

CUSTODIAL DEPARTMENT

Cleaning Specifications & Instructions for Janitors, FOA 1 (Custodial), and Cleaners

This document outlines the scope and duties of the College's Custodial Services Division. While Custodial Services is responsible for cleaning the vast majority of building spaces, there are instances where Departmental faculty/staff are responsible for cleaning (ex: under fume hoods, Department owned cabinets/refrigerators, lab tables and surfaces). If there are any questions as to who is responsible for cleaning an area, they should be directed to Mark Poupore mpoupore@esf.edu or Pete Vandemark pvandemark@esf.edu.

Each Custodian has been equipped with a Hillyard Trident High Performance Microfiber cleaning system. This system replaces traditional dry and wet floor mopping systems and utilizes microfiber cloths for restrooms and other general cleaning. Custodial staff, please note that all equipment is "owned" by a building, not a person.

Microfiber cloths/mops:

Blue - General cleaning (furniture, floors, glass and mirrors)
Red - High risk areas (restroom toilets, urinals and floors)
Yellow - Lower Risk (high touch points, wash basins, sinks and fixtures) Green - Food Service prep areas

Dirty cloths/mops are collected in a central area for cleaning and redistribution and should be laundered on a regular basis.

The custodial department uses 3M brown wet/dry stripping floor pads for removing floor finish. Harsher traditional stripper is only used on a case by case basis and must be issued and authorized by the Supervising Janitor.

Custodial staff, when cleaning all spaces:

- Your janitor's cart is to be with you at your work site. You are to leave a note on the cart if you leave your assigned cleaning area.
- The entrance door should be left open while you are cleaning a space. Close the door when you exit. The Supervising Janitor will notify each custodian of the spaces on campus that are exempt from this policy.
- Leave the space as you found it – if door was locked, leave it locked; if lights were off, leave them off, etc.

Prioritization and Cleaning Specifications

First Priority (Academic Year)

Classrooms, Teaching Labs, Computer Labs, & Studios:

Clean classrooms and teaching labs (see next paragraph below) daily when classes are in session. Rooms should be detail cleaned during breaks and at the end of the academic year. Rooms should be spot checked regularly throughout the summer.

Note: Any cabinets or spaces located under fume hoods do not fall within the purview of custodial services. Furthermore, custodial staff are not responsible for cleaning lab surfaces (Ex: tables and sinks). Building occupants are responsible for cleaning lab surfaces. Custodial Services does not provide chemicals to building occupants. Therefore, when needed, each Department is responsible for purchasing their own cleaning agents. Care should be taken to follow the guidelines set forth in the College's Green Cleaning Program, however it is understood that this may not always be feasible. Custodial staff are responsible for sweeping/mopping lab floors and removing trash, as needed.

Custodial duties include:

Daily (during academic year):

- Where applicable, check daily and as needed, empty trash/recycling receptacles and replace trash liners (*Check for Skip the Liner stickers. Bins with these stickers should not have liners*)
- Clean chalk and whiteboards thoroughly
- Restock chalk and whiteboard markers as needed
- Clean and arrange furniture in an appropriate manner
- Vacuum carpet or dust mop/wet mop hard floors

Weekly (during academic year):

- Clean glass in doors
- Wash doors, door handles, and push plates
- Thoroughly clean chalk tray
- Dust audiovisual equipment and equipment carts
- Remove graffiti on desks, tables and tablet armchairs (during non-academic periods).

Monthly (during academic year):

- Wash window ledges
- Wash radiator enclosures
- Dust door frames.

Second Priority (Academic and Non-Academic Year)

Restrooms:

Restrooms should smell and appear clean. Staff will utilize personal protective equipment, when necessary, and set out appropriate signage, as needed.

