paper. ➤ Sweep and wash floors. ➤ Graffiti removed. ➤ Disinfect sinks, toilets, urinals. ➤ Clean mirrors. 		<ul style="list-style-type: none"> ➤ Spot wash walls. ➤ Dust top of partitions. ➤ Dust vents. ➤ Window ledges dusted. 	<ul style="list-style-type: none"> ➤ Tiled walls and floors pressure washed. ➤ Thorough cleaning of vents, fixtures and under sinks. 	

I. LOCKER ROOMS AND SHOWER AREAS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	MINIMUM 4 TIMES/YEAR	AS NEEDED
<ul style="list-style-type: none"> ➤ Empty trash receptacles and change liners. ➤ Dust mop floors. ➤ Wet mop. ➤ Sweep shower drains. ➤ Wash and disinfect shower room floors. 	<ul style="list-style-type: none"> ➤ Auto-scrub large locker room floors at least twice each week. ➤ Scrub shower room walls to prevent mildew build-up. 	<ul style="list-style-type: none"> ➤ Trash cans cleaned. 	<ul style="list-style-type: none"> ➤ Pressure wash all shower, drying areas and bathrooms. ➤ Dust tops of lockers. 	

J. PHYS ED POOL AREA				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Empty trash receptacles and replace liners. ➤ Clean water fountains. ➤ Pool area bathrooms cleaned according to standards. ➤ Entrance areas cleaned of dirt from street shoes. 	<ul style="list-style-type: none"> ➤ Edges and corners swept and mopped especially around and under seating areas where auto scrubber cannot reach. ➤ Pool deck auto scrubbed at least twice each week if not more often. 	<ul style="list-style-type: none"> ➤ Trash cans cleaned. 		<ul style="list-style-type: none"> ➤ Seating areas debris cleaned.

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K. AIR STRUCTURE ("THE BUBBLE")				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
	<ul style="list-style-type: none"> ➤ Auto scrub floor, if needed. 			<ul style="list-style-type: none"> ➤ Fulfill set up and break down of events according to schedules. ➤ Empty trash receptacles and replace liners. ➤ Sweep floor as needed.

L. SEFCU ARENA				
DAILY TASKS	TWICE WEEKLY TASKS	WEEKLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Unlock building entrance doors. ➤ Empty trash receptacles and replace liners. ➤ Dust mop arena floor. ➤ Clean and disinfect water fountains. ➤ Vacuum walk off mats. 	<ul style="list-style-type: none"> ➤ Auto scrub walk track. ➤ Vacuum purple running track as needed. 	<ul style="list-style-type: none"> ➤ Auto scrub gray rubber floor area. 		<ul style="list-style-type: none"> ➤ Fulfill set up and break down of events according to schedules. ➤ Thoroughly sweep and mop (if necessary) bleachers after events. ➤ Auto scrub purple running track as needed

M. ATHLETICS: GYMNASIUM, ACTIVITY AREAS, AND FITNESS CENTER				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Empty trash receptacles and replace liners. ➤ Remove trash/soda, water bottles from floors. ➤ Dust mop floors. ➤ Clean and disinfect water fountains. ➤ Remove gum, spit, debris. ➤ Sweep and mop racquet/ handball courts on a rotating basis when courts are free. ➤ Vacuum walk off mat leading to fitness center. ➤ Fulfill set up and break down of events according to schedules. 	<ul style="list-style-type: none"> ➤ Auto scrub A, B and C gym floors at least twice each week. ➤ Auto scrub dance studio floor and wrestling room floors. ➤ Clean dance studio glass and fitness center glass. ➤ Sweep and mop fitness center office floor. ➤ Clean fitness center door glass. 		<ul style="list-style-type: none"> ➤ Thorough cleaning to include vents, dust mop, wet mopping under treadmills, thorough cleaning of floor and around all equipment. ➤ Thorough cleaning of gymnasiums, racquet/ handball courts, dance studio, wrestling room and varsity weight room. 	

