

Custodial Requirements for Residence halls

Restrooms

Daily: empty waste, refill dispensers, clean sinks, flushes, urinals, mirrors, spot clean partitions, spot clean showers, sweep and damp mop floors, disinfect high touch areas

Twice a week: wash all toilet partitions, clean/disinfect showers, check/clean shower curtains

Lounges, other Public Rooms:

Daily: empty waste and recyclables, sweep/dry mop hard floors, vacuum lounge and other high visibility areas, clean entry glass, and disinfect high touch areas

Twice a week or as needed: damp mop tiled areas, vacuum carpeted areas, dust window sills and ledges, clean glass in and around corridor doors

Corridors and Stairways:

Daily: sweep/dry mop floors, clean drinking fountains, empty waste receptacles, vacuum traffic patterns in carpeted areas, disinfect high touch areas

Twice a week or as needed: damp mop tiled areas, vacuum carpeted areas completely, dust handrails, window ledges etc.

Entrances:

Daily: sweep and or vacuum, remove waste and litter, clean entrance mats, wet mop floors, disinfect high touch areas, wash entry glass

Elevators:

Daily: disinfect high touch areas

Twice a week: Sweep/vacuum floors, clean walls, vacuum elevator tracks

Weekly as needed: damp mop tiled floors

General Cleaning:

Twice a week: Dust window sills and horizontal surfaces in public areas such as lounges , bathrooms, corridors, etc., Dust/vacuum lounge furniture, vending machines, pick up trash and or debris outside of the building, maintain all outside entrances free of snow, sand, leaves, paper and other litter, spot clean walls remove any graffiti, spot clean carpeted areas.

Summer (including Student Rooms):

Scrub refinish tile floors as needed, wash all windows inside and out, clean walls and doors, wash all light lenses and covers and clean fixtures, extract carpeted areas. Spot clean/ wash all Student room, office, Lounge and other furniture. Scrub refinish Kitchen/Laundry area floors, clean all appliances sinks counters furniture etc., check all building window finishes and report for repairs or replacement, check all mattresses and report if replacement is needed, check/clean all storage areas discard any unneeded items. Check/clean trash and recycling receptacles

Winter Break:

Clean corridor and public area walls, Wash clean all hard surface floors, extract carpets as needed, and extract/clean all entrance matting. Check/clean trash and recycling receptacles

OTHER BUILDING SPECIFIC AREAS:

- 1) During Summer Conference season occupied spaces should be maintained according to the Daily/Weekly academic year cleaning schedule with an additional regiment of maintaining and cleaning Student Room areas between Conferences
- 2) Shower Curtains should be changed and sent to the Cleaners four times per year and checked daily for soiling or replacement