Daily:

- Clean all surfaces and fixtures with all-purpose cleaners. Disinfectants may be used on a case-by-case basis.
- Scrub toilets and urinals inside and out (dry toilet seat)
- Clean mirror to a streak free shine
- Clean shower stalls, where applicable
- Wipe chrome
- Fill paper towel, toilet paper, soap, toilet seat covers and feminine product dispensers (only replace these items when each dispenser is empty, remove and wash soap dispensing tip whenever soap is replaced)

- Check daily and as needed, empty receptacles and replace liners (*Check for Skip the Liner stickers. Bins with these stickers should not have liners*)
- Sweep and mop the floor (clean behind doors, in corners, and underneath trash cans)
- Check air fresheners and replace cartridges, as needed (where applicable)
- Wash entry door handles or push plates

Check restrooms at the close of shift daily:

- Remove litter and empty compost container if needed
- Restock all dispensers
- Spot clean as necessary

Weekly:

- Wash underneath sinks to remove soap and dirt residue
- Wash and dust dispenser exteriors, as needed
- Scrub sides, bottoms and backs of toilets and urinals
- Wash doors, door frames and walls
- Wipe down partitions (sides and bases) to remove grime and dust

Monthly:

- Vacuum and/or wash exteriors of ventilation vents
- Scrub floor edges around walls and fixtures.

Third Priority (Academic Year)

Offices and Non-Teaching Labs:

Three times a week:

- Spot check faculty chair office suites, vice president & president offices suites, clean as needed.

Weekly:

- Spot check and vacuum carpets or dust mop and wet mop hard floors, if needed
- Clean glass doors
- Empty trash/recycling
 - Trash/recycling will be collected from offices every other Thursday. If building occupants need more frequent service, they are responsible for bringing their trash/recycling to corridor bins

Monthly:

- Completely clean floor edges
- Dust & wash window ledges and radiator enclosures monthly. Must be free of debris to be cleaned
- Wash doors and door frame.

As requested:

- Complete work orders (submitted by building occupants) for detail cleaning, as determined by Supervising Janitor:

- Contact the occupant of the space to make arrangements to move items in space so area can be completely dusted and cleaned
- Dust tops of files and desk units
- Clean behind furniture
- Wash walls, if needed

Fourth Priority (Academic Year)

Corridors:

Daily:

- Check for spills and large pieces of litter
- Clean drinking fountains
- Check trash/recycling/compost and remove, as needed.
 - Replace compost liner with BPI Certified (compostable) liner
 - Bring trash/recycling/compost to building trash room
- Cleaning carts should not be stored in the corridor.

Semi-Weekly:

- Clean corridors at least 2 times per week, unless otherwise directed. During the winter season corridors will need to be spot checked daily.
 - Tile Floors: Dust mop floor, then wet mop hard floor surfaces or clean with automatic floor scrubber. Do not leave piles of dirt and/or dust mop in the corridor.
 - Carpeted Floors: Vacuum, making sure to get edges.

Weekly:

- Dust window ledges and radiator enclosures.

Stairwells:

Weekly:

- Sweep and/or vacuum, then wet mop
- Dust door, doorframes and window ledges weekly and wash, as needed
- Remove signs taped to doors and walls
- Clean glass in doors and spot clean walls
- Dust railings
- Clean radiators and exposed pipes within reach

Quarterly:

- Completely wash railings

Elevators:

Daily:

- Check for litter or graffiti.

Weekly:

- Clean interior track to remove dirt and debris

- Wash doors to remove handprints and make sure to clean area around exterior call buttons

Bi-Weekly:

- Sweep and mop floor, vacuum mats.

Conference Rooms:

Daily:

- Check daily and as needed, empty trash/recycling receptacles and replace trash liners (Check for Skip the Liner stickers. Bins with these stickers should not have liners)
- Clean whiteboards & chalkboards
- Spot check carpets and hard floors. Vacuum or dust/wet mop as needed

Weekly:

- Clean glass in doors.

Monthly:

- Completely clean floor edges
- Dust & wash window ledges and radiator enclosures
- Wash doors, door frames,

On a rotating basis, to be determined by the Supervising janitor, contact the occupant of space to make arrangements to move items in space so area can be completely dusted and cleaned:

- Dust tops of files and desk units
- Clean behind furniture
- Polish furniture
- Wash walls if needed

Exterior & Interior Entrances:

**During the winter months, at the very beginning of your shift, ensure that all assigned areas (6 feet in front of building doors) are clear of snow. Salt is to be applied in an amount sufficient to melt any remaining snow or ice.

