

## **CUSTODIAL ENVIRONMENTAL SERVICES**

### **OFFICES and MAIL ROOMS are serviced once per week.**

#### Weekly:

- Trash containers are emptied.
- Floors are swept, vacuumed or mopped.
- Furniture is arranged in an orderly manner.
- Light dusting of “cleared” horizontal surfaces
- Doors locked and lights turned off upon exiting (note: doors will only be shut and locked if they were found this way).
- Deskside recycling containers are emptied once per week by student recycling staff.  
*Note: if student recyclers are unavailable, the container will not be collected. This usually only occurs during semester breaks and finals. The room occupant will be responsible for taking their own recyclables to a central recycling site.*

Once every THREE years - Floors are refinished or shampooed or as per our set schedule

### **LOUNGES/BREAK ROOMS/KITCHENS are serviced daily.**

#### Daily:

- Trash containers are emptied.
- Floors are spot swept, vacuumed or mopped.
- Furniture is arranged in an orderly manner.  
*(Kitchen sinks are not serviced by our staff)*

Once every two years: Floors are refinished or shampooed per our set schedule

*(Note: Departments are responsible for the purchase and stocking of paper towels for lounge/break room/kitchen and conference room use. You can order these directly through our Stores at x26502 or call our main office with a speed type number and we can order them for you.)*

### **RESTROOMS AND LOCKER ROOMS – serviced once daily Monday through Friday**

Daily:

- Trash emptied, liners replaced if stained or torn
- Horizontal surfaces dusted and/or wiped clean
- Fixtures (toilets, urinals, sinks, and showers) disinfected on all surfaces- pipes, adjacent walls, and bases of fixtures included
- Mirrors cleaned
- Walls and stall enclosures cleaned for stains and, if possible, graffiti removed once a week
- Paper towels, toilet paper, and soap restocked
- Floors mopped with a germicidal disinfectant solution

Monthly: Floor drains treated with diluted germicidal detergent

Semi-Annually: Floors refinished as per our set schedule and Air vents dusted

**PUBLIC AREAS (Main Corridors, Lobbies, Entryways and Elevators) – serviced four days per week Monday, Tuesday, Thursday and Fridays.**

Daily:

- Trash emptied, liners replaced when stained or torn
- Floors spot swept or spot vacuumed
- Drinking fountain cleaned with germicidal detergent

Weekly:

- Horizontal surfaces dusted
- Entryway door glass cleaned
- Unauthorized postings removed
- Floors swept and mopped or vacuumed
- Elevator controls wiped clean
- Elevator door tracks vacuumed

Annually: Floors refinished or carpets shampooed per set schedule.

**COPY ROOMS AND STAIRWELLS – serviced three times per week M, W, F**

Three times per week:

- Floors swept, spot mopped or vacuumed
- Trash emptied

Semi-Annually:

- High dusting and cobwebs removed

Stairwells Annually: - stripped and waxed or carpet shampooed per set schedule.

Copy Rooms Once every Three Years - stripped and waxed or shampooed

**LOADING DOCKS, Shipping/Receiving Areas - serviced once per week**

Weekly:

- Floors swept and mopped or vacuumed

Annually: Floors refinished or carpets shampooed per our set schedule.

### **CLASSROOMS AND AUDITORIUMS - serviced once daily Monday through Friday**

Daily:

- Litter picked up, trash removed, liners replaced if stained or torn
- Floors spot swept or spot vacuumed – walkways only
- Blackboard trays damp-wiped clean of chalk dust
- Chalk restocked, erasers vacuumed and/or wiped with damp cloth
- Floors spot mopped –walkways only

Weekly:

- Floors swept or vacuumed
- Horizontal surfaces dusted

Bi-Weekly:

- Wash blackboards (Note: We do not provide daily blackboard cleaning services)
- *We do NOT clean white boards on campus*

Once per semester: Detail cleaning of walls adjacent to light switches, trashcans and blackboards

Annually: Strip/wax/burnish tiled floors, shampoo carpeted floors as per our set schedule

### **PROJECTION AND MEDIA ROOMS – serviced once per week**

- Floors swept or vacuumed
- Dusting is NOT provided

### **CONFERENCE ROOMS - serviced daily**

Daily:

