**BASE SERVICES**

The base custodial services provided regularly to the campus are detailed below by each type of space. The frequency with which the services are provided is also included.

Any additional services (including increased frequencies) not listed below can be provided at a charge to the unit. Details and examples of those services can be found at the end of this document.

<table>
<thead>
<tr>
<th>Type of Space</th>
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</table>
| **Bathroom**  | Daily     | - Empty trash, pick up litter  
|               |           | - Dust Mop, Vacuum or Sweep Floor  
|               |           | - Clean and Disinfect Drinking Fountains  
|               |           | - Clean and Disinfect Fixtures  
|               |           | - Refill Paper Dispensers  
|               |           | - Refill Soap Dispensers  
|               |           | - Wet Mop Floor  
|               | Weekly    | - Dust and Spot Clean Building Surfaces  
|               |           | - Pressure Wash Tile Walls and Floors  
|               |           | - Refill Floor Drains with odor eliminator  
|               |           | - Descaler Toilets and Urinals  

**What to expect:** All lights work. Soap dispenser and paper towel dispensers are clean and filled. Faucets, doors, stall handles and other bathroom fixtures are clean. All supplies are stocked. Toilets, sinks and floors are clean and disinfected.

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| **Classroom** | Daily     | - Empty trash, pick up litter  
|               |           | - Replace Lining (as needed)  
|               |           | - Empty Recycling Containers  
|               |           | - Erase Writing Board  
|               |           | - Clean Trays and easers and Replenish Chalk  
|               | Three Days/Week | - Dust Mop, Vacuum or Sweep Floor  
|               |           | - Spot Mop Floor  
|               | Weekly    | - Wet Mop Floor  
|               |           | - Clean Writing Board  
|               |           | - Clean Eyewash Assemblies and Basins  
|               | Monthly   | - Dust and Spot Clean all areas of the room, including vents, window sills, baseboards, and fixtures  
|               | Twice/Year | - Remove Bulletin Board Flyers  

**What to expect:** Carpet and tile is clean but may be worn in high-traffic areas. Carpet and/or tile stains will remain if we are not able to remove them with spot cleaning techniques. Between weekly and/or monthly surface cleanings, dust build-up and fingerprints will be noticeable.

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| **Office**    | Monthly   | - Empty trash, pick up litter  
|               |           | - Empty recycling containers  
|               |           | - Dust and Spot Clean all areas of the room, including vents, window sills, baseboards, and fixtures  
|               |           | - Clean Trays and easers and Replenish Chalk  
|               |           | - Dust Mop, Vacuum or Sweep Floor  
|               |           | - Spot Mop Floor  
|               |           | - Wet Mop Floor  
|               | Upon Request | - Erase Writing Boards  

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| **Office**        | Monthly       | - Empty trash, pick up litter  
|                   |               | - Empty recycling containers  
|                   |               | - Dust and Spot Clean all areas of the room, including vents, window sills, baseboards, and fixtures  
|                   |               | - Clean Trays and easers and Replenish Chalk  
|                   |               | - Dust Mop, Vacuum or Sweep Floor  
|                   |               | - Spot Mop Floor  
|                   |               | - Wet Mop Floor  
|                   | Upon Request  | - Erase Writing Boards  

**What to expect:** Carpet and tile is clean but may be worn in high-traffic areas. Carpet and/or tile stains will remain if we are not able to remove them with spot cleaning techniques. Between weekly and/or monthly surface cleanings, dust build-up and fingerprints will be noticeable.
**What to expect:** Offices receive little attention because they typically receive the least traffic. Occupants are responsible for cleaning their own desks and other surfaces. Floors are dusted, and stains that cannot be spot cleaned will remain. Dirt build up may be present around the floor boards and room corners.

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| Lab           | Weekly    | • Empty trash, pick up litter  
• Empty Recycling Containers  
• Clean Trays and easers and Replenish Chalk  
• Clean Eyewash Assemblies and Basins |
|               | Twice/Month | • Dust Mop, Vacuum or Sweep Floor  
• Spot Mop Floor  
• Wet Mop Floor |
|               | Upon Request | • Erase Writing Boards  
• Clean Writing Boards |

**What to expect:** Floors are dusted, and stains that cannot be spot cleaned will remain. Dirt build up may be present around the floor boards and room corners. Occupants are responsible for cleaning their own desks and other surfaces.

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| Building Entrances | Daily | • Empty trash, pick up litter  
• Clean Entrance Mats  
• Clean Entrance Door and window Glass |
|               | Weekly | • Dust Mop, Vacuum or Sweep Floor  
• Spot Mop Floor  
• Wet Mop Floor |
|               | Monthly | • Dust and Spot Clean all areas of the room, including vents, window sills, baseboards, and fixtures  
• Remove bulletin board flyers |

**What to expect:** Carpet and tile is clean but may be worn in high-traffic areas. Carpet and/or tile stains will remain if we are not able to remove them with spot cleaning techniques. Between weekly and/or monthly surface cleanings, dust build up and fingerprints will be noticeable.

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| Auditorium    | Daily | • Empty trash, pick up litter  
• Empty recycling containers  
• Erase Writing Board  
• Clean Trays and easers and Replenish Chalk |
|               | Three Days/Week | • Dust Mop, Vacuum or Sweep Floor  
• Spot mop floor |
|               | Weekly | • Clean writing board  
• Wet mop floor |
|               | Monthly | • Dust and Spot Clean all areas of the room, including vents, window sills, baseboards, and fixtures |
|               | Twice/Year | • Remove bulletin board flyers |

**What to expect:** Carpet and tile is clean but may be worn in high-traffic areas. Carpet and/or tile stains will remain if we are not able to remove them with spot cleaning techniques. Between weekly and/or monthly surface cleanings, dust build up and fingerprints will be noticeable.

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| Library       | Weekly | • Empty trash, pick up litter  
• Empty recycling containers  
• Dust Mop, Vacuum or Sweep Floor  
• Dust and Spot Clean all areas of the room, including vents, window sills, baseboards, and fixtures  
• Clean Trays and easers and Replenish Chalk  
• Clean and disinfect drinking fountains |
### What to expect:
Carpet and tile is clean but may be worn in high-traffic areas. Carpet and/or tile stains will remain if we are not able to remove them with spot cleaning techniques. Between weekly and/or monthly surface cleanings, dust build-up and fingerprints will be noticeable.

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<td><strong>Public Corridor</strong></td>
<td>Daily</td>
<td>- Empty trash, pick up litter</td>
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</table>
| | Weekly | - Dust Mop, Vacuum or Sweep Floor  
- Spot mop floor  
- Clean and disinfect drinking fountains  
- Clean Eyewash Assemblies and Basins  
- Empty recycling containers  
- Dust and Spot Clean all areas of the room, including vents, window sills, baseboards, and fixtures  
- Clean Trays and easers and Replenish Chalk  
- Wet mop floor |
| | Monthly | - Remove flyers from bulletin boards |
| **Stairway** | Weekly | - Wet mop floor |
| | Twice/Month | - Dust Mop, Vacuum or Sweep Floor |
| | Monthly | - Dust and Spot Clean all areas of the room, including vents, window sills, baseboards, and fixtures |
| **Gym** | Three Days/Week | - Empty trash, pick up litter  
- Empty recycling containers  
- Dust Mop, Vacuum or Sweep Floor  
- Clean Trays and easers and Replenish Chalk  
- Clean and disinfect drinking fountains  
- Spot mop floor |
| | Twice/Month | - Dust and Spot Clean all areas of the room, including vents, window sills, baseboards, and fixtures |

All tasks and frequencies listed are subject to staffing.

Weekly = Five days per week  
Monthly = One day per month

Please note: Our hard-working custodians have a limited amount of time to complete all assignments and so we ask for your help and support by not asking them for special favors that take them off schedule. All custodians are equipped with a radio and can call in any unexpected service needs or special requests to the Bear Brigade, which will respond within 15 minutes. Please help them be successful by following this practice.

**Cleaning services for Kitchens, Lounges, Cafeterias and Stores are available on a recharge basis.**
ADDITIONAL CLEANING SERVICES

If you are interested in receiving additional cleaning beyond the routine services listed on the previous page, services can be provided on a recharge basis. Listed below are some of the most requested additional services performed by our custodial staff.

Custodial Services normal recharge rate is $49 per hour*. Due to staffing and workload considerations, most additional service work will be performed at our overtime rate of $68 per hour*. If you are interested, call or email us and we’ll get you an estimate.

- Dust and/or clean Window Blinds
- Tough stain removal
- Stripping, scrubbing or waxing floors
- Clean Vent Covers and diffusers
- Recondition or refinish floor surface
- Extract Clean Carpet
- Dust, detail, Clean Furniture
- Wash Painted Walls
- High Dusting, cobweb Removal
- Window Washing
- Clean and Disinfect Fixtures
- High-pressure cleaning
- Event Support: Custodial staffing during and after an event, special cleanup

* These rates were effective through June 30, 2015; revised rates are expected and will be posted as soon as they are confirmed.