

CUSTODIAL SERVICE LEVELS

Tasks	FY 12-13 Service Levels (45 Custodians)
Classrooms & Laboratories	
Spot-clean walls and doors	S/A
Relamp	AN
Clean chalkboards and trays	W
Empty waste containers	D
Empty pencil sharpeners	W
Sweep/dust-mop floors	AD
Clean erasers	BW
Damp-mop floors	M
Strip/Wax floors	A
Straighten Furniture	D
Vacuum carpet	M
Spot-clean carpet	AN
Refill Dispensers (for Vocational Classrooms & Labs)	D
Offices	
Empty waste containers	D
Relamp	S/A
Dust flat surfaces	N/A
Spot-clean carpet	S/A
Spot-clean walls, partitions and doors	S/A
Vacuum carpet	M
Straighten furniture	D
Damp-mop floors	M
Strip/Wax floors	UV
Sweep/dust-mop floors	M
Public(Circulation) Areas	
Auto-scrub floors	S/A
Clean telephone	N/A
Dust flat surfaces	M
Spray-buff/burnish floors	S/A
Strip/Wax floors	A
Vacuum carpet	AD
Straighten furniture	D
Spot-clean carpet	Q
Clean water fountains	D
Entranceways	
Clean doors and windows	BW
Clean/roll-up walk-off mats	AD
Damp-mop floors	W
Dust flat surfaces	M
Spot-clean walls and entrance door	M
Spray-buff/burnish floors	Q
Strip/Wax floors	A
Sweep outside ramp and landing	W
Sweep/dust-mop floors	D
Stairwells	
Damp-mop stairs and landings	M
Dust flat surfaces	BW
Spot-clean walls and doors	S/A
Sweep, dust-mop stairs and landings	AD
Lockers/Changing Rooms (Not Including Shower)	
Clean lockers and benches	W
Clean trash containers	A
Relamp	AN
Sweep/dust-mop floors	D
Strip/Wax floors	A
Wet-mop and manual scrub floors	W
Shower Rooms	
Clean drains	D
Clean/disinfect shower room	W
Relamp safety fixtures	N/A
Washrooms	
Clean Mirrors	W
Clean partitions and doors	M
Clean wash bowls	D
Clean/disinfect toilet bowls	D

CUSTODIAL SERVICE LEVELS

Tasks	FY 12-13 Service Levels (45 Custodians)
Clean/disinfect urinals	D
Dust open, flat surfaces	W
Empty waste containers	D
Relamp	AN
Restock restroom dispensers	D
Spot-clean walls and doors	Q
Sweep/dust-mop floors	D
Wet-mop floors	D
Scrub floors	S/A
Cafeteria	
Dust flat surfaces (window ledge)	M
Spray-buff/burnish floors	S/A
Empty trash containers	D
Damp-mop floors	D
Strip/Wax floors	A
Sweep/dust-mop floors	D
Library	
Empty waste containers	D
Vacuum carpet	W
Straighten furniture	D
Empty pencil sharpeners	W
Spot-clean carpet	Q
Dust flat surfaces	M
Auditorium Seating and Foyer	
Vacuum carpet	Q
Spot-clean carpet	S/A
Auditorium Stage and Wings	
Damp-mop floors	M
Sweep/dust-mop floors	BW
Gymnasium	
Sweep, dust-mop floors, bleachers retracted	AD
Damp-mop floors, bleachers retracted	AD
Auto-scrub floor	M
Extend Bleachers	AN
Buffing	S/A
Patient Treatment Room	
Damp-mop floors	AD
Dust high surfaces	S/A
Restock non-restroom dispensers	D
Nursing Station	
Damp-mop floors	BW
Dust high surfaces	S/A
Windows	
Exterior window cleaning	A
Interior window cleaning	BA

<u>Frequency Codes:</u>	
Twice Daily	TD
Daily	D
Alternate Days	AD
Weekly	W
Bi-weekly	BW
Monthly	M
Quarterly	Q
Semiannually	S/A
Annually	A
Not Applicable	N/A
Bi-Annually	BA
As Needed	AN
Upon Vacancy	UV

NOTE: The listed service intervals should be considered targeted guidelines, not absolutes: custodial program tasks, under the direction of the Supervisors of Custodial Operations and Lead Custodians, will be responsive to unforeseen circumstances, local conditions, and unscheduled service requests.