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II. Residence Halls (Indian, Dutch, Colonial, State, and Alumni Quads)

A. PUBLIC AREAS – ENTRANCES, LOBBIES, AND HALLWAYS LAUNDRY ROOMS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Walk off mats vacuumed. ➤ Dust mop, wet mop or auto scrub vinyl or terrazzo floors. ➤ Trash cans emptied and liners replaced. ➤ Drinking fountains disinfected. ➤ Windows and door glass spot cleaned as necessary. ➤ Outside public windows and glass cleaned one hour/day on rotational basis when weather permits. 	<ul style="list-style-type: none"> ➤ Public area trash cans cleaned. ➤ Glass display cases dusted. ➤ Carpeted areas vacuumed on a rotating basis. ➤ Clean Laundry rooms 	<ul style="list-style-type: none"> ➤ Burnish public areas, hallways, and entrances if time and staffing permit 	<ul style="list-style-type: none"> ➤ Floors top scrubbed/ stripped and waxed. ➤ Walk off mats replaced. ➤ Vents dusted. ➤ Spot cleaning of walls. 	<ul style="list-style-type: none"> ➤ Set up, break down, and clean up after events.
B. STAIRWELLS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Swept if needed. ➤ Spot mopped if needed. 	<ul style="list-style-type: none"> ➤ Mopped/scrubbed. 	<ul style="list-style-type: none"> ➤ Handrails washed, window ledges dusted. 	<ul style="list-style-type: none"> ➤ Pressure washed. ➤ Stairwell doors cleaned. ➤ Landings top scrubbed/ stripped/waxed buffed. 	
C. HALL ELEVATORS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Sweep/vacuum. 	<ul style="list-style-type: none"> ➤ Vacuum door tracks. ➤ Clean doors and walls. 		<ul style="list-style-type: none"> ➤ Replace walk off mat. 	

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D. PUBLIC RESTROOMS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Empty waste receptacles and change liners. ➤ Restock dispensers: soap, paper towels and toilet paper. ➤ Sweep floors. ➤ Graffiti removed. ➤ Disinfect sinks, toilets, urinals. ➤ Clean mirrors. ➤ Wash floors. 		<ul style="list-style-type: none"> ➤ Spot wash walls. ➤ Dust top of partitions. ➤ Dust vents. ➤ Dust window ledges. 	<ul style="list-style-type: none"> ➤ Tiled walls and floors pressure washed. ➤ Thorough cleaning of vents, fixtures and under sinks. 	

E. PRIVATE SUITE ROOM BATHROOMS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ 	<ul style="list-style-type: none"> ➤ Empty waste receptacles and change liners. ➤ Restock dispensers: soap, paper towels and toilet paper. ➤ Sweep floors. ➤ Disinfect sinks and toilets. ➤ Clean mirrors. ➤ Wash floors. ➤ Sweep shower drains. ➤ Wash and disinfect shower room floors. ➤ Wipe and clean shower curtains. 		<ul style="list-style-type: none"> ➤ Tiled walls and floors pressure washed. ➤ Thorough cleaning of vents, fixtures and under sinks. ➤ Replace shower curtains. 	

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F. PUBLIC TUB AND SHOWER ROOMS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Empty trash receptacles and change liners. ➤ Dust mop floors. ➤ Wet mop. ➤ Sweep shower drains. ➤ Wash and disinfect shower room floors. ➤ Wipe and clean shower curtains. 	<ul style="list-style-type: none"> ➤ Scrub shower room walls to prevent mildew build-up. 			

G. RES HALL FITNESS CENTERS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Empty trash and recycling receptacles, replace liners on Tuesday Thursday and Fridays ➤ Restock paper towel dispensers as necessary. ➤ Remove trash/soda, water bottles from floors. ➤ Dust mop floors. ➤ Spot clean as necessary. ➤ Vacuum walk off mat leading to fitness center. 	<ul style="list-style-type: none"> ➤ Dust ledges and flat surfaces. ➤ Wet mop floor mats. ➤ Clean fitness center door glass. ➤ Spot clean as necessary. 		<ul style="list-style-type: none"> ➤ Thorough cleaning to include vents, dust mop, wet mopping floors under and around all equipment. 	