Daily:

- Outside & interior entrances checked and cleaned, as needed
- Vacuum walk-off mats
- Pick up litter and sweep or vacuum
 - Sweep leaves, debris, and excess salt
 - Remove signs/stickers taped to the glass or building.
- *Do not remove signs pertaining to asbestos abatement*
- Clean glass and handprint marks off door handles &/or push plates
- Cleaning carts should not be left in or near the building entrance

Monthly:

- Clean underneath mats
- Completely clean floor edges

- Dust and wash window ledges and surfaces
- Wash door and door frames

Ongoing Basis

Custodial Closet/Custodial Equipment:

Your custodial closet should be kept neat and clean at all times.

- Sinks are to be cleaned at the end of each shift
- Supplies are to be neatly stacked on shelves or floor
- Equipment and cleaning cart are to be kept clean and in good working order
- Mops and brooms are to be hung on holders
- Equipment should always be returned to its assigned storage area at the end of each shift

Daily

- Mop pail/cart emptied and cleaned
- Vacuum bag emptied
- Mop heads rinsed or brought down for washing
- Ensure lead closets are stocked and ready for use at all times
- Perform preventative maintenance on all equipment (contact building Janitor or Supervising Janitor for assistance/training as needed)

Lights:

Interior building lights are to be checked and replaced according to cleaning specifications Daily

- Check all assigned spaces to make sure all lights are working
 - Replace burnt out lamps the same day
 - When replacing lamps, replace all lamps in the fixture
 - Recycle burnt fluorescent bulbs in accordance with the college's fluorescent lamp recycling program.

Specialized Instructions

Trash & Recycling:

- Check spaces per schedule outlined above and as needed, remove trash from assigned spaces (*Check for Skip the Liner stickers. Bins with these stickers should not have liners*)
- Check recycling containers on same schedule as trash and empty as needed

Monthly

- Wash recycling and trash containers, as needed
- Do not remove bags from lab glass containers. Take the entire container to the trash storage area and replace it with another empty lab glass container. Put an approved heavy duty liner in the container
- Empty can and bottle recycling containers when they are half full, to prevent the trash bag from being torn

- All trash & recycling storage areas are to be kept in a neat orderly manner
- No paper or debris on floor
- Spills are to be mopped
- Bags should be neatly stacked in assigned location
- Large cardboard containers should be emptied and broken down

Notes to building occupants

- This document serves as a guide and outlines the level of service that the Custodial Services Division strives to provide to the campus community. If substantial changes to this document occur, a revised document will be sent to the campus community. The Division will do its best to meet the high expectations that have been set forth in this document. We welcome campus feedback and suggestions!
- Trash should be checked daily and emptied as needed. If building occupants require more frequent service, they are invited to bring their trash/recycling to one of the many trash/recycling/compost stations located on every floor in every building. Traditionally sized office trash bins will be replaced with 1.15-gallon trash cans. This will better enable staff members to bring their trash to corridor bins (as needed) and will help reduce the amount of waste that we produce on campus.
- Campus-wide composting is available for food waste. Please bring all compostable materials to labeled bins located on every floor, of every building. This will also help to manage campus-wide pest control.
- The custodial team will do its best to monitor the College-wide event schedule with the goal being to provide extra attention to areas that are scheduled for an event. However, building occupants should submit a service request by email (mpoupore@esf.edu) if it is imperative that an area be spot cleaned prior to an event.
- During the non-academic year, custodial staff participate on project teams to detail clean frequently used spaces (ex: corridors). If you would like staff to focus on a certain area of a building during this time, please contact the Supervising Janitor (Mark Poupore, 315-470-4756, mpoupore@esf.edu).
- Department owned cabinets and refrigerators/freezers are the responsibility of Departmental faculty/staff/students to maintain and clean.
- Building occupants may request that Janitors/Facilities Operation Assistants/Cleaners focus on certain areas. The Supervising Janitor will be updated by staff accordingly.
- If you have questions about this document please contact Pete Vandemark at 315-470-6964 or pvandemark@esf.edu