

# Custodial Service Contractual Requirements for Academic Buildings

(Excluding Athletic Facilities, Saucier Wellness Center, Picard Center, Student Union and University Police Station)

- a) At a minimum the following shall be cleaned on a **DAILY** basis:
- i) **Floors**
    - (1) All hard surface floors (non-carpeted) shall be swept, dust mopped, and/or damp mopped as needed. All corners are to be free of dirt, cobwebs and debris.
    - (2) All stairs and stairwells shall be swept and/or vacuumed.
    - (3) All entrance door mats shall be swept and/or vacuumed.
    - (4) Wood floors in the Paul and Lulu Hilliard Art Museum shall be dust mopped and damp mopped.
  
  - ii) **Restrooms**
    - (1) Floors shall be damp mopped with a germicide cleaner approved to kill staph.
    - (2) Toilets and urinals shall be cleaned and disinfected with an approved bowl cleaner.
    - (3) Lavatories shall be cleaned, sanitized and rinsed thoroughly.
    - (4) Shelves and lavatory counters shall be cleaned and sanitized.
    - (5) Mirrors shall be cleaned.
    - (6) Fittings and supply pipes shall be cleaned.
    - (7) Stall partitions, doors and tile walls shall be cleaned and sanitized. Any graffiti shall be removed immediately.
    - (8) Dust and wipe all other horizontal surfaces within reach not otherwise specified.
    - (9) Waste receptacles shall be emptied and all debris deposited in designated areas. Waste receptacles shall be sanitized and deodorized as necessary.
    - (10) Soap, feminine napkin, paper towel and toilet paper holders shall be checked twice a day and refilled as necessary.
  
  - iii) **Miscellaneous**
    - (1) Drinking fountains shall be cleaned and sanitized.
    - (2) Straighten all chairs, sofas, tables and other furniture in an orderly fashion.
    - (3) Unlock each morning and lock each evening exterior entrance doors and interior public areas as designated.

- (4) Sweep surrounding building sidewalks, balconies, and covered walkways of all debris and dispose of in appropriate receptacles accordingly; this includes sidewalks adjacent to buildings. All trash and debris between the building and sidewalk and around the perimeter of the building shall be picked up.
  - (5) Immediately remove graffiti from interior and/or exterior of building, including all stairwells and elevators.
  - (6) Pick up trash in elevators.
  - (7) Check and refill as needed all hand sanitizer dispensers.
- b) At a minimum the following shall be cleaned on a **WEEKLY** basis:
- i) **Floors**
    - (1) Not less than once weekly all hard surface floors shall be high speed burnished. Contractor will follow floor manufacturer specifications for floor care.
    - (2) All carpet shall be vacuumed with commercial vacuuming equipment at least once weekly; this includes under desks, tables, and chairs.
    - (3) All exterior concrete and / or hard surface areas that are connected and part of the facility shall be cleaned and swept weekly. (This does not include parking lots).
    - (4) Restroom floors shall be scrubbed with a neutral cleaning to remove any buildup; this is to include the areas around toilets, in corners and under sinks.
  - ii) **Dusting**
    - (1) All chairs, desks, filing cabinets, book cases, counters, tables, shelves, office furniture, etc. shall be cleaned, dusted and/or polished weekly.
    - (2) All window sills, ledges, moldings, picture frames, etc. in eyesight, at eye level or within arm's reach shall be dusted weekly.
  - iii) **Glass**
    - (1) Entrance and office door glass shall be cleaned and all postings shall be removed from designated non-posting areas weekly. Commercial glass cleaner shall be used.
  - iv) **Miscellaneous**
    - (1) All hard surface floors shall be damp mopped with a neutral cleaner.
    - (2) All hard surfaced areas shall be high speed burnished according to the floor manufacturer's care specifications. Additional floor finish shall be applied as needed to maintain finish depth.
    - (3) Stairs and stairwells shall be damp mopped with a neutral cleaner. Special attention shall be used to clean corners.
    - (4) All carpet shall have an approved granular or powder carpet fresh applied and vacuumed.
    - (5) Wipe-down exterior furnishings.
    - (6) All corners shall be cleaned of all trash / dirt accumulation.
    - (7) Elevators to have floors swept and mopped and walls to be wiped.

- c) At a minimum the following shall be cleaned on a **MONTHLY** basis:
- i) **Glass**
    - (1) Partition glass shall be cleaned with a commercial glass cleaner monthly.
    - (2) Windows shall be cleaned with a commercial glass cleaner monthly.
    - (3) Wash all interior plate glass windows.
  - ii) **Dusting**
    - (1) Dust and damp clean all interior wall surfaces.
    - (2) Dust all window sills, ledges, moldings, picture frames, etc. above and beyond eyesight, eye level or arm's reach.
    - (3) All air ducts, return air grills and vent grills are to be cleaned and free of dust, dirt, mold and mildew.
  - iii) **Miscellaneous**
    - (1) Hallway, lobby and office walls shall be wiped cleaned.
    - (2) Vacuum all heat and air vents of dust, including ceilings, walls & AC units.
    - (3) Vacuum all Venetian blinds of dust.
    - (4) Check all cloth furniture for excessive soiling and stains. Clean and fabric protect material as needed to maintain overall appearance.
    - (5) Areas requiring additional coats of wax shall be applied.