



**Ohio University**  
**Facilities Management - University Custodial Services**  
**Cleaning Service Levels**

TASK	ENTRANCES, LOBBIES, CORRIDORS	CLASSROOMS, SEMINAR ROOMS	RESEARCH LABS	OFFICES	CONFERENCE ROOMS, LOUNGES	RESTROOMS	STAIRWELLS	ELEVATORS	KITCHENETTES
<b>GENERAL CLEANING</b>									
Empty trash/replace liner	daily	daily	daily	3x/work week	daily	daily			daily
Remove recycling	daily	daily	3x/work week	3x/work week	daily				3x/work week
Dust horizontal surfaces/vents	daily	1x/work week	1x/work week or as needed	1x/work week	1x/work week	daily	1x/work week	1x/work week	1x/work week
Clean chalk/white boards		daily			as needed				
Clean classroom desktops	as needed	as needed	as needed	as needed	as needed				
Clean glass/partitions	1x/work week or as needed	as needed	as needed	as needed	as needed	daily	as needed		as needed
Clean drinking fountains	daily				daily				daily
Clean/disinfect all fixtures						daily			
Check/replenish dispensers						daily			
Spot clean walls/doors						daily			
<b>FLOOR CARE</b>									
Vacuum/sweep pedestrian traffic areas	daily	daily	daily	daily	daily		1x/work week	daily	daily
Vacuum/sweep complete room/corridor	1x/work week	1x/work week	1x/work week	1x/work week	1x/work week	daily	1x/work week	1x/work week	1x/work week
Autoscrub/mop	1x/work week	1x/work week	1x/work week	1x/work week	1x/work week	daily	1x/work week	1x/work week	1x/work week
Extract carpet/scrub & recoat floor	annual	annual	annual	upon vacancy	annual			annual	annual
<b>PRIORITIZATION COLOR CODING</b>	<b>#1 PRIORITY</b>			<b>#2 PRIORITY</b>			<b>#3 PRIORITY</b>		

The above services are provided during a Monday-Friday schedule in the frequencies indicated. Services will be performed only one-time per day on the scheduled days and frequencies indicated above unless otherwise noted. Additional service will be provided on a fee basis (all costs directly billed) and can be scheduled through the Facilities Management Work Center. Service delays may occur in cases of an emergency situation, such as a flood, as well as for snow removal.

**University Custodial Services hours of operation**

1st shift (early)	5 AM-1:30 PM	Mo-Fr
1st shift (late)	8 AM-4:30 PM	Mo-Fr
2nd shift	4:30 PM-1 AM	Mo-Fr
3rd shift	9 PM-5:30 AM	Su-Th
Residential	7 AM-3:30 PM	Mo-Fr

Billable Services: Day and Weeknd Porter Service  
 Window Washing (beyond entrance doors and first surrounding panes)  
 Exterior Powerwashing  
 Event Clean Up Services

## DEFINITION OF TASKS

**Autoscrub/mop floors.** Using appropriate size autoscrub machine and following manufacturer's directions, autoscrub area thoroughly, ensuring that corner areas are cleaned, using a mop in the areas the machine cannot reach.

**Carpet Extraction Cleaning.** After moving portable furniture and spotting and vacuuming floor, clean entire carpet with extraction machine according to manufacturer's instructions. Allow to dry overnight. **Note:** Customer will be asked to pick up personal belongings prior to carpet extraction.

**Clean chalk/white boards.** Clean board completely in General Purpose Classrooms. Wet wipe rails.

**Clean classroom desk.** Wipe down work surfaces and other flat surfaces with a treated rag.

**Clean/disinfect all fixtures.** Restroom fixtures will be cleaned with an approved chemical.

**Clean drinking fountain.** Wipe all surfaces of fixture with approved cleaner.

**Clean restroom partitions and doors.** Wipe partitions and walls clean with approved cleaning solution.

**Clean trash cans/recycling containers.** Spray inside of container with approved cleaner. Wipe out and replace liner. Trash container must be emptied per schedule.

**Detail floor – vacuum/mop.** Vacuum entire floor including edge vacuuming corners, baseboards and under moveable furniture. Mop entire floor including edge mopping and under moveable furniture.

**Dust all surfaces/vents.** Wipe down surfaces and dust surfaces which are free of objects, including vents, ledges, window sills, and cubicle partitions. In General Purpose Classrooms: dust blinds, with a treated tool, wipe down closed blind on both sides.

**Empty recycling .** Carry recycling bin to cart and empty. Replace liner if necessary.

**Empty trash.** Carry trash bin to cart and empty. Replace liner if necessary.

**Extract carpet.** Area that has been stained will be cleaned appropriately by carpet extractor.

**Replenish restroom dispensers.** Refill soap and paper dispensers, making sure they are operational.

**Scrub and re-coat floor.** Hard surface floors will be scrubbed and assessed on the amount of finish that will be applied to deliver a polished appearance.

**Snow removal.** Clear snow as needed from stairways, steps and entrances.

**Spot-clean walls and doors.** Remove finger smudges, spots, or graffiti from walls and doors as required with appropriate cleaning materials.

**Vacuum/sweep complete room/corridor.** Vacuum carpet or sweep hardfloors from wall to wall

**Vacuum/sweep pedestrian traffic areas.** Vacuum carpet or sweep hardfloors in main foot traffic areas only.