- Litter picked up, trash removed, liners replaced if stained or torn
- Floors spot swept or spot vacuumed – walkways only
- Blackboard trays damp-wiped clean of chalk dust
- Chalk restocked, erasers vacuumed and/or wiped with damp cloth
- Floors spot mopped –walkways only

Weekly:

- Floors thoroughly swept or vacuumed
- Floors thoroughly mopped
- Horizontal surfaces dusted

Bi-Weekly:

- Wash blackboards (Note: We do not provide daily blackboard cleaning services)
- *We do NOT clean white boards on campus*

Once per semester: Detail cleaning of walls adjacent to light switches, trashcans and blackboards

Once every two years: Strip/wax/burnish tiled floors, shampoo carpeted floors as per our set schedule

**STUDENT PRACTICE ROOMS, STUDY ROOMS AND LIBRARY STACKS – are serviced twice per week.**

Routine Cleaning Day:

- Trash cans emptied
- Floors spot swept and spot mopped or spot vacuumed – walkways only

Detail Cleaning Day:

- Floors swept and mopped or vacuumed
- Litter picked up, trash removed, liner replaced if stained or torn
- Horizontal surfaces dusted
- Dusting of books and bookshelves is NOT provided

Annually: Floors refinished as per our set schedule

**LABORATORIES are serviced twice per week.**

Routine Cleaning Day:

- Trash cans emptied
- Floors spot swept or spot vacuumed - walkways only

Detail Cleaning Day:

- Floors swept and mopped or vacuumed
- Litter picked up, trash removed, liner replaced if stained or torn
- Dusting is NOT provided

*(Note: Labs are responsible for the purchase and stocking of paper towels for lab use)*

Once every two years: Floors refinished as scheduled as per our set schedule

**Exterior and Interior WINDOW CLEANING is provided to general fund facilities approximately once every Four Years.** The Facilities Management custodial division is not funded interior window cleaning. This includes interior glass doors and windows.

**SPECIAL NOTE FOR INCLEMENT WEATHER DAYS:** *Custodians are responsible for hand snow shoveling on campus. This additional duty takes them away from their interior duties. During inclement weather our staff performs the following duties in the following order: Snow shoveling, restroom cleaning, classroom cleaning, public area cleaning, and if time allows then they start on laboratories and finally offices. This may mean that these latter space types are skipped for the week.*

## INTEGRATED PEST MANAGEMENT

- Provide least-toxic, humane pest control services to all general fund and auxiliary campus departments. These services include:
- Administer campus Pesticide Use Policy. Review all proposed campus pesticide applications
- Provide general indoor pest control
- Provide specialized pest control to campus greenhouses and sensitive research labs
- Wildlife management and re-location
- Mosquito breeding monitoring and control
- Conduct safety trainings on West Nile virus, Bird Flu, and other pest control related hazards
- Dead animal pick-up and disposal
- Review all custodial cleaning products for health and environmental impacts.

## RECYCLING

- Provide recycling services to all general fund and auxiliary campus departments. These services include:
- Standard materials collected: Commingled Containers, Office Pak, Newspaper, Magazines & Phonebooks, and Corrugated Cardboard
- Weekly central recycling collections in all general fund and some auxiliary buildings
- Weekly desk-side recycling collections to all general fund and some auxiliary buildings
- Automated recycling collections (M&F) at loading docks of all Housing department buildings
- Services offered upon request (call 492-5321 to schedule):
  - Scrap metal and pallet/wood collections
  - Toner cartridge collections
  - Extra recycling and trash containers for office clean-outs
  - Special event recycling / special container placement
- Special materials collected through campus Mailing Services (tyvek envelopes, diskettes, transparencies, CD's) using campus box 209- [http://recycling.colorado.edu/additional\\_services/](http://recycling.colorado.edu/additional_services/)
- Confidential shredding service- [http://recycling.colorado.edu/additional\\_services/shredding.html](http://recycling.colorado.edu/additional_services/shredding.html)
- Service campus public drop-off locations
- Operation of on-campus (recycling) Intermediate Processing Facility
- For general campus recycling information please go to: <http://recycling.colorado.edu/index.html>

## SOLID WASTE

- Provide solid waste services to all general fund and auxiliary campus departments.
- Daily collections from outdoor trash dumpsters (7 days a week)
- Special Event dumpster service – special container placement
- Administer campus contract for trash Roll-off services
- Maintain, repair, and replace campus trash dumpsters and enclosures