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H. RES HALLS - SUMMER CLEANING CHECKLIST		
RESIDENT ROOMS AND SUITES	CORRIDORS, LOUNGES, AND STAIRWELLS	COMMON WASHROOMS, SHOWER/TUB ROOMS, RESTROOMS
<ul style="list-style-type: none"> ➤ Remove any remaining items not part of regular room inventory. ➤ Sweep, dust mop and/or vacuum all floor surfaces. ➤ Remove all nails, tacks, tape and adhesives from walls and ceiling. ➤ Complete dusting of all wall surfaces. ➤ Completely wash all room walls and room furniture. ➤ Disassemble all lofted beds. ➤ Wipe down all room furniture with disinfectant cleaner. ➤ Thoroughly clean all windows, screens, blinds, shades. ➤ Inventory room furniture and replace any damaged or broken furniture. ➤ Discard and replace any worn, ripped, or soiled mattresses. ➤ Thoroughly clean and disinfect private bathrooms fixtures and surfaces. ➤ Replace shower curtain liners. ➤ Ensure all lights are working properly. ➤ Strip, wax, and burnish floors as needed. ➤ Close and lock all windows. 	<ul style="list-style-type: none"> ➤ Remove all trash and recyclables. ➤ Remove all items that are not part of regular inventory. ➤ Clean and disinfect all trash and recycling receptacles and reline. ➤ Completely clean all vertical and horizontal surfaces including walls, doors, heating covers, railings, etc. ➤ Sweep, dust mop, mop and/or vacuum all floors including stairs. ➤ Ensure all lights are working properly. ➤ Strip, wax, and burnish tile floors. 	<ul style="list-style-type: none"> ➤ Remove all trash and all items that are not part of regular inventory. ➤ Clean and disinfect all trash and recycling receptacles and reline. ➤ Completely clean and disinfect all vertical and horizontal surfaces including walls, doors, heating covers, railings, partitions, fixtures, etc. ➤ Sweep, dust mop, mop and/or vacuum all floor surfaces. ➤ Replace all shower/tub curtain liners. ➤ Replenish all soap and paper products. ➤ Clean and shine all mirrors. ➤ Ensure all lights are working properly.

III. University Apartments (Freedom Quad and Empire Commons)

A. PUBLIC AREAS – ENTRANCES, LOBBIES, AND HALLWAYS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Walk off mats vacuumed. ➤ Dust mop, wet mop or auto scrub vinyl or terrazzo floors. ➤ Trash cans emptied and liners replaced. ➤ Drinking fountains disinfected. ➤ Windows and door glass spot cleaned as necessary. ➤ Outside public windows and glass cleaned one hour/day on rotational basis when weather permits. 	<ul style="list-style-type: none"> ➤ Public area trash cans cleaned. ➤ Glass display cases dusted. ➤ Carpeted areas vacuumed on a rotating basis. ➤ Burnish public areas, hallways, and entrances if time and staffing permit. 		<ul style="list-style-type: none"> ➤ Floors top scrubbed/ stripped and waxed. ➤ Walk off mats replaced. ➤ Vents dusted. ➤ Spot cleaning of walls. 	<ul style="list-style-type: none"> ➤ Set up, break down, and clean up after events.

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B. STAIRWELLS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Swept if needed. ➤ Spot mopped if needed. 	<ul style="list-style-type: none"> ➤ Mopped/scrubbed. 	<ul style="list-style-type: none"> ➤ Handrails washed, window ledges dusted. 	<ul style="list-style-type: none"> ➤ Pressure washed. ➤ Stairwell doors cleaned. ➤ Landings top scrubbed/stripped/waxed buffed. 	

