



University of Colorado Boulder

FACILITIES MANAGEMENT

Effective date: August 13, 2021

Campus Building Services

■ Custodial Services:

OFFICES AND MAIL ROOMS

- Once per week:
 - Doors locked and lights turned off upon exiting
Note: Doors will only be shut and locked if they were found this way
 - *Deskside collection of paper in offices suspended until further notice*
 - *We appreciate your assistance in emptying your office trash and recycling containers into a central trash or recycling can located nearby (kitchen, hallway)*
- Once every other week:
 - Light spot vacuuming or spot mopping of floors
- Every three years:
 - Floors refinished or carpets shampooed

LOUNGES, BREAK ROOMS AND KITCHENS

- Daily Monday through Friday:
 - Trash containers emptied and liners replaced if necessary
 - Floors spot swept, spot vacuumed or spot mopped
Note: Kitchen sinks are not serviced and are the responsibility of the building occupants
- Annually:
 - Floors are refinished or carpets shampooed
Note: Departments are responsible for the purchase and stocking of paper towels for lounge, break room, kitchen and conference room use. Paper towels can be ordered directly through Distribution Center at x26524.

RESTROOMS AND LOCKER ROOMS

- Daily Monday through Friday:
 - Trash containers emptied and liners replaced if necessary
 - Horizontal surfaces dusted and disinfected
 - *Light switches, door handles, soap, toilet paper and paper towel dispensers disinfected*
 - *Fixtures (toilets, urinals, sinks, and showers) disinfected on all surfaces including pipes, adjacent walls and bases of fixtures*
 - Mirrors cleaned

RESTROOMS AND LOCKER ROOMS continued

- Paper towels, toilet paper, and soap restocked
- Floors disinfected
- Walls and stall enclosures cleaned for stains
- Weekly:
 - Graffiti removed, if possible
- Monthly:
 - Floor drains treated with diluted germicidal detergent
- Annually:
 - Floors refinished
 - Air vents dusted

PUBLIC AREAS (Main Corridors, Lobbies, Entryways and Elevators)

- Daily Monday through Friday:
 - *Enhanced disinfection of frequently touched surfaces – switches, door handles, table tops, elevator buttons/controls*
 - Trash containers emptied
 - Floors spot swept or spot vacuumed
 - Drinking fountains are cleaned with germicidal detergent
- Weekly:
 - Horizontal surfaces dusted
 - Entryway door glass cleaned
 - Unauthorized postings removed
 - Floors thoroughly swept and mopped or vacuumed
 - Elevator door tracks vacuumed
- Annually:
 - Floors refinished or carpets shampooed

COPY ROOMS, STAIRWELLS

- Two times per week:
 - Floors spot swept or spot vacuumed
 - Floors spot mopped if necessary
 - Trash containers emptied and liners replaced if necessary
- Three times per week:
 - Trash containers emptied in copy rooms
- Semi-Annually:
 - High dusting and cobwebs removed
- Annually:
 - Stairwells stripped and waxed or carpet shampooed
- Every three years:
 - Floors refinished or carpets shampooed in copy rooms

LOADING DOCKS, SHIPPING AND RECEIVING AREAS

- Weekly:
 - Floors spot swept and spot mopped or spot vacuumed
- Annually:
 - Floors refinished or carpets shampooed

CLASSROOMS AND AUDITORIUMS

- Daily Monday through Friday:
 - *Enhanced disinfection of frequently touched surfaces – switches, door handles, table tops*
 - Litter removed
 - Trash containers emptied and liners replaced if necessary
 - Floors spot swept or spot vacuumed – walkways only
 - Floors spot mopped – walkways only
 - Blackboard trays vacuumed
 - Chalk restocked, erasers vacuumed and/or wiped with damp cloth
 - **Note:** Custodial Services does NOT clean white boards or provide dry erase markers
- Weekly:
 - Floors swept or spot vacuumed
 - Horizontal surfaces dusted
 - Wash blackboards
- Once per semester:
 - Detail cleaning of walls adjacent to light switches, trash cans and blackboards
- Semi-Annually:
 - Floors refinished or carpets shampooed

PROJECTION AND MEDIA ROOMS

- Weekly:
 - Floors swept or vacuumed
 - Dusting is NOT provided
- Every three years:
 - Floors refinished or carpets shampooed

CONFERENCE ROOMS

- Daily Monday through Friday:
 - *Enhanced disinfection of frequently touched surfaces – switches, door handles, table tops*
 - Litter removed
 - Trash containers emptied and liners replaced if necessary
 - Floors spot swept or spot vacuumed – walkways only
 - Floors spot mopped – walkways only
 - Blackboard trays vacuumed
 - Chalk restocked, erasers vacuumed and/or wiped with damp cloth
 - **Note:** Custodial Services does NOT clean white boards or provide dry erase markers
- Weekly:
 - Floors thoroughly swept or vacuumed
 - Floors thoroughly mopped
 - Horizontal surfaces dusted
- Bi-Monthly:
 - Wash blackboards
- Once per semester:
 - Detail cleaning of walls adjacent to light switches, trash cans and blackboards
- Once every two years:
 - Floors refinished or carpets shampooed

STUDENT PRACTICE ROOMS, STUDY ROOMS AND LIBRARY STACKS

- Twice per week:
 - Routine Cleaning Day 1x week:
 - ◆ Trash containers emptied and liners replaced if necessary
 - ◆ Floors spot swept and spot mopped or spot vacuumed – walkways only
 - Detail Cleaning Day 1x week:
 - ◆ Floors swept and mopped or vacuumed
 - ◆ Trash containers emptied and liners replaced if necessary
 - ◆ Horizontal surfaces dusted, excluding dusting of books and bookshelves
- Annually:
 - Floors refinished or carpets shampooed

LABORATORIES

- Twice per week:
 - Routine Cleaning Day:
 - ◆ Trash containers emptied and liners replaced if necessary
 - ◆ Floors spot swept or spot vacuumed - walkways only
 - Detail Cleaning Day:
 - ◆ Floors swept and mopped or vacuumed
 - ◆ Litter picked up
 - ◆ Trash containers emptied and liners replaced if necessary
- Once every two years:
 - Floors refinished or carpets shampooed

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

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 Custodial Services performs the following duties in the following order:
 - Snow shoveling
 - Restroom cleaning
 - Classroom cleaning
 - Public area cleaning
 - Laboratories and finally offices if time allows. This may mean that these latter space types are skipped for the week.

■ IPM, Recycling and Solid Waste:

Integrated Pest Management (IPM)

- Least-toxic, humane pest control services, including:
 - Administer campus Pesticide Use Policy
 - Review all proposed campus pesticide applications
 - General indoor pest control
 - 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
- Call Facilities Management Operations Control Center at 303-492-5522 for service.

Recycling

- Weekly central and public recycling collections – standard materials collected:
 - Containers:
 - Aluminum, steel and tin cans
 - Glass bottles and jars
 - #1 - #7 plastic bottles, tubs and jars
 - Paper milk cartons and drink boxes
 - Empty Aerosol cans (remove nozzle)
 - Clean aluminum foil
 - Metal lids and caps (removed)
 - Papers:
 - Office paper and file folders
 - Mail and envelopes (opened)
 - Magazines and catalogs
 - Paperboard (ex: cereal boxes)
 - Notebook, notepad, and loose-leaf paper
 - Newspapers and inserts, paper bags
 - Phonebooks and paperback books
 - Shredded paper (secure in a clear bag)
 - Corrugated cardboard:
 - Flattened corrugated cardboard (pleats between the two outer layers)
 - Pizza boxes
 - Brown paper grocery bags
- *Deskside collection of paper in offices suspended until further notice*
 - *We appreciate your assistance in emptying your deskside recycling container into a central recycling can located nearby (kitchen, hallway)*
- Automated recycling collections at loading docks of Housing and Dining Services 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 are collected by Mailing Services (tyvek envelopes, diskettes, transparencies, CD's, etc.) – mail to campus box UCB 209 or go online:
<http://ecenter.colorado.edu/recycling/additional-services/special-materials>
- Confidential shredding service
<http://ecenter.colorado.edu/shredding>
- Grounds Recycling Operations Center (GROC) for more information student processing at GROC call 303-492-8308.
- For general campus recycling information please go to
<http://ecenter.colorado.edu/index.php>

Solid Waste

- Provide solid waste services, including:
 - Daily collections from outdoor trash dumpsters (7 days a week, call 303-492-5321 for service)
 - Special event dumpster service – special container placement
 - Administers campus contract for trash roll-off services

- Maintain, repair, and replace campus trash dumpsters and enclosures.