C. PUBLIC RESTROOMS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Empty waste receptacles and change liners. ➤ Restock dispensers: soap, paper towels and toilet paper. ➤ Sweep floors. ➤ Graffiti removed. ➤ Disinfect sinks, toilets, urinals. ➤ Clean mirrors. ➤ Wash floors. 		<ul style="list-style-type: none"> ➤ Spot wash walls. ➤ Dust top of partitions. ➤ Dust vents. ➤ Dust window ledges. 	<ul style="list-style-type: none"> ➤ Tiled walls and floors pressure washed. ➤ Thorough cleaning of vents, fixtures and under sinks. 	

D. UNIVERSITY APARTMENTS FITNESS CENTERS				
DAILY TASKS	WEEKLY TASKS	MONTHLY TASKS	INTERSESSION	AS NEEDED
<ul style="list-style-type: none"> ➤ Empty trash and recycling receptacles, replace liners on Tuesday Thursday and Fridays ➤ Restock paper towel dispensers as necessary. ➤ Remove trash/soda, water bottles from floors. ➤ Dust mop floors. ➤ Spot clean as necessary. ➤ Vacuum walk off mat leading to fitness ctr. 	<ul style="list-style-type: none"> ➤ Dust ledges and flat surfaces. ➤ Wet mop floor mats. ➤ Clean fitness center door glass. ➤ Spot clean as necessary. 		<ul style="list-style-type: none"> ➤ Thorough cleaning to include vents, dust mop, wet mopping floors under and around all equipment. 	

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E. UNIVERSITY APARTMENTS - SUMMER CLEANING CHECKLIST		
RESIDENT ROOMS, SUITES, AND APARTMENTS	CORRIDORS, LOUNGES, AND STAIRWELLS	PUBLIC RESTROOMS AND PUBLIC LAUNDRY ROOMS
<ul style="list-style-type: none"> ➤ Remove any remaining items not part of regular room inventory. ➤ Sweep, dust mop and/or vacuum all floor surfaces. ➤ Remove all nails, tacks, tape and adhesives from walls and ceiling. ➤ Complete dusting of all wall surfaces. ➤ Completely wash all room walls and room furniture. ➤ Disassemble all lofted beds. ➤ Wipe down all room furniture with disinfectant cleaner. ➤ Thoroughly clean all windows, screens, blinds, shades. ➤ Inventory room/apartment furniture and replace any damaged or broken furniture. ➤ Discard and replace any worn, ripped, or soiled mattresses. ➤ Thoroughly clean and disinfect private bathrooms fixtures and surfaces. ➤ Replace shower curtain liners. ➤ Scour and disinfect all kitchen appliances (stove, refrigerator, microwave, dishwasher, washer, dryer, etc.). ➤ Thoroughly clean and disinfect all kitchen cupboards and counter top surfaces. ➤ Strip, wax, and burnish tile floors. ➤ Ensure all lights are working properly. ➤ Close and lock all windows 	<ul style="list-style-type: none"> ➤ Remove all trash and recyclables. ➤ Remove all items that are not part of regular inventory. ➤ Clean and disinfect all trash and recycling receptacles and reline. ➤ Completely clean all vertical and horizontal surfaces including walls, doors, heating covers, railings, etc. ➤ Sweep, dust mop, mop and/or vacuum all floors including stairs. ➤ Ensure all lights are working properly. ➤ Strip, wax, and burnish tile floors. 	<ul style="list-style-type: none"> ➤ Remove all trash and all items that are not part of regular inventory. ➤ Clean and disinfect all trash and recycling receptacles and reline. ➤ Completely clean and disinfect all vertical and horizontal surfaces including walls, doors, heating covers, railings, partitions, fixtures, etc. ➤ Sweep, dust mop, mop and/or vacuum all floor surfaces. ➤ Replace all shower/tub curtain liners. ➤ Replenish all soap and paper products. ➤ Clean and shine all mirrors. ➤ Ensure all lights are